



**HEVENINGHAM HALL  
COUNTRY FAIR  
TRADE & SHOPPING APPLICATION  
27TH JUNE & 28TH JUNE 2020**

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|--|--|
| NAME:<br>COMPANY NAME:<br><br>DESCRIPTION:<br><br>ADDRESS:<br><br>TEL. NO:<br>(day of event) | Office admin<br>Zone:<br>P/L & Risk:<br>Checked by:<br>Pack/date sent:<br>Other: |
| EMAIL:<br><br>TWITTER OR FACEBOOK USERNAME(S):<br>PLEASE FOLLOW US @heveninghamhall          | POSTCODE:<br><br>WEBSITE:<br>(for link to our website)                           |

NO EXCEPTIONS - ALL EXHIBITORS AND HELPERS MUST WEAR A WRISTBAND BEFORE ENTRY, ENTRY WILL BE DENIED WITHOUT A WRISTBAND

PLEASE PUT NUMBER REQUIRED IN BOX BELOW, IF ATTENDING BOTH DAYS ONLY COMPLETE THE TOP BOX. TWO WRISTBANDS ARE INCLUDED, EXTRAS CAN BE PURCHASED AT THE REDUCED RATE \*

|                              |  |  |  |
|------------------------------|--|--|--|
| <b>SATURDAY &amp; SUNDAY</b> |  |  | NUMBER OF WRISTBANDS ATTENDING BOTH DAYS |
| <b>SATURDAY ONLY</b>         |  |  |  |
| <b>SUNDAY ONLY</b>           |  |  |  |
| <b>VEHICLE ZONE PASS</b>     |  |  |  |

PLEASE ENTER NUMBER OF VEHICLES ATTENDING

- EXHIBITORS CAN SET-UP FROM FRIDAY BETWEEN THE HOURS OF 9 AND 5 PM.
- ALL VEHICLES MUST PARK IN EXHIBITORS CAR PARK BY 9 A.M. SATURDAY & SUNDAY
- CARAVANS/MOBILE HOMES MUST GO STRAIGHT TO VALLEY FARM CAMPSITE – DETAILS WILL BE SENT OUT WITH EXHIBITORS PACK 2-3 WEEKS BEFORE THE EVENT
- FREE WIFI

|  | Cost  | Tick   | Amount |
|--|---|--------|--------|
| <b>SHOPPING MARQUEE (INSIDE MARQUEE)</b>   |   |        |        |
| 2.5 m frontage x 2.5 m deep  | £120.00   |        | £      |
| <b>ELECTRICITY</b>   | Cost  | Tick   | Amount |
| Electricity  | £50.00 weekend                                    |        | £      |
| <b>OUTSIDE STANDS (NO VEHICLES INCLUDED IN PITCH)</b>  | Cost  | Tick   | Amount |
| 4 m frontage x 4 m   | £150.00   |        | £      |
| 6 m frontage x 4 m   | £170.00   |        | £      |
| 8 m frontage x 4 m (larger sizes available, email enquiries@countryfair.co.uk)   | £190.00   |        | £      |
| <b>WEBSITE FEATURE LISTING - (OPTIONAL) SEE OVER</b>   |   | Tick   | Amount |
| 50-word description of your business with photograph. See over for details.  | £25.00  |        | £      |
| <b>* ADDITIONAL WRISTBANDS AVAILABLE AT SPECIAL PRICE</b>  |   | Number | Amount |
| Saturday only  | £16.00 each                                       |        | £      |
| Sunday only  | £16.00 each                                       |        | £      |
| Saturday & Sunday  | £16.00 each                                       |        | £      |
| <b>Payment to: Heveningham Hall Country Fair Trust:<br/>SORT CODE: 20-92-08, ACC. 40192368 (BARCLAYS)<br/>Please quote trade stand as reference.</b> | <b>Special discount £10 before 1st March 2020</b> |        | -      |
|  | <b>TOTAL</b>                                      |        | £      |

**WEBSITE:** Our website has many thousands of visitors per year and for an additional £50, you can include a brief description of your business, display or exhibit, 140 x 140 pixel photograph. Please provide the following information if you have selected this option on the previous page.

**Brief description of your business/display/exhibit etc** (50 words max; we reserve the right to edit this for style and content):

.....  
.....  
.....  
.....

Please send a photograph to [claire.dunford@heveninghamhall.co.uk](mailto:claire.dunford@heveninghamhall.co.uk) , we cannot use a previous photograph.

*In order to maximise website hits, we ask that you also include a link to [www.countryfair.co.uk](http://www.countryfair.co.uk) on your own website.*

**Terms & Conditions:**

- ❖ The Fair is open to the public from 10.00 a.m. to 5.00 p.m. No exhibition/attraction should be dismantled before the Fair is closed at 5.00 p.m.
- ❖ Exhibitor access is from **7.00 am on Saturday** and **8.00 a.m. on Sunday**
- ❖ No vehicle admittance to site for unloading will be permitted after 9.00 a.m.
- ❖ **All stalls must be set up by 9.00 a.m.** and **ALL** vehicles must be parked in the exhibitor car park.
- ❖ All rubbish should be placed in the bins or skips provided.
- ❖ All exhibitors are required to provide copies of public liability insurance and risk assessment with their application.
- ❖ Our website and programme will include a selection of exhibitors attending. Please inform us in writing if you do not want to be included.
- ❖ Entry to site before 9 am on the day will be on presentation of a wristband.
- ❖ The event organisers retain the right to make changes to the site layout and relocate stands as they deem appropriate.
- ❖ Overnight security will be provided on the 26<sup>th</sup> & 27<sup>th</sup> June. All exhibitors (including their staff) are responsible for their own persons and property.
- ❖ No claims may be made by the Exhibitor (including their staff) against Heveningham Hall, the owners, the Fair organisers, Heveningham Hall Country Fair Trust for losses and/or damages no matter how caused, including financial loss due to forces of nature or human activity.

**Health & Safety Statement:**

All exhibitors are to comply with current health and safety legislation. Stands, structures and exhibits are to be safe, secure and not present a hazard to other persons at the Fair.

LPG is not permitted on site unless authorised by Heveningham Hall Country Fair Trust (please email [enquiries@countryfair.co.uk](mailto:enquiries@countryfair.co.uk))

**Declaration**

**I certify that all the information given in this form is correct.**

**I agree to abide by the terms and conditions above and by the instructions of the stewards on the day.**

**I ENCLOSE A CHEQUE OR HAVE SENT PAYMENT BY BANK TRANSFER AND ENCLOSE A RISK ASSESSMENT, COPY OF PUBLIC LIABILITY CERTIFICATE AND A4 SELF-ADDRESSED STAMPED ENVELOPE.**

Signature ..... Date .....

Post to: Trade Stands, Heveningham Hall Country Fair, c/o Claire Dunford, Heveningham, Halesworth, Suffolk, IP19 0PN