



HOLME PIERREPONT HALL

CHRISTMAS FAIR 2018

ENQUIRY FORM

PREVIEW EVENING

Wednesday 14th November 5.30–9pm

CHRISTMAS FAIR

Thursday 15th November 9.30am—4 pm



Stall name	
Contact name	
Address	
	Postcode
Email	
Phone	
Website	
	Please tick
I am interested in taking 1 x 1.8m trestle table	
I am interested in taking 2 x 1.8m trestle tables	
Please give us details and prices of your product range. Please also send photographs of your product range with this application form.	
Extra information	
Please return this form and photographs of your products to; CLE Brackenbury Holme Pierrepont Hall, Nottingham NG12 2LD	

STALL HOLDER TERMS AND CONDITIONS

The committee will evaluate the Enquiry Forms and successful applicants will be invited to take one or two tables and sent a Booking Form. By submitting the Booking Form you are agreeing to the following terms and conditions:

1. Stall fees are £115 for one table and £175 for two tables. Stall fees are payable in full at the time of booking and your place is not confirmed unless your booking form and full payment has been received. Cancellation policy; if written notice of cancellation is received by 1st September, 50% of the stall fee paid will be refunded.
2. Exhibitors must have a minimum of £5 million product and public liability insurance for their stand and must email proof of this insurance to accounts@holmepierreponthallchristmasfair.com
3. If you use electrical items they must be PAT tested, safety checked and covered under your own insurance.
4. Exhibitors are responsible for the health and safety of their stand, event space and staff members.
5. You must be considerate to other exhibitors and their event space by ensuring you remain within your allocated area. You must leave your space as you found it, ensuring you remove all rubbish.
6. All stallholders must move their vehicles from the front of the house/marquee as soon as they have unloaded to make the way clear for others.
7. You must make yourself aware of all fire safety issues, equipment and escape routes in your event space. On the day we will supply full housekeeping information.
8. If you are selling or giving away consumable items for consumption on or off the premises, you must send a copy of your food safety certificate to accounts@holmepierreponthallchristmasfair.com and you will be responsible for abiding by all food safety regulations.
9. On Wednesday 14th November, the hall is open for set up from 10am. Stallholders must arrive no later than by 3.30 pm and be set up by 4pm as the Preview Evening starts at 5.30pm. On Thursday 15th November the fair starts at 9.30am. Entry for stall holders is from 8.15am. On Thursday afternoon please do not start to pack up before the official finish time of 4pm.
10. Stallholders must not leave the fair without handing in their 10% commission to the committee members who will start to collect it from 3.30pm.
11. To comply with fire regulations, please checkout at the front door when leaving.