



HEVENINGHAM HALL COUNTRY FAIR TRADE & SHOPPING APPLICATION 2ND & 3RD JULY 2022

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| NAME: COMPANY NAME: PRODUCTS: ADDRESS: MOBILE NO: (day of event) | Zone: P/L & Risk: Paid: Checked: POSTCODE: WEBSITE: |
| EMAIL: INSTAGRAM/FACEBOOK: | |

ALL EXHIBITORS AND HELPERS MUST WEAR A WRISTBAND AT ALL TIMES AND YOU WILL NEED A WRISTBAND FOR ENTRY.

PLEASE PUT NUMBER OF WRISTBANDS REQUIRED BELOW – IF HELPERS ATTENDING BOTH DAYS ONLY PUT NUMBER IN PURPLE BOX.

| | | |
|------------------------------|--------------------------|---|
| 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. |

- ▶ 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
- ▶ 2 FREE WRISTBANDS, ADDITIONAL WRISTBANDS CAN BE PURCHASED AT THE ADVANCED PRICE (PLEASE SEE BELOW*)
- ▶ ONLY VEHICLES THAT ARE PART OF THE EXHIBIT ARE INCLUDED IN STAND SPACE (SEE BELOW)*

| SHOPPING MARQUEE (INSIDE NO VEHICLES) | Cost | Tick | Amount |
|--|---|--------|--------|
| 2.5 m frontage x 2.5 m deep | £120.00 | | £ |
| EXTRAS – MARQUEE STANDS ONLY | Cost | Number | Amount |
| Tables (6' x 2'3") | £15.00 each | | £ |
| Chair | £ 5.00 each | | £ |
| Electricity | £50.00 weekend | | £ |
| OUTSIDE STANDS (PITCH SIZE TO INCLUDE EXHIBIT VEHICLES ONLY)* | Cost | Tick | Amount |
| 4 m frontage x 3 m | £160.00 | | £ |
| 6 m frontage x 6 m | £180.00 | | £ |
| 8 m frontage x 6 m | £200.00 | | |
| * ADDITIONAL WRISTBANDS AVAILABLE BELOW: | Cost | Number | Amount |
| Saturday only | £10.00 each | | £ |
| Sunday only | £10.00 each | | £ |
| Saturday & Sunday (both days) | £20.00 each | | |
| New bank details: Heveningham Hall Country Fair Trust SORT CODE: 08-92-99, ACC. 67237641 (Co-op) | TOTAL payment required to secure pitch | | £ |

TERMS & CONDITIONS

- ❖ The Fair is open to the public from 10.00 a.m. to 5.00 p.m. No exhibition should dismantle 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 complete their own risk assessment.
- ❖ 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.
- ❖ We will be monitoring the government website for up to date guidelines for outdoor events. If the event was cancelled due to Covid-19 a full refund would be given.
- ❖ You will receive further exhibitors information and wristbands approximately three weeks before the event.

ALL PROCEEDS OF THIS EVENT GO TO CHARITY – OVER £800,000 HAS BEEN DONATED TO LOCAL CHARITIES FROM OUR EVENTS, SO FAR!

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.

I agree to make payment by bank transfer as soon as my application has been approved.

Signature Date

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