



FROST FAIR at HYLANDS HOUSE

Friday 29th, Saturday 30th November & Sunday 1st December 2019, Chelmsford, CM2 8WQ



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 "HHCFF19" as reference,
 Pay by link, we will issue you a Worldpay link for you to make a secure credit/debit card payment

Final payment is required by Friday 11th October 2019.

Trading Name: Address:

Product/service:

Contact Name: Post Code

Mob: Website:

Tel: Facebook:

Email: Twitter:

House (Various rooms)	Price	No.	Total
2m x 1.2m	£245.00		
2.5m x 1.2m	£277.00		
3m x 1.2m	£336.00		
3.5m x 1.2m	£391.00		
4m x 1.2m	£446.00		

Individual Marquees, carpeted	Price	No.	Total
3m x 3m	£360.00		
6m x 3m	£490.00		
6m x 6m	£600.00		

Open Space on gravel	Price	No.	Total
3m x 3m	£185.00		
6m x 3m	£240.00		
6m x 6m	£350.00		

2 open sides add 5%(✓) (2.5m+)	
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Pavilion & Marquees, carpeted & heated	Price	No.	Total
2m x 2m	£289.00		
2.5m x 2m	£324.00		
3m x 2m	£399.00		
3.5m x 2m	£458.00		
4m x 2m	£510.00		
5m x 2m	£590.00		
6m x 2m	£675.00		

Food or handcrafted	Price	No.	Total
2m x 2m	£268.00		
2.5m x 2m	£305.00		
3m x 2m	£369.00		
3.5m x 2m	£430.00		
4m x 2m	£489.00		
5m x 2m	£575.00		

Demonstrate craft add 1/2metre foc (✓) (2.5m+)	
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Additions	Price	No.	Total
Power – 3kw (13 amp)	£47.00		
Power – 16 amp	£57.00		
Power – 32 amp	£78.00		
Power – 64 amp	£99.00		
Trestle table, 4' x 2' 6"	£8.20		
Trestle table, 6' x 2' 6"	£9.30		
Chair	£2.55		

SUB TOTAL	
VAT @ 20%	
TOTAL	

I agree to abide by the terms & conditions overleaf

TERMS AND CONDITIONS

1. ACCEPTANCE OF APPLICATION FOR STAND SPACE

The organiser 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

We require copies of your food standard documentation along with the council with whom you are registered. Please note that all Health & Safety and training certificates should be available for inspection.

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.

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 cloth sufficient to hide 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 your lighting or electrical equipment Portable Appliance Test (PAT) certificates available for inspection.

8. BUILD UP AND BREAKDOWN

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

9. TRADING HOURS

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

10. SECURITY AND PUBLIC LIABILITY

Battenburg Events & Hylands Estate cannot be held responsible for damage or loss of stock howsoever caused.

10. SECURITY AND PUBLIC LIABILITY - continued

All exhibitors are required to take out their own insurance cover. 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 & Hylands Estate carry public liability insurance, however it should be noted that this does not include responsibility for exhibitors' public liability cover and exhibitors are required to take out suitable cover.

11. CAMPING/CARAVANING

There are a limited No. of Camping/caravan spaces - no facilities are supplied. Please let us know if you require spaces once the allocated number is reached we are not allowed anymore on site.

12. DOGS

Dogs are allowed but, when in the Frost Fair, must be on a lead at all times. Dogs are not allowed in the house or Grand Pavilion.

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 for payment of the balance by Friday 18th October. If payment is not received four weeks prior to the show the stand may be re-let at the organiser's discretion.

15. Payment by Credit/Debit Cards

Should you wish to pay by credit/debit cards we will issue you a "pay by link" invoice which allows you to enter your own card details and thereby satisfies the recent GDPR requirements.

Payment of £120 (£100 plus vat) is required on acceptance and the remainder by Friday 18th October as per invoice.

16. CANCELLATIONS

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

b) All cancellations must be made in writing.

c) The Organiser or venue shall not be liable to any exhibitor in the event of the show being disrupted due to bad weather, major accident, civil unrest, or any other cause beyond the organiser's control.

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Marketing Material & Passes

Please complete the following orders for vehicle/exhibitor passes and any marketing material that you are able to use in advance of the show and return with your application form. More material can be ordered closer to the event should you wish.

There is no charge for posters or tickets.

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

Flyers and posters can be supplied as “pdf”s if required for e-shots.

MARKETING MATERIAL				
Trading Name:				
	Pdfs (✓)	No. of A3	No. of A4	No. of A5
Posters				
No. of DL (1/3rd A4) flyers,				
No. of “2 for 1” tickets				
PASSES				
No. of Vehicle pass				
No. of Exhibitors wrist bands				