



IWD Female Founders Fair
Saturday 8th March 2025
10am – 2pm

After the success of the previous IWD Female Founders Fair back in 2023 we are very excited to be hosting another Fair in 2025! This Fair is designed to showcase some of the best Independent founders in and around Oxfordshire. We are looking for stallholder who make handmade crafts, arts, jewellery, clothing and inspiring items for our customers. This year the Founders Fair will take place in the Theatre on the Ground Floor. Please note that pitches are limited and stallholders must provide a table.

Application Deadline Monday 17th February 2025.

Tables

Please bring along your own table and cloth for this event. Table space allocated for each pitch will be 6 x 4 ft.

Insurance & Risk Assessments

All stallholders are responsible for their own stock insurance and we ask you to operate your stall in a safe and responsible manner. The Mill Arts Centre obtains its own public liability insurance, but we need all stall holder to provide a copy of their Public Liability Insurance. Each stallholder will need to complete a Risk Assessment for their pitch. A template will be provided, these must be returned by the date specified, otherwise we will not be able to proceed with your booking.

Booking

Please complete the booking reference form and return it to Laura (Creative Learning Officer) on laura.walker@themillartscentre.co.uk

Payment

A payment of **£10.00** is to be made payable to The Mill Arts Centre Trust. Laura will arrange for our Box Office team to call you at a convenient time to process your payment for the stall over the phone.

Event Details

- Set up from **8:30am**. Please report to Laura to check in and be shown to your table.
- Car parking around The Mill is short stay only (3 hours) but additional parking is located under Lidl. Please note that stallholders are responsible for setting up and taking down their pitches.
- All stallholders are responsible for their own cash flow, money floats and card transactions.
- The Mill opens to the public at 9:30am.
- The event will finish at **1:30pm**, under no circumstances can stallholders pack away their stall until this time.

- Stall positions will be allocated on arrival. Please let Laura know if you have a specific layout for your pitch.
- Stallholders must always monitor their stall and are not permitted to leave their stall until the event has finished.
- Please note that we are unable to provide electricity for your pitch.
- Stallholders must only sell what they have described in their application.
- Food and drinks will be available to purchase from the café from 9:30am.

Additional Information

- The event organiser has the right to close stalls without a refund if anyone is found to breach any guidelines (on this letter) within this document or to act in a way that could either disrupt the event or bring The Mill into disrepute (bring the event into disruption).
- All stalls must be kept tidy at all times and must comply to The Mill's H&S regulations.
- Stallholders are responsible for their own damage or loss and no liability will be taken by the event organiser.
- If you are planning on selling food items, please provide evidence of the appropriate Food Hygiene certificates for this event, you must display all relevant allergens for customers to observe easily.

Laura will send you a confirmation email once we have received your application, proof of liability insurance, risk assessment and your payment has been processed.

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Name:

Business / Craft Name:

Description of items sold:

Social Media Tags:

Facebook:

Instagram:

Address:

Email Address:

Phone Number:

I confirm that I would like a table at the Female Founder Fair at The Mill Arts Centre, Banbury. I give permission for The Mill to use any publicity from my business/craft for promotional materials. I confirm that I will comply with The Mill's H&S regulations for this event. In the event of an emergency, I will follow instructions that the Duty Manager gives.

Please sign below to accept the terms stated above.

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Date: