

Stall Holder Application Form



Ellistown Primary School Christmas Fair
Friday 5th December 2025 3:15-5:30pm

A stall is one table - approx. 1.1m (2 tables can be requested). Stalls will be situated in classrooms or corridors. The cost for a stall is £15 per table.

Duplicate stalls /products are restricted so please book early to avoid disappointment.

Stalls cannot be reserved without payment and refunds cannot be given if less than two weeks' notice is given.

For further information please contact K Hollis or S Wilson on 01530 260301 or email: admin@ellistown.leics.sch.uk.

To book a stall please complete the section below and overleaf and return it with the appropriate remittance to:

Friends of Ellistown Primary School,
Christmas Fair 2025.
Ellistown Primary school
Whitehill Road,
Ellistown.
LE67 1EN

Or email: admin@ellistown.leics.sch.uk

- Subject: Stall Holder Application

- Please make cheques payable to:
Friends of Ellistown Primary School
- BACs payment:
60-06-02
26610353
Ref: Christmas Fair 2025
- Cash - Please come to the school office.



Stall Holders please complete this section

Stall Holder Name: Contact number:

Name of business: Website:.....

Address:

Email:

Description of craft / products for sale to appear in our Christmas Fair programme (maximum of 40 characters).
.....

Stall requirements: One Table Two Tables

Space for your own table (no larger than 2.2m) = £13

Electricity (you will need to supply your own extension cable) = £3

Special requirements: (We cannot guarantee to satisfy any special request for a particular location).



I agree to the terms and conditions relating to the Summer Fair (please see separate page).

Print Name: Signature:

Date:.....

Please return the completed section of this form with the appropriate remittance to:

Friends of Ellistown Primary School,

Christmas Fair 2025.

Ellistown Primary school

Whitehill Road,

Ellistown.

LE67 1EN

Or email: admin@ellistown.leics.sch.uk



You will receive a confirmation email securing your stall at the Christmas Fair 2025 within 3-5 working days upon receipt of your completed form and payment.

Ellistown Primary School – Christmas Fair 2025

Terms and conditions

Prices for the stalls are as follows:

- One table (approx. 1.1m) is £15. This will include two chairs.
- Stall holders bringing their own table (no more than 1.1m) the charge is £15.
- Electricity if required is £3.00 (you will need to supply your own extension cable).
- Stalls will be allocated on a first come, first served basis.
- One parking space is available during the event if requested prior to arrival. Please confirm the registration of the vehicle.
- The fair is from 3:15 - 5:30, set-up commences from 2:30pm. As we have a long corridor to travel down, it is suggested to bring a trolley or something similar.
- We will be organising extensive advertising to ensure a good response from the public.
- Refreshments will be available for purchase, and stall holders are entitled to one complimentary coffee or tea tickets per stall.
- Provided you book sufficient time in advance, your name, website and craft description (as detailed on your booking form) will be printed in the programme for the Christmas Fair.
- Full refunds can only be made if the stall is cancelled two weeks before the day of the Christmas fayre.
- Every effort will be made to meet the requirements of the stall holder if at all possible.
- All electrical appliances brought by the stall holder must be fully tested and in good working order.
- Stall holders must bring their confirmation email and register at the school office upon arrival.

If you have any queries, please contact K Hollis or S Wilson on 01530 260301 or email: admin@ellistown.leics.sch.uk.

Kind regards

Friends of Ellistown Primary School

