



FAIR DAY INSTRUCTIONS

This paper gives our instructions to you for Fair Day.

The Fair officially begins at 11.00am and finishes at 4 pm. It is run in St Margaret's Park. The High Street is closed from Manse Street to Ladywell Avenue.

CARS

1. Arrival from 7 am onwards. Only vehicles displaying a car pass (one per group) may gain access to the park
2. One way system operates. Cars **MUST** enter via the High Street and exit via Dovecot Road
3. The High Street will be closed from 10 am – 4.30pm. There will be **NO** entry to the park after 10 am
4. All vehicles **MUST** be clear of the Park by 10.30am
5. No vehicles can return to the park until 4.30pm
6. No cars to be parked on Park roadway at any time

YOUR SITE IN THE PARK – KNOW YOUR NUMBER

1. Report to the marquee on arrival to get instructions from a Committee member (wearing white T-shirts bearing the CF logo) and check your site location (your site position is subject to alteration). This is very important and you must quote your group number
2. You may pitch tents etc but do so at your own risk

FURNITURE

1. All tables and chairs should have been pre-booked and paid for, no furniture will be given out without a receipt. There will be stewards at the marquee to help carry these to your stall if they prove too heavy for you to carry
2. All furniture **must be returned to the marquee** at the end of the Fair and checked in by a steward/Committee member (again help to carry furniture can be arranged)

LITTER

1. You will be given rubbish sacks and we ask you to put all your rubbish in these
2. Litter bins will be sited around the Park for the general public to use
3. A skip will be sited at the bottom (south) end of the Park for your use
4. You will be responsible for clearing any litter round your site before you leave the Park
5. All rubbish bags to be disposed of in the skip – please!!

SECURITY

1. Unfortunately there will be no banking facilities
2. Remember to bring a float
3. Wear a money bag or make sure your cash is in a safe place
4. We design the layout of the park to have all stall tables facing outwards. This allows your belongings and equipment to be stored safely behind you. Please ensure you do not break the outline of the stall layout
5. If you see anything suspicious report it to the police (they will have a stall in the school playground and police will be on patrol) or to a steward/Committee member

DONATION TO THE FAIR

1. Any group raising funds is expected to give 20% of their net profit (i.e. gross takings less expenses) – less their deposit to the Fair Committee as their contribution towards running costs of the Fair
2. Please use the attached donation slip to submit your donation
3. Your donation should be made to the Fair Committee by 30th June 2018
4. After Fair expenses have been met any surplus will be disbursed to local organisations and charities, why not apply?

FIRST AID

1. Qualified First-Aiders will be in attendance at the Fair. They will be positioned in a tent just outside the main entrance to the Marquee as well as patrolling the park

CONTACT PHONE NUMBERS

HOME MOBILE

Forbes Howie, Chairman 539 2315 07837 495743

Laura Howie, Secretary 539 2315 07946 770360

Penny Salton, Treasurer 334 2652 07989 034133

HAVE A GREAT DAY – WHETHER THE SUN SHINES OR NOT!

DONATION SLIP

I hereby forward £ _____ to the Corstorphine Fair Committee. This is 20% of my net proceeds from the Corstorphine Fair held on Saturday 2nd June 2018. This amount is minus my £25.00 deposit. All cheques should be made payable to “Corstorphine Fair” please.

GROUP No. _____ NAME OF GROUP _____

CONTACT DETAILS _____

Proceeds to be forwarded to Penny Salton, Treasurer, 7 Featherhall Crescent North, Edinburgh 334 2652 by 30th June 2018.