



# FROST FAIR at HERTFORDSHIRE COUNTY SHOWGROUND

Friday 19<sup>th</sup>, Saturday 20<sup>th</sup> & Sunday 21<sup>st</sup> November 2021



## APPLICATION & CONTRACT for SPACE

To apply for space, complete, sign and return this form with your deposit for £120.00 (£100.00 plus VAT). If you are a new Exhibitor to us please include pictures of your product(s) and display(s).  
Payments can be by: cheques payable to Battenburg Events Ltd, Old Stable, The Cottage, Newtown Lane, Leominster, HR6 8QD  
Bank transfer to Battenburg Events Ltd, sort code 77 72 18, a/c No. 15740068 using your trading name and "HCSCFF20" as reference,  
Pay by link, we will issue you an invoice with paylink for you to make a secure credit/debit card payment

Final payment is required by Friday 8<sup>th</sup> October 2021.

Trading Name: ..... Address: .....

Product/service: .....

Contact Name: ..... Post Code .....

Mob: ..... Website: .....

Tel: ..... Facebook: .....

Email: ..... Twitter: .....

MARQUEES		Total
floored, carpeted, heated & lit		
2m x 2m	£320.00	
2.5m x 2m	£388.00	
3m x 2m	£444.00	
3.5m x 2m	£518.00	
4m x 2m	£592.00	
5m x 2m	£740.00	
6m x 2m	£888.00	
Larger spaces available		

INDIVIDUAL MARQUEES		
floored, carpeted & lit	Price	Total
3m x 3m	£315.00	
6m x 3m	£525.00	
6m x 6m	£800.00	

OPEN SPACE	Price	Total
3m x 3m	£220.00	
6m x 3m	£340.00	
6m x 6m	£450.00	

FINE FOOD FAIR		
floored, carpeted, heated & lit		Total
2m x 2m	£290.00	
2.5m x 2m	£350.00	
3m x 2m	£390.00	
3.5m x 2m	£455.00	
4m x 2m	£520.00	
5m x 2m	£650.00	
6m x 2m	£780.00	

HANDCRAFTED	Price	Total
2m x 2m	£290.00	
2.5m x 2m	£350.00	
3m x 2m	£374.00	
3.5m x 2m	£466.00	
4m x 2m	£532.00	
5m x 2m	£665.00	
6m x 2m	£774.00	

Craft demo add 1/2 metre foc (✓) (2.5m+)
2 open sides add 5%(✓) (2.5m+)

Additions	Price	No.	Total
Power – 3kw (13 amp)	£52.00		
Power – 16 amp	£62.00		
Power – 32 amp	£97.00		
Power – 64 amp	£130.00		
Trestle table, 4' x 2' 6"	£8.30		
Trestle table, 6' x 2' 6"	£9.40		
Chair	£2.60		

<b>SUB TOTAL</b>	
<b>VAT @ 20%</b>	
<b>TOTAL</b>	

<b>I agree to the Terms &amp; Conditions</b>	
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## TERMS AND CONDITIONS

### 1. ACCEPTANCE OF APPLICATION FOR STAND SPACE

The Organiser (Battenburg Events Ltd) shall have the discretion to accept or refuse any application without being required to give an explanation. The Organiser's decision is final.

### 2. PRODUCT DEFINITION

No goods other than those described on the application form may be exhibited without the prior approval of the Organiser and the Organiser shall have the discretion to require the removal of any item not so approved.

### 3. FOOD EXHIBITORS

Please note that all Health & Safety, training certificates and legally required documents should be available for inspection on the stand.

### 4. STAND ALLOCATION

Requests for stands in specific positions will be considered sympathetically but no such request should be deemed as being binding on the Organiser. Stand allocations will be made taking into account the nature of product, type of demonstration and the general layout of the event.

### 5. STAND SIZES

The Exhibitor is responsible for booking adequate stand space for his/her entire display, including access/egress

### 6. DISPLAYS

In the interest of achieving high retail standards Exhibitors must ensure that all tables are covered to the floor by a suitable cover sufficient to hide items, stock or boxes etc. stored beneath the table(s).

### 7. ELECTRICITY

In the interest of safety, should the power supply system become overloaded it shall be within the Organiser's discretion to request any Exhibitor to disconnect lights or any other electrical appliance. Please ensure you have all lighting or electrical equipment (PAT) Portable Appliance Test certificates available for inspection.

### 8. BUILD UP and BREAKDOWN

Exhibitors must complete their stand build at least 30 minutes prior to the show's opening time. Please store all boxes and packaging away safely, clear of gangways and alleyways. All vehicles to be parked in the area designated for Exhibitors' parking.

### 9. TRADING HOURS

Please note that Exhibitors' stands are contracted to trade throughout the advertised show open hours - between 10am and 5pm on all trading days.

### 10. SECURITY and PUBLIC LIABILITY

Battenburg Events Ltd & Hertfordshire Agricultural Society cannot be held responsible for damage or loss of stock howsoever caused.

Stands may be left erected overnight, but this in no way implies responsibility on the part of the Organiser for loss or damage. Battenburg Events Ltd & Hertfordshire Agricultural Society carry Public Liability Insurance. However it should be noted that this does not include responsibility for Exhibitors' Public Liability cover and Exhibitors are strongly urged to take out suitable cover.

### 11. CAMPING/CARAVANING

**Camping/caravanning is not available on site at this time.**

### 12. DOGS

Dogs are allowed in the Showground but, excepting assistance dogs, not in The Fine Food Marquee.

Dogs must be on a lead.

### 13. BREACHES or UNPROFESSIONAL CONDUCT

Any Exhibitor in breach of any of the conditions or who behaves, in the opinion of the Organiser, to the detriment of the public, other Exhibitors or the Organisers, will be requested to leave the venue forthwith, without refund of any monies.

### 14. DEPOSIT and FINAL PAYMENT

A non-refundable deposit of £120 (£100 plus VAT) is to be paid at the time of entering into the booking contract for the show. This deposit will be deducted from the total value of the invoice.

An invoice will be issued with a "pay by link" to pay by credit/debit card for the balance by Friday 8<sup>th</sup> October.

### 15. COVID 19

**SHOULD THE EVENT BE CANCELLED DUE TO COVID RESTRICTIONS THEN ALL MONIES WILL BE REFUNDED**

### 16. CANCELLATIONS

a) In the event of the cancellation of any booking within six weeks of the show opening the Exhibitor will be liable for the full cost of the stand booked.

b) All cancellations must be made in writing.

c) The Organiser shall not be liable to any Exhibitor if the event is disrupted due to bad weather, major accident, civil unrest, or any other cause beyond the Organiser's control.

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Please complete the following orders for vehicle/Exhibitor passes and marketing material and return with your application form.

There is no charge for these and more material can be ordered closer to the event should you wish.

MARKETING MATERIAL				
Trading Name:				
		Pdfs (✓)	No. of A4	No. of A5
Posters				
No. of DL (1/3rd A4) flyers				
No. of "2 for 1" tickets				
PASSES				
No. of Vehicle passes				
No. of Exhibitors wrist bands				

Marketing material will be posted four weeks before the Frost Fair or earlier by request.

Flyers and posters can be supplied as "pdfs if required for inclusion in e-shots.