



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

NAME: COMPANY NAME: DESCRIPTION: ADDRESS: TEL. NO: (day of event)	Office admin Zone: P/L & Risk: Checked by: Pack/date sent: Other:
EMAIL: TWITTER OR FACEBOOK USERNAME(S): PLEASE FOLLOW US @heveninghamhall	POSTCODE: WEBSITE: (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 *

SATURDAY & SUNDAY	<input style="width: 100%; height: 20px;" type="text"/>	NUMBER OF WRISTBANDS ATTENDING BOTH DAYS
SATURDAY ONLY	<input style="width: 100%; height: 20px;" type="text"/>	
SUNDAY ONLY	<input style="width: 100%; height: 20px;" type="text"/>	
VEHICLE ZONE PASS	<input style="width: 100%; height: 20px;" type="text"/>	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

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

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):

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Please send a photograph to 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 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 food hygiene certificates 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 26th & 27th 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)

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: Food Hall, Heveningham Hall Country Fair, c/o Claire Dunford, Heveningham, Halesworth, Suffolk, IP19 0PN