



# How you can help

## Summer Fair Stall Organiser

**Purpose:** To research and book external stallholders for the summer fair, to raise money through pitch fees or commission agreements (in discussion with the FOBG committee).

**Key Responsibilities:**

- Research potential local traders and companies who might wish to have a stall at the Bowsland Green Summer Fair
- Maintain a list of companies/individuals who have been contacted/booked a stall
- Issue booking forms to interested traders
- Work with the FOBG committee to plan a layout of stands at the Fair
- Agree a raffle prize with each confirmed trader

**Important information:**

- Since the FOBG will provide refreshments at the fair, traders selling refreshments similar to those offered by the FOBG should be avoided.
- All stalls should be confirmed at least one week prior to the date of the fair to ensure space can be planned appropriately.
- Raffle prizes should be confirmed at least one week in advance of the fair in order that they can be added to promotional materials