



# FESTIVE GIFT FAIR @ HOLDENBY

Saturday 7<sup>th</sup> & Sunday 8<sup>th</sup> November 2020



## 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 "HFGF20" as reference,  
Pay by link, we will issue you an invoice with a pay link for you to make a secure credit/debit card payment

Final payment is required by Friday 25<sup>th</sup> September 2020.

Trading Name: .....

Address: .....

Product/service: .....

Contact Name: .....

Post Code .....

Mob: .....

Website: .....

Tel: .....

Facebook: .....

Email: .....

Twitter: .....

Marquees - (Floored heated & lit)			
General	Price	No.	Total
2 metres x 2 metres	£250.00		
2.5 metres x 2 metres	£270.00		
3 metres x 2 metres	£305.00		
3.5 metres x 2 metres	£330.00		
4 metres x 2 metres	£390.00		
5 metres x 2 metres	£460.00		

Marquees - (Floored heated & lit)			
Fine Foods or Crafts	Price	No.	Total
2 metres x 2 metres	£230.00		
2.5 metres x 2 metres	£255.00		
3 metres x 2 metres	£285.00		
3.5 metres x 2 metres	£310.00		
4 metres x 2 metres	£370.00		
5 metres x 2 metres	£440.00		

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		

Open Space (limited Ground must be covered)			
3 metres x 3 metres	£120.00		
6 metres x 3 metres	£190.00		
6 metres x 6 metres	£260.00		

Individual Marquees (carpeted & lit)			
3 metres x 3 metres	£400.00		
6 metres x 3 metres	£520.00		
6 metres x 6 metres	£680.00		

Demonstrate craft add 1/2metre foc (✓)

<b>SUB TOTAL</b>	
<b>VAT @ 20%</b>	
<b>TOTAL</b>	
<b>I agree to abide by the terms &amp; conditions overleaf</b>	
<b>Please sign above</b>	

## 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.

### 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 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 your 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 opening time. Please stow 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 exhibitor's 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 & Holdenby House cannot be held responsible for damage or loss of stock howsoever caused. All exhibitors are advised to take out their own insurance SECURITY and PUBLIC LIABILITY - continued 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 Ltd & Holdenby house 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 available on site but no facilities are provided.

### 12. DOGS

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

### 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 5<sup>th</sup> April. 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

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 5<sup>th</sup> April. If payment is not received four weeks prior to the show the stand may be re-let at the organiser's discretion.

### 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 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.

# FROST FAIR @ HOLDENBY

Saturday 7<sup>th</sup> & Sunday 8<sup>th</sup> November 2020

Please complete the following orders for vehicle/exhibitor passes.

Please complete the following orders for any marketing material that you are able to use in advance of the Frost Fair 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:				
Posters		Pdfs (✓)	No. of A4	No. of A5
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 Fair or earlier by request.

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