77th WINDRUSH ANNIVERSARY

**Saturday 21stJune 2025**

**Murray Road Park, Ipswich, IP3 9JL**

STALL APPLICATION

1. YOUR DETAILS

| Your Name:  |  |
| --- | --- |
| Business name:  |  |
| Address:  |  |
| Contact Number:  |  |
| E-mail address:  |  |
| Business website:  |  |
| Social Media handle: |  |
| Description of stall: *This information will be used to print a list of vendors for customers arriving on the day.* |  |
| Vehicle Registration |  |

**Please note: You must email your valid Public Liability Insurance certificate with your application form to be considered to trade.**

**Please don’t forget to email a copy of your Food Hygiene licence if you intend to sell food products.**

**Deadline for Applications is 1st June 2025**

Please submit your application as soon as possible to info@ipswichwindrushsociety.org

2. SPECIFICATION

Please note we cannot provide any electricity for any stall holders. Please select your requirements from the options below.

| **STALL TYPE** | **SIZE** |  **PRICE** | **Select with a tick** |
| --- | --- | --- | --- |
| Information Only Pitch  | 4ft - 5ft Table with 1x chair | £25 |  |
| Sale of Goods Pitch | 4ft - 5ft Table with 1x chair  | £50 |  |
| You must **bring your own** 1x gazebo. This must not exceed 3x3m and **MUST** be weighted down with weights. Stakes cannot be used in this area. Please note that your display must remain within your 3x3m pitch. |
| Food/ Bar Stall | 5 - 6ft | £200 |  |

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**POWER SOCKETS**

We will **not** have any power supply for your business on the day.

**3. NOTES**

Please note that completing this form and making payment will not guarantee you spaces as spaces are limited, and we need to ensure that the products being sold are diverse.  We will confirm if we would like you to trade once we have reviewed your application (which will only be considered if you have valid insurance and all the relevant documentation). We shall refund your payment to you if we are unable to accommodate you in the 76th Windrush Event. Please note that any equipment plugged into our power sockets will be unplugged by staff. Please bring your own battery-operated equipment/generator, including any additional lighting that you may require.

No subletting of stalls allowed.

**Payment Details**

Stall fees MUST be paid with booking form. Payment on the day cannot be accepted.

**Payment options**

Preferred payment method is by BACS transfer

Account name: Ipswich Windrush Society

Account number: 67277517

Sort Code: 08-92-99

Please reference: WINDRUSH 77 -Your Business Name

**PHOTOGRAPHING & FILIMING**

*This Event will be filmed and photographed for promotional and archival reasons.*

*All filming is the copyright of the event holder. If you do have any objections to you, or your stall being filmed, or photographed on the day then please tick the box.* 

**Vehicle movement**

Under the supervision of Ipswich Borough Council, all traders will be allowed to drive their vehicle into Murrayside Community Centre car park or near Murray Road Park entrance to unload. Once the vehicle is unloaded the car must then be parked elsewhere. Traders will be allowed to drive vehicles back to the entrance to load up at the end of the event.

I have read, understood and I agree to abide by the guidelines.

I enclose a copy of my public liability insurance cover to the value of £5,000,000 and my Food Hygiene Certificate and Food Hygiene Rating Certificate (if intending to sell food products)

Signature: ……………………………………………​

Date:​ / / 2025

Print Name: ............................................................

We must receive this form along with any relevant paperwork and a signed copy of the Rules and Relations by 1ST June 2025 to: ​info@ipswichwindrishsociety.org