**Dear Stallholder,**

**We are looking forward to seeing you at our annual Gift and Craft Fair on the 19th November. We hope that your preparations for the fair are going well.**

**We are pleased to be able to offer Wi Fi again this year. If your payment system is NOT Pay Pal please let us know the details of your payment system. If you would like access to a power point please leave a note when you are booking or email us to let us know. We recommend that you bring an extension lead for more flexibility when setting up. Attached is a plan showing the layout of the stalls.**

**Set up on the day will be any time after 8:30 am. Attached is a map to the buildings, please note that a one way system is in operation in the car park. We will have a couple of trolleys which will be manned by PA members for safety reasons if you have heavy goods but please bring your own if you have one.**

**The Fair will be open to the public at 11:00 and will remain open until 3:00 pm. We will offer you 2 drinks coupons on arrival and there will be sausage buns, home-made soup and other goodies available for purchase at a small cost, as well as refreshments throughout the day.**

**We will advertise widely as usual on websites, in the local papers and have distributed posters all around Newbury.  Attached is a copy of our Craft Fair poster for you to distribute as you wish. Also, if you have a Facebook account, please feel free to let your customers know that you are attending the event at:**<https://www.facebook.com/stbartspa>

**Any queries before the event, please email us directly at**[stbartspa.craft@gmail.com](mailto:stbartspa.craft@gmail.com)**so that we can reply to you at our convenience.**