



**HEVENINGHAM HALL
COUNTRY FAIR
FOOD HALL APPLICATION
2ND & 3RD JULY 2022**

NAME: COMPANY NAME: DESCRIPTION OF PRODUCTS: ADDRESS: TEL. NO: (day of event)	Zone: P/L & Risk: Paid: Checked by: Pack sent:
EMAIL: WEBSITE: (for link to our website)	POSTCODE: INSTAGRAM/FACEBOOK: PLEASE FOLLOW US @heveninghamhall

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 ONLY	<input type="checkbox"/>	ATTENDING SATURDAY ONLY
SUNDAY ONLY	<input type="checkbox"/>	ATTENDING SUNDAY ONLY
SATURDAY & SUNDAY	<input type="checkbox"/>	NUMBER OF WRISTBANDS ATTENDING <u>BOTH DAYS</u>
VEHICLE ZONE PASS	<input type="checkbox"/>	PLEASE ENTER NUMBER OF VEHICLES ATTENDING

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

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		£
* ADDITIONAL WRISTBANDS AVAILABLE AT SPECIAL PRICE		Number	Amount
Saturday only	£10.00 each		£
Sunday only	£10.00 each		£
Saturday & Sunday	£20.00 each		£

Payment to: Heveningham Hall Country Fair Trust: SORT CODE: 08-92-99, ACC. 67237641 (o-op) Please quote FOOD HALL as reference.	TOTAL	- £
--	--------------	--------

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 on Sunday.
- ❖ Exhibitor access is from **7.00 am on Saturday** and **8.00 a.m. on Sunday**
- ❖ Entry to site at all times will be on presentation of a wristband.
- ❖ 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.
- ❖ 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 1st & 2nd July. 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.
- ❖ You will receive further exhibitors information and wristbands approximately three weeks before the event.

ALL proceeds of this event go to Heveningham Hall Country Fair Trust. Please see website for further information www.countryfair.co.uk.

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 HAVE EMAILED OR POSTED MY SIGNED FORM WITH RISK ASSESSMENT AND A COPY OF PUBLIC LIABILITY CERTIFICATE.

Signature Date

Please return form by email or post before end of April 2021 to:- Country Fair Office (Food Hall), Heveningham Hall, Heveningham, Halesworth, Suffolk, IP19 OPN – please take a copy of the form, before returning if sending by post.