

*Participant Pack*

*The Castle  
Christmas Fair*

*2017*

*Sunday 10<sup>th</sup>*

*December*



# *Participant Information*

## *Please read carefully*

*The Castle has been hosting a Christmas Fair since 2009. The event has grown steadily, attracting more visitors each year. In 2015 we decided to focus the fair into one larger day using a professional marquee on The Castle Lawns in order to accommodate a greater number and variety of stalls. 2016 was our most successful Christmas Fair to date, following on from this we have once again booked a large 24m x 12m (80' x 40') clear span marquee with mat flooring and lighting. As in previous years, a limited amount of stalls will also be available in the Blanchminster Room and Willoughby Gallery.*

*The Christmas Fair will be open to visitors from 11am until 4pm.*

*Café Limelight will be open throughout the day and we will be running a 'pop-up café' selling mulled wine and minced pies in the marquee.*

*Please note, this is not a first come first served' booking, we reserve the right to select all stallholders from applications without giving reason for refusal – however early application is advisable. If accepted, stalls with a similar offering to Café Limelight will be placed in the marquee only.*

*Your stall and participation will only be fully confirmed upon receipt of a completed booking form **and** full payment.*

### ***COST***

*All stall pitches will be £45.00 inclusive of VAT*

*Pitches for stalls in the Castle (The Willoughby Gallery and Blanchminster Room) are 1.8m (6ft) - we will provide your table*

*Pitches for stalls in the Marquee are 3m width/frontage by 2m depth (9'10" x 6'7") which should give you greater flexibility to display. A limited stock of tables are available to order in advance free of charge when making your booking.*

*Electricity will be available at an additional £24 inclusive of VAT per stall.*

*A VAT invoice will be provided to all stallholders.*

*The deadline for payment and inclusion in the exhibitors guide and other marketing materials is **Friday 27<sup>th</sup> October 2017***

# ***TERMS AND CONDITIONS***

## ***CANCELLATION and DAMAGES***

*Participants have no claim for damages of any kind against Bude-Stratton Town Council in respect of any loss or damage, or for the refund of fees paid, as a consequence of the prevention, postponement or abandonment of the Castle Christmas Fair for any reason.*

*There will be no refund of any fees paid to Bude-Stratton Town Council by participants who cancel their booking after Monday 30<sup>th</sup> October 2017.*

## ***SAFETY and INSURANCE***

*Participants exhibiting or trading at The Castle Christmas Fair must have any and all appropriate certificates and licences pertinent to their product, including sufficient Public Liability insurance cover, Health and Hygiene, Gas Certificates, etc.*

*Any electrical equipment used must be safe and PAT tested.*

*It is not the responsibility of Bude-Stratton Town Council to ensure that any participant has a sufficient understanding of any liabilities upon the participant in relation to any applicable legislation; and any and all effort in this respect rests with the participant.*

## ***ALCOHOL SALES***

*Please contact us prior to submitting your booking if you wish to offer alcohol for sale.*

## ***ELECTRICITY***

*An individual power supply to stalls and pitches is available at the additional stated cost. Please ensure this is booked in advance as ad-hoc on the day requests cannot be accommodated. Please also indicate your total wattage use or indicate which equipment you intend to use to ensure our power distribution board is suitably set up.*

## ***HOUSEKEEPING***

*Participants are responsible for keeping the area in front of their stalls as well as the back of their allocated space tidy and free of rubbish. All rubbish must be put in appropriate containers and taken home with you.*



## *TABLES and CHAIRS*

*All stalls inside The Castle will be allocated one 6ft table provided by us.*

*For participants who book a stall pitch in the marquee, a limited supply of 6ft, 4ft and 2ft tables are available to pre-book at no additional cost.*

*A maximum of 2 chairs per stall pitch may also be pre-booked by all participants*

# **BOOKING INFORMATION**

## **MARKETING**

*When placing your booking please ensure you send us as much information about your company and product as possible, e.g. your website, Facebook page, logo, a short summary of what you do, etc. This will enable us to more effectively promote both The Castle Christmas Fair and you!*

*Your company contact details will be listed on the Christmas Fair section of The Castle website along with a description and logo. An event listing will also be created on The Castle Facebook page.*

*A press release covering the Christmas Fair will be sent to local publications.*

*Please note, the deadline for payment and guaranteed inclusion in the exhibitors guide and other marketing materials is **Friday 27<sup>th</sup> October 2017***

*Bookings may still be taken after this date but may not be included in marketing and promotional material.*

*Please email your logo and or marketing information to [marketing@bude-stratton.gov.uk](mailto:marketing@bude-stratton.gov.uk)*

## RETURNING YOUR COMPLETED BOOKING FORM

You may return your completed booking form

- ❖ by email to [marketing@bude-stratton.gov.uk](mailto:marketing@bude-stratton.gov.uk)
- ❖ by post or in person to:  
The Christmas Fair  
Bude-Stratton Town Council  
The Parkhouse Centre  
Ergue-Gaberic Way,  
Bude,  
EX23 8LG

## PAYMENT

Where possible please return your completed booking form and payment together. We will provide a receipted VAT invoice to all stallholders.

Payment for your booking can be made:

- ❖ By BACS to Unity Trust Bank

Account name: Bude-Stratton Town Council  
Sort Code: 60-83-01  
Account no: 20337708

Please use the reference XMAS FAIR and email [marketing@bude-stratton.gov.uk](mailto:marketing@bude-stratton.gov.uk) to let us know your payment has been sent.

- ❖ By cheque made payable to: **Bude-Stratton Town Council**  
sent to  
The Christmas Fair  
Bude-Stratton Town Council  
The Parkhouse Centre  
Ergue-Gaberic Way,  
Bude,  
EX23 8LG

**Participation is subject to full payment prior to the event**

*A confirmation email will be sent on receipt and acceptance of your booking form and payment. Full information including your stall location and set up details will be sent 2 weeks prior to the fair.*

## *Contact Details*

*Please feel free to contact our Weddings, Galleries and Events Co-Ordinator Nicky van der Stelt if you have any questions, comments or queries about the Christmas Fair.*

*Nicky works on Monday, Tuesday and Friday and can be contacted by dropping in to the Castle or by calling on 01288 357302*

*Alternatively please email*

*[marketing@bude-stratton.gov.uk](mailto:marketing@bude-stratton.gov.uk)*

*Nicky or one of the team will reply to you.*



<i>Business Name:</i>			
<i>Contact Name:</i>			
<i>Business Address:</i>			
<i>Town:</i>		<i>Post Code:</i>	
<i>Business Phone No:</i>		<i>Mobile Phone Number:</i>	
<i>E-mail:</i>			
<i>Website:</i>			
<i>Electricity required: YES/NO</i>			
<i>If yes, please indicate anticipated wattage or list appliance you intend to use</i>			
<i>Please indicate where you would prefer your stall</i>			<i>The Castle</i>
			<i>The Marquee</i>
<i>How many chairs do you require?</i>	<b>0</b>	<b>1</b>	<b>2</b>
<i>Stallholders in the Castle will automatically be allocated one 6ft table. Pitches in the marquee are 3m width/frontage by 2m depth (9'10" x 6'7") – please let us know below if you require us to provide you with 6ft, 4ft or 2ft tables as a limited supply is available.</i>			



*Description of business for marketing use (Max 300 characters use additional sheets if needed or email to [marketing@bude-stratton.gov.uk](mailto:marketing@bude-stratton.gov.uk))*



*Indemnity Statement.*

*I hereby indemnify Bude-Stratton Town Council against any claims for loss or damage to my goods and against any claims that may arise as a result of my acts, omissions or errors. I understand that it is my responsibility to ensure I have full Public Liability Insurance cover and that I have all relevant licences, certificates, insurances and risk assessments pertaining to my product and activities.*

*Signed (including electronically).....*

*Date*

*My insurance provider is: .....*

*My policy number is .....*

*My policy expires on .....*