

The logo for OSO, consisting of the letters 'OSO' in a bold, white, sans-serif font on a dark red background.

OSO

**THE THEATRE ON
BARNES POND**



OSO SEASONAL FAIRS STALLHOLDER HANDBOOK

OSO Arts Centre

Introduction

A very warm welcome to the OSO Arts Centre. This local and much-loved cultural hub, with its popular cafe serving drinks and delicious homemade food, provides a perfect venue situated right in the heart of the village near to the pond on Barnes Green.

The OSO Fairs are eagerly anticipated and well-established annual events which support local businesses and offer a wide range of high-quality, seasonal merchandise. This year there will be three fairs: in Spring, Autumn and at Christmas. In this guide we've included all the information that you need as a stall holder, but please don't hesitate to contact the Fairs Organiser on fairs@osoarts.org.uk if you have any further questions.

Applications for all 2024 Fairs are now open - read on for details of how to apply and for more information about how our Fairs work.

Venue

The OSO Arts Centre, Old Sorting Office , 49 Station Road, London SW13 0LF
<https://www.osoarts.org.uk/>.

2024 OSO Fair Dates

OSO Spring Fair | Saturday 18 May 2024 | 10am-3pm

OSO Autumn Fair | Saturday 26 October 2024 | 10am-3pm

OSO Christmas Fair | Friday 6 December 2024 | 3-8pm

How to apply

You can apply for a place/s as soon as the dates of the Fairs are posted on the OSO website, and you will hear by email if you have been successful by 1st March 2024 at the latest. If you haven't heard from us by then please feel free to contact the Fairs Organiser on fairs@oso.org.uk. Please note that submitting an application does not guarantee a place.

If your application is successful, you will then:

- Be sent an invoice for payment two months before the date of the Fair. This needs to be paid within 7 days to secure your place, subject to the Terms and Conditions below.
- Be asked to supply your social media and marketing details as detailed below (under Publicity and Marketing) by no later than **one month before the relevant Fair**.

If your application is unsuccessful, you will be placed on a waiting list in case slots become available later and if this is the case you will be contacted by email nearer the time to see if you are still interested in attending.

To become a stallholder, you must first complete in full, the [application form](#). When selecting stallholders, we aim to offer a wide range of artisanal, seasonal products to make each Fair appeal to as many people as possible, thereby maximising footfall and maintaining the local reputation of the OSO Fairs.

You will need the following information to hand in order to complete the application form:

- The name of your business

- Which fair/s you wish attend
- Whether an indoor or an outdoor stall (Spring Fair only) is preferred
- Whether access to electric power is required at the Fair
- Brief details of your product range with sample prices
- Website and other social media details

You must ensure you have read and agreed to the **Terms & Conditions** below before applying.

These events prove very popular, and spaces are limited so please apply early to avoid disappointment. Please feel free to share this information and the link below to the application form with other vendors who may be interested.

Key Information

Description of the different OSO Fairs

SPRING FAIR

This Fair is always very popular, featuring beautiful and imaginative Spring/Summer merchandise for the home and gorgeous gifts, jewellery and accessories. There will be a great atmosphere and the OSO Cafe will be serving artisan coffee, tasty food and tempting treats. This Fair will have stalls both inside and outside the OSO (weather-permitting).

AUTUMN FAIR

A well supported event, offering quality gifts, crafts and seasonal merchandise. The OSO Cafe will be busy serving coffee, light lunches and other delicious treats.

CHRISTMAS FAIR

This is a well-established and eagerly anticipated event in the Barnes calendar. The OSO will be looking suitably festive with beautiful Christmas decorations and music. Visitors will be able to choose from a range of seasonal gifts and stocking fillers and the OSO Cafe will be serving sumptuous Christmas goodies including mulled wine and mince pies.

Cost

The cost of a stall at each Fair is a very reasonable £65 (outdoor stalls are £45) which secures a 6 x2.5 ft table (or equivalent space if a rail is more suitable.). As part of the cost, we ask that you also donate an item of your choice from your merchandise, together with a business card, for one of the hampers that we will use as raffle prizes at future events to raise funds for the OSO.

Stall Space and equipment

Indoor stalls

We will provide you with a 6x2.5 ft trestle table, or the equivalent space, to use with your own rails or display shelving.

An electric point can be provided on request if required. If you request a stall with electricity, then you need to remember to bring an extension lead as you may not be next to the socket and we will not be able to provide one.

Please note there is no hanging wall space available at the OSO.

Outdoor stalls (Spring Fair only)

We will provide a 6x2.5 ft trestle table which will be located on the grassy area immediately outside the OSO. If very poor weather is forecast, then we reserve the right to cancel the outdoor stalls in which case you will be notified by 6pm the night before the Fair and the fees refunded.

Set-up and pack-down times

Set-up: 1.5 hours prior to the start of each Fair.

Pack-down: immediately after closure of each Fair - to be completed within an hour as the space will need to be re-set for theatre events that evening.

Unloading stock and parking

There is no parking on site and driving onto Barnes Green at any time is strictly forbidden. You can park in adjacent roads to unload; there are normally spaces available on Station Road, The Crescent or Laurel Road. The entrance to the OSO Arts Centre is on Barnes Green facing Barnes Pond and you will need to walk from your car and carry or use a trolley to bring your stock into the building. There is a ramp at the entrance for easy access. If you need help bringing stock into the building you will need to organise this yourself.

Once you have unloaded there is unrestricted parking in side streets around the OSO although please do check the signs.

Location of stalls

On arrival you will find the location of your table clearly marked with your name. We always try very hard to offer everyone a location at the Fair that meets specific needs for power, any special requests and a suitable position for you and what you are selling in relation to the other merchandise which is on offer.

Lighting at the OSO

Lighting in the OSO can be a little variable and is mostly provided by spotlights as the space is primarily used for theatre, so if your merchandise would benefit from enhanced lighting then please do consider bringing your own and request an electric point.

Displaying merchandise

Whilst you are obviously encouraged to display your merchandise to the best possible advantage, please refrain from the overuse of extra freestanding display items and rails that excessively encroach into another stall holder's space or block the view of their table.

Payment methods

The OSO only accepts debit/credit card payments and, as such, locals who regularly come to the OSO are used to being able to pay by card. We would strongly recommend that you offer the facility for card payments.

Emergency evacuation of the OSO

In case of emergency evacuation please leave the building immediately by the nearest exit point. The assembly point is by Barnes Pond next to the large wooden totem pole which can be seen from the OSO Arts Centre entrance.

Publicity and Marketing

There will be a range of marketing activities to support each Fair which will include printed promotional material (posters etc), inclusion in the relevant OSO season printed programme, copy on the OSO website and on the OSO social media platforms (Instagram (@osoartscentre), Facebook (OSO Arts Centre) and X – formally Twitter (@osoartscentre)). You will be sent a selection of messages that you can use on your own social media platforms, and you are encouraged to include the hashtags #OSOFair and #OSOartscentre.

For the purposes of the OSO's marketing, we request that **one month before the relevant Fair**, you provide us with one image that best represents your product range (and ideally one that will be on sale at the Fair), along with a couple of sentences (up to 20 words) to describe your stall. Images must be in jpeg or png format at 300dpi resolution and between 1500-2000 pixels wide and supplied in an email as follows:

- a. Name the image file: [Name of stall].jpeg
- b. Include in the body of the email the name of the stall and some text describing the stall and its products
- c. Please email the image and information requested above to fairs@oso.org.uk with 'Image - [your name]' as the email subject.

OSO Fairs Stallholder Terms and Conditions

By paying the invoice for the stall hire, the stallholder will enter into a binding stallholder agreement with the OSO which incorporates the terms and conditions below.

1. Location of stalls

1.1 The Fair stalls will be located throughout studios 1,2 & 3 (which will form one space at the Fair) and sometimes in the Cafe area too. There will also be outdoor space available on the grass triangle directly outside the OSO (Spring Fair only).

2. Cancellation

Cancellation of hire by Stall Holder

2.1 The OSO regrets that it is unable to refund the stall hire fee in any circumstances.

Cancellation of Fair by OSO

2.2 In the unlikely event that the OSO cancels the Fair for reasons beyond its control, then each stallholder's fee will be refunded in full.

3. Stallholders' obligations

Each Stallholder will:

- 3.1 Provide all marketing material in accordance with the requirements above (under Publicity and Marketing);
- 3.2 Set up their stall one hour 30 minutes before the relevant Fair opens: failure to do so means that the OSO is free to re-let the stall on the day of the Fair;
- 3.3 Pack down their stall within one hour of the closure of the relevant Fair;
- 3.4 Be responsible for taking out their own insurance cover for all risks associated with its participation at the Fair including damage to or loss of their stock (which is not covered by the OSO's insurance policy);
- 3.5 Be considerate and respectful of other stallholders, OSO staff, customers and our local community;
- 3.6 Notify the OSO immediately upon becoming aware of any accident/injury at the OSO;
- 3.7 If using a trestle table at the Fair, ensure that it is cleaned and returned at the end of the Fair to its correct place;
- 3.8 Remove all their equipment and any rubbish at the end of the Fair; and
- 3.9 Comply with the timings in relation to the pack-down of their stall in accordance with the times set out above.

The stallholder will not:

- 3.10 Move the table provided by the OSO (if appropriate) from the space allocated;
- 3.11 Sub-let the stall (or any part of it);
- 3.12 Stick or nail anything onto the OSO's walls;
- 3.13 Sell any food or drink unless agreed in advance;
- 3.14 Take down their stall before the end of the Fair;
- 3.15 Operate any kind of tombola or raffle; and
- 3.16 Drive across, or park on, Barnes Green to unload or load up stock.

4. The OSO's obligations

The OSO will:

- 4.1 Determine the position of each stallholder and the overall optimal layout of each Fair;
- 4.2 Provide a 6x2.5 ft table if requested by the stallholder;
- 4.3 Ensure that all tables are in place in time for the stallholder to set up on the day of each Fair;
- 4.4 Have staff present in the building to welcome stallholders on arrival and generally to ensure the smooth running of each Fair;
- 4.5 Provide electric power if requested by the stallholder; and
- 4.6 Publicise each Fair locally in magazines, posters around the village, on its social media, in online publications and on our local online message board, 'Nextdoor Barnes'.

5. Limitation of OSO liability

5.1 The OSO cannot accept responsibility for any loss, theft or damage to any stallholder's stock or personal effects at any Fair or left behind after any Fair. All stock and any other property brought to the OSO by any stallholder remains at the latter's risk at all times.