



CAMP HILL MK  
COMMUNITIES

# HOW TO RUN A STALL AT A FETE, FESTIVAL, OR FAYRE



## Plan in Advance

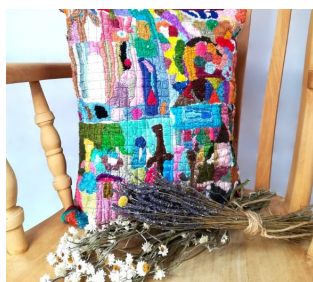
Like a lot of events, stall applications for events come out quite early and fill up fast. You can usually find out what events are happening via local "What's on Guides" online, or social media groups.

Having a stall at a local, fete, festival or fayre is a really fun way to raise awareness and funds for us at Camphill Communities MK. Have a read through this handy "how to guide" to make the best of your stall. Booking fees and donations vary for each event but they are relatively modest.



Have a think what you would like to offer on the stall. Are you a crafter and have a good stock of items? Tombola's, lucky dips, children's games, and pocket money items to buy are always a good offer. If you need items or prizes for the stall, local businesses are a good place to start. Retailers will often support this too. If you need a letter from us confirming you are fundraising for us, just ask!

## What's on Offer?



We may be able to supply you with some Camphill craft to sell too - please ask us.

What will I  
need?

For most events, you will need a Gazebo, Table, Tablecloth and then obviously your game, or tombola etc. Don't forget a float with plenty of change. We can supply you with collection tins and information leaflets if you wish.

We might be able to loan you a card reader too so you can take phone and card payments.



Having a stall at an event often leads to a long day. With set up and take down times arranged by the organisers. Therefore you will need some help. It makes for a shorter day if you have 2 people on the stall at any one time. Ask your friends if they will support you. If possible we will see if a member of our team will be able to join you on the day too. Let us know at [fundraising@camphillmk.co.uk](mailto:fundraising@camphillmk.co.uk)

Volunteers

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# TOP TIPS

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- Make sure you check the booking form for all booking conditions
- Book your stall in good time and ensure you get confirmation from the organiser.
- Ensure you comply with the booking conditions - this is essential especially if you are selling food items or need electricity.
- If are selling food - check you are working inline with food hygiene regulations and allergens are clearly labelled.
- Check on your legal responsibilities - such as insurance - Public Liability Insurance is usually needed. You can find this online from about £10 per month.
- Vehicles - Make yourself aware of the times you can and can't move your vehicle. This is often restricted during an event.
- Don't leave the stall or money unattended. After the event, count it up and pay it in!
- After the event make sure you leave your area clean and tidy.





Registered with  
**FUNDRAISING  
REGULATOR**

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**Camphill Communities MK is a registered  
Charity (charity number 283556)**



**THANK YOU FOR YOUR SUPPORT AND DON'T  
FORGET TO HAVE FUN!**