

**Forest School Association National Conference**

**‘10 Year celebration’**

30th September – 2nd October 2022

**Conference village - Stallholder Application Form**

**This year’s Forest School Association conference is taking place at Danbury Outdoor Education Centre in Essex.** We are looking for stallholders that fit in with the conference theme of ‘Celebration’ and who can provide services, activities and products that delegates will enjoy and which meet the conference theme or FSA ethos.

We are looking to create a market place feel with stall holders arranged in a Conference Village near to the main facilities.

If you would like to apply to provide a stall at the conference, please fill out the form below and email to nic@forestschoolassociation.org. The conference planning group will meet to discuss all applications and will contact you in due course to arrange payment.

**Please note:**

* By booking a stall you agree to staff it during all the ‘marketplace’ timeslots in the weekend timetable (provisionally Saturday 10.30-2.00 and 5.30-7.30; Sunday 12.00-2.00). Delegates will also be milling around before and after workshop/speaker slots.
* Booking a stall does not give you entrance to the workshops or on-site catering, unless you separately purchase conference/catering tickets; however, you are welcome to camp on-site.
* If the number of stall applications outnumber the available places, stall holders who are FSA members will be given preference over non-FSA members.
* If you will be providing an activity on your stall then please provide a separate Risk Assessment for this and email it with this form.
* Please provide a copy of your public liability insurance – these will be held securely and destroyed immediately after the conference.
* We are not able to provide gazebos/tables etc. – please bring with you what you need to run your stall.
* **Stall Details:**

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| **Information to be included in the conference programme & publicity material.** |
| **Business listing Title** |  |
| **Stall/activity description** (200 words max.)**:**  |  |

**Stallholder Details:**

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| **Name:**  |   |
| **Business/Organisation:**  |    |
| **What connection do you have with the FSA, if any?**  | *i.e. member/ cluster group member etc.*  |
| **Address:**  |  |
| **Phone:**  |   |
| **Email:** |   |
| **Website:**  |   |
| **Do you have public liability insurance? You will need to provide copies in advance** |   |
| **Do you have professional indemnity insurance?**  |    |
| **Have you included a risk assessment for any activity you are running on your stall?** |  |

**Stallholder options** – please tick

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| **Promotional Business** | **Information/Charity/****not for profit organisation** | **Workshop provider** **(if providing 3 workshops)** |
| £75 |  | £25 |  | FREE |  |

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| **Additional conference Opportunities – please tick below and we will send you the appropriate booking forms** |
| **Would you like information about running workshops?** |    |
| **Would you like information about buying an advert in our conference programme?** |  |
| **Would you like information about paying to become a conference sponsor?** |  |