



Since their conception, over 30 years ago, Charity Fairs have become major businesses. It was to assist in the development of the mutually beneficial relationship between fundraising for charities and small, independently run retailing businesses that the Charity Fairs Association was formed 17 years ago. (Now the CFA). The Association is a non-profit making organisation, operating on a self-financing basis and is a self-regulatory body. The membership – currently over 600 – includes Fair Organisers and Stallholders and both are represented on the Management Committee.

BENEFITS OF MEMBERSHIP FOR FAIR ORGANISERS

- A List of Events organised by association members is published each year. This enables Fair Organisers to avoid clashing either with another fair in their area or perhaps with one of the very large fairs. (Members are expected to let the Administrator know once their dates are confirmed).
- The List is circulated to all members in January and is published on the website and regularly updated. This enables stallholders to apply to you for space at your Fair. It is your choice as to whether your name and address, together with the date and details of the Fair that you organise are published. The CFA suggests that smaller fairs with only a few stalls should not publish their dates as inevitably they will be swamped by applications, samples and photographs, all of which have to be returned and replied to. A few personally chosen stalls generally proves far more successful. The List also enables Fair Organisers to know which other Fairs are within driving distance, so that they can visit them to source stallholders for the future.
- You will receive a copy of the 'Directory of Stallholders', which gives details of all stallholder members, their goods and price range. The Directory, which is published annually, is sent out to Fair Organisers in December. It is also published on the website, and updated regularly.
- By selecting CFA Stallholders you can be sure that they will have Commercial Public and Product & Employer's Liability Insurance, as it is a condition of membership.
- You will receive a copy of our "Guide for Fair Organisers & Stallholders", which is full of tips and suggestions for running a successful Fair.
- All members receive a Newsletter in June and an update in the Autumn.
- There is an AGM held every January, currently in Oxfordshire. This is an opportunity for members to put forward views to the whole membership and to meet other Fair Organisers and Stallholders.
- The Committee meets regularly during the year and can be approached with suggestions or for advice should a problem arise with either a Stallholder or a Fair Organiser.
- We also hold a bi-annual Fair Organiser's lunch at which you can bring up any issues with the Committee and meet other Fair Organisers.
- We hold an annual gallery of new stallholder members, so you can meet them and view their goods.
- Please check that you are covered by Commercial Public, Product & Employer's Liability Insurance policy through your Charity. If not, please email admin@charityfairsassociation.co.uk for details.

Membership runs for one year from the 1st January and currently costs £50.00 for the first year and £30.00 for subsequent years. The cost of the Directory is included in the Membership fee.

If you would like to join the Association, please complete the enclosed form and return it to:
Mrs L. Weldon
64 Erpingham Rd
London SW15 1BG.



CONSTITUTION

The Charity Fair market is a growth industry and an effective way of retailing. The Charity Fairs Association is a forum created for the promotion and development of this market, for the mutual benefit and protection of Charity Fair Organisers and Stallholders alike. The Association is a non-profit making organisation operating on a self-financing basis and is a self-regulatory body.

Membership of the Association is open to both Charity Fair Organisers and Stallholders. Charity Fair Organiser members must run their own event or events so that a significant part of their profits go, or a significant sum of money goes to one or more charities. Before joining they must produce evidence from their charities showing such donations and also provide two references from an existing stallholder member of at least two years' standing who have attended their events. Stallholder applicants must provide two references from an existing stallholder and fair organiser member, or two stallholder members at least two years' standing with their application for membership and run a bona fide business.

A Management Committee will be made up of a proportionate balance of Fair Organisers and Stallholders and an Administrator, usually there will be three Fair Organiser members and six Stallholder members plus the Administrator. The Committee is elected from nominations received from Members. Committee members will be elected for a period of three years. The Committee will elect a Chairman from the Committee for a two-year term, which may be extended to three years if the Committee so request.

There will be an Annual General Meeting open to all the membership in January and a June newsletter. The Management Committee will meet up to four times a year.

The Charity Fairs Association publishes a Code of Conduct, which Stallholder Members must sign on joining and by which they and their helpers are expected to abide.

An official complaints record will be kept to deal with complaints either from Fair Organisers or Stallholders. These complaints will be dealt with by The Management Committee who will offer an opportunity to respond and decisions resulting from the procedure will be final. Should a substantial number of complaints of unacceptable behaviour against either Fair Organisers or Stallholders come forward then the Committee is empowered to refuse their application for membership for the following year.

All members, both Fair Organisers and Stallholders must hold Commercial Public Liability Insurance.

25th September 2003



Charity Fairs Association - Application for membership

You will find attached to this letter three forms:

Please complete Part A in full and return it to: Mrs L. Weldon, 64 Erpingham Rd, London SW15 1BG.

There are two Part B forms for you to send to your referees, which should be returned by them directly to the Association at the above address. Please make sure that you have checked the trading name used by your referees so that we can trace their membership easily. It is in your interest to make sure that they are CFA members of two years standing and that you have their current address. In the past a lot of applications have been held up because the applicant has not provided the correct address and has not checked that the referee has been a member for the required time.

Applications will usually be entertained from individuals and individuals who are independent traders working within an organisation. Applications from limited companies and franchises will normally be carefully scrutinised to ensure that they comply with the basic requirements for membership of the Association.

All applicants will be required to agree to be bound by the membership conditions of the Association and it is important to study the rules of the Association carefully before submitting an application.

We look forward to welcoming you as a member.

Linda Weldon
Chairman

Charity Fairs Association Application Part A

I would like to apply for membership of the CFA:

Title:.....Name.....(CAPS)

My Fair is known as: It is usually held at:

The usual date for the Fair is:

The Fair raises funds for:

Our National body is (where applicable)

What percentage of your profit will go to the Charity?.....

How long have you been running this Fair..... OR

What experience have you had of running a Fair?.....

How large is your mailing list?.....

Size of your venue?..... Proposed No of Stalls.....

My home address is:

..... Post Code.....

Tel:Mobile.....

E-mail:

How did you hear about the Association?

Internet/Word of Mouth/Sales Invitation/Other (Please specify)

Proposer and Seconder to whom you have sent the reference forms (Part B)

Proposer: Tel No.

Seconder: Tel No.

Please check the telephone number and dialling code

**I have read the Code of Conduct of the CFA and agree to abide
by it at all times.**

Signature Date

- Please do not send any money until you receive an invoice following a successful application.
- Please check that you have completed the referees forms, completed all the relevant sections of this form and that you have included an A4 stamped, self-addressed envelope.

Charity Fairs Association Application Part B

(To be completed by the applicant)

To: (Name of referee)

Trading as/Fair (Trade Name or Fair)

Address:
.....
..... Post Code:

Either: Stallholder Applicants:

(Please complete this section if you are applying as a Stallholder)

Please could you provide a reference for

Trading as.....

Selling

Or: Fair Organiser Applicants:

(Please complete this section if you are applying as a Fair Organiser)

Please could you provide a reference for

Who runs the Fair

Held at

(To be completed by the referee)

I have known the applicant named above foryears

I have seen the Stall/Fair which they run and I am satisfied that they run their Stall/Fair in a way which conforms to the high standards of the Charity Fairs Association.

I have the following comments:

.....

.....

I recommend that they are accepted to be members of the CFA.

Signed..... Date

*Thank you for completing this form. Please return this form to: Mrs L. Weldon
64 Erpingham Rd, London SW15 1BG*

Charity Fairs Association Application Part B

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