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18 January 2022

Dear Stallholder,

I am writing to confirm arrangements for the 2022 book fairs at Tynemouth Station on the following Sundays:

- 24th April
- 19th June
- 21st August
- 16th October

Booking Arrangements

You can book for either all four 2022 fairs at once or a single fair only. Because stallholders' circumstances may have changed over the last couple of years, we will be offering stalls on a first come, first served basis. If you would like a double pitch, please indicate this in your booking and if we have any pitches left over after allocation, we will again allocate double pitches again on a first come, first served basis. Please note that by booking a stall, you are agreeing to abide by the conditions detailed below.

We have allocated stalls based on stallholders' preference for the cancelled August 2021 fair, as we did not have access to previously held stall numbers. Hopefully this will only be for the first fair, after which we will try to assign people to their previous pitch where possible. We will confirm stall numbers on receipt of a completed booking form.

The cost will be £30 (£25 + VAT) per fair, which takes into account Linskill Trust's VAT registered status. This includes hire of **one table**. If you would like an additional table, there will be an extra £5 charge and will again be available on a first come, first served basis.

Payment will be **cash on the day**, to be collected in the morning, and a receipt will be issued at the time. We are no longer able to accept cheques due to prohibitive banking costs, which we are sure you will understand.

Book Fair Arrangements

The book fairs are being held on the **west concourse** of the station, (the side nearest Whitley Bay) as on previous occasions.

There will be plenty of parking on this side of the station which is charged at **£1.50** for the day.

Please arrive between **8.30 am and 9 am** to set up your stall. Note that you are not allowed access to the station and the private access road before 8 am or to set up your stall before 8.30 am. **This is a condition of our license to hold book fairs at the station.** Everything should be in place by **10 am** when the fair officially starts.

Please **do not** start to pack up until **4 pm** when the fair finishes, as it spoils it for afternoon customers if half the stalls have gone before the advertised closing time.

In addition, we would ask that if you need to take a break away from your stall during opening hours, please could you ask a neighbouring stallholder to keep an eye on your stall. This is to ensure that customers visiting your stall are always able to find someone to pay for books.

Access to metro operational areas must be kept free at all times.

Each stall is provided with one table only and we do not provide chairs. Please bring extra tables and any other equipment that you may require, i.e. stands, bookcases, chairs, etc. and a plastic bin liner in which to take your rubbish home with you. This applies to cardboard boxes and anything else in which you brought your books for sale. There is **no rubbish collection** at the station.

In light of the ongoing Covid situation, we are encouraging all stallholders to consider wearing face masks throughout the day of the book fair. It is also advisable to have hand sanitiser available on your stall, both for yourself and your customers. We would encourage you to ensure that the positioning of bookcases does not encourage people to gather between stalls to avoid overcrowding.

Please bring plenty of paper and/or plastic bags, as it is standard practice at book fairs to always wrap up purchases before handing them over to the customer. This is to try to help us to deal with shoplifting.

Remember to bring warm clothing such as thick soled shoes, mittens and a hat. Even if it is bright and sunny, the station can get very cold and windy at times, as there is no heating.

We hope that you will have an enjoyable and profitable day at the station. Please feel free to advertise the book fair online, in your shop, car or simply by word of mouth, using posters which we will send out in the next few. The more the merrier. Please also encourage your (potential) customers to like and follow Tynemouth Station Book Fair on Facebook.

We look forward to seeing you at the fair and if you need any further information, please email tynemouthstationbookfair@gmail.com

Yours sincerely,

Alan, Kris, Caroline and the Linskill Trust team

TYNEMOUTH STATION BOOK FAIR



Linskill and North Tyneside
Community Development Trust

Tynemouth Station Book Fairs 2022

Booking Form for 2022

Price per fair: £30.00 for a single pitch

Business name	
Stallholder name	
Address	
Postcode	
Mobile number	
Landline	
Email	
Double pitch if possible?	Yes / No
Extra table required?	Yes / No
Fair date(s) required (delete as necessary)	24th April / 19th June / 21st August / 16th October