



WATFORD COMMUNITY FAMILY FUNDAY

EXHIBITOR'S PACK

ABOUT US:

The event is organised by Eternity Community and KEL Ministries which are charitable organisations based in Watford. We empower families, community and support local businesses by organising different programs and activities to bring people together.

ABOUT THIS EVENT:

We focus in engaging Children, Youths, Families and the Communities through Sporting, Conferences, Fun Fairs, Art and Craft events that celebrate and proclaim love.

This year Promises to be a Fun Packed Day with Exciting Activities for All the Families, From thrilling Rides, Bouncy Castle, Inflatables, Musical entertainment, Face painting, Arts, Craft, Photo booth, multiple ranged stalls, Delicious Food and Drink, Sporting Activities- Football, Games, Tug of war, Egg/ Sack Races Competition, Giveaways and much more.

Come along and enjoy the fun!

Looking forward to seeing you on the day.

EVENT PROGRAMME/ STALL MANNING TIMES:

- 10:30am to 11:30am** - Exhibitors Stall Setup
- 11:30am to 17:30pm** - Doors Open to the public
- 18:00pm** - End of Event

Please note that the timings above are not confirmed, the exact timings will be confirmed nearer to the time of the event, Stalls must be set up and manned. It is advised that where possible each stall is manned by two representatives to allow break cover.

STALL SPACE:

Each stall will be provided with a designated space, Stallholders are encouraged to bring their own branding materials, decorations, and any additional equipment they may need

SECURITY AND FIRST AID:

Site security will be provided in the form of security guards, health and safety personnel however, it must be clearly understood that the Watford council and the Event Organizers cannot accept liability for any loss or damage to property. First Aid will be provided by the Event Organizer, please ensure you familiarize yourself with the location of the First Aid Station.

CATERING:

Please bring your own Food and Drink.

INSURANCE:

Exhibitors are required to provide their own insurance, Risk Assessment etc

FEES:

There is a cost for a stall space, the fees help cover the costs of event organisation, promotion to enable successful deployments of the event. Also this year we are supporting local Charitable Initiatives all operating in Watford supporting and impacting the local community. (More information on the website)

WHAT YOU NEED TO TRADE:

- (a.) Your Table & Chairs
- (b.) Gazebo (optional)
- (c.) Public Liability Insurance
- (d.) Stall Risk Assessment
- (e.) Health & Safety/Hygiene Certificate (All food vendors)
- (f.) Logo

WHAT IS INCLUDED:

- (a.) Free Parking (b.) Business Pitch / Stall

HOW TO BOOK:

- **Call us:** 07580091836

- **Email Us:**

Watfordcommunityfamilyfunday@gmail.com

- **Register in event Website:**

www.watfordcommunityfamilyfunday.org

If you have any questions or require additional information, please do not hesitate to contact us on the email address below;

Terms & Conditions Apply

- (i.) A refundable cash deposit is required on the day of trading to ensure all traders leave their pitch clean and tidy,
- (ii.) The cash deposit will equal the cost of your stall
- (iii.) You must leave the location clean & tidy and take all your rubbish away.

EXHIBITION REGISTRATION FORM

PERSONAL DETAILS

FIRST NAME:

LAST NAME:

EMAIL:

MOBILE NO.:

ADDRESS:

POST CODE:

COMPANY DETAILS

BUSINESS NAME:

PRODUCT/SERVICE

COMPANY WEBSITE:

SOCIAL MEDIA ACCTS:

DETAILS OF REPRESENTATIVES ATTENDING THE EVENT

(If different from above)

NAME:

NAME:

NAME:

NAME:

Have you booked with WCFF Before? Yes No

TERMS & CONDITIONS

Watford Community Family Funday stalls are administered on a first come, first served basis.

Payment Schedule: But the booking of your stalls will only be confirmed after receipt of this completed booking form.

Cancellation Charges: Notification of exhibition cancellation must be made in writing 7 Days before event commences.

I understand and agree with the Terms and Conditions listed above **(Tick)**

SIGN:

PRINT NAME:

DATE:

CONTACT US

PLEASE SEND A SCANNED COPY YOUR COMPLETED FORM TO THE EMAIL ADDRESS BELOW AS SOON AS POSSIBLE

✉ watfordcommunityfamilyfunday@gmail.com

🌐 www.watfordcommunityfamilyfunday.org

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