Strawberry Hill House Christmas Festival
In Partnership with St Mary’s University

Exhibitor Application Form
Event Date: Sunday 17th November 2019, 10.00am to 4.00pm
Application Deadline: 1st July 2019

The Strawberry Hill House Christmas Festival 2019 is being organised by The Strawberry Hill Trust in partnership with St Mary’s University. The Decor Cafe LTD has been appointed to manage the exhibitor application process and arrange expert speakers for the event. All applications and any questions should be emailed to debbie@thedecorcafe.com.

The Strawberry Hill House Christmas Festival is a very special occasion; the opportunity to shop for original, yet affordable, Christmas gifts in a stunning location.

The 2019 Christmas Festival will be even bigger and better than previous years, being held in both Walpole’s extraordinary home and the Waldegrave Suite of St Mary’s University. This enables us to retain the same number of exhibitors whilst introducing new visitor attractions, to include talks, demonstrations and more festive food and drink than has previously been possible.

PLEASE COMPLETE IN BLOCK CAPITALS and return a signed copy (scan or photograph acceptable) via email to debbie@thedecorcafe.com by 1st July 2019

Successful applicants will be informed via email by 1st August 2019 and invoiced accordingly. Confirmation is only valid on receipt of the completed application form and full payment. Prompt payment will be required to secure your place. Late applicants will be offered space depending on availability.

PLEASE DO NOT MAKE ANY PAYMENT UNTIL AN OFFER OF A STAND SPACE HAS BEEN CONFIRMED
SECTION A - YOUR DETAILS

Applicant’s Name:

Company Name:

Address:

Telephone/Mobile:

Email:

Website:

Facebook: Twitter: Instagram:

SECTION B - YOUR PRODUCT DETAILS

We are inviting applications to exhibit original Christmas gifts and decorations, home & garden items, clothing & fashion accessories, presents for children & pets, stationery, food & drink.

Description of all the products to be exhibited:
(Only products /ranges of products you have applied to sell may be sold on the days of the fair e.g. if you have not applied to sell jewellery, you will not be permitted to do so without prior consent)

...........................................................................................................................................................................................................................................................................................................................
...........................................................................................................................................................................................................................................................................................................................
...........................................................................................................................................................................................................................................................................................................................
...........................................................................................................................................................................................................................................................................................................................

Please email one or two high res images of goods to be exhibited for publicity purposes.

Price Range of Goods for Sale:

...........................................................................................................................................................................................................................................................................................................................

SECTION C - EXHIBITOR SPACE & FEE

Exhibitors will be allocated a table approx.180cms x 77cms at the cost of £60 (inc vat) + 10 % of takings. If you require more space please let us know and it may be possible to provide a second table or an additional space at a pro-rata fee.

Exhibitors to supply their own table cloth and individual display materials. Please confirm if you would like a table provided YES/NO

Please confirm if you would like to an electrical supply YES/NO

If yes please state what electrical items you plan to use.

All stands must be set-up by 9.30am on Sunday 17th November. Stands may be set-up on Saturday 16th November and/or from 7.30am on Sunday 17th November. Stand set-up times to be confirmed 6 weeks prior to the event.
SECTION D - TERMS & CONDITIONS

Please read all the terms and conditions carefully before applying to exhibit:

1. Payment: The Exhibitor shall pay the The Decor Cafe LTD, (who have been appointed to manage exhibitor applications on behalf of the organiser, The Strawberry Hill Trust), in accordance with the payment details set out above. The organiser reserves the right to refuse to let the exhibitor occupy the space if the organiser has not received cleared funds of all payments due from the exhibitors before the due dates. The Exhibitor shall pay the organisers (The Strawberry Hill House Trust) 10% of sales and orders taken on Sunday 17th November 2019.

2. Cancellation by Exhibitor: In the event the exhibitor
   (i) requests that it cancels its space booking after acceptance by the organiser; or
   (ii) fails to meet any of the payment obligations detailed in the contract for space; or
   (iii) fails to occupy the space allotted to it by the opening time on the first day of exhibition,

THEN the organiser reserves the right to treat the contract for space as being cancelled and apply the following cancellation charges and to re-allocate the space booked to another exhibitor:

- More than 2 months prior to the exhibition 50% of the total charge
- 1-2 months prior to the exhibition 75% of the total charge
- Less that 1 month prior to the exhibition 100% of the total charge

If the exhibitor wishes to cancel the contract for space, then written notice must be forwarded to and received by organiser by recorded delivery post by not later than the dates referred above.

3. Exhibitors’ Liability for Loss and Damage and Public Indemnity Insurance. All exhibitors must be insured and a copy of the insurance policy supplied to The Decor Cafe LTD at the time of payment to exhibit. All Exhibits, fittings and all other items brought into the exhibition by the exhibitors shall be the sole responsibility of and at the sole risk of the exhibitor. The organiser shall not be responsible for any loss or damage to such exhibits, fittings or items however caused. The Exhibitors shall indemnify and keep indemnified the organiser against all loss, damages, costs, charges and expenses whatsoever arising from or in consequence of

A) any breach by the exhibitor of any of the terms and conditions of the agreement; or
B) any loss suffered by the organiser as a result of default or negligence of the exhibitor, or any of its invitees or employees; or
C) any liability to or claim by any third party arising from the default or negligence of the exhibitor or any breach by the exhibitor of the terms and conditions of the agreement.
D) a site inspection will take place after the event and any damage to the site incurred by the stallholder will be recorded and the stall holder will be liable.

4. Stallholders offering food samples must supply a copy of their Food Hygiene Certificate to The Decor Cafe LTD on acceptance of the offer of a place to exhibit. If no samples are being handed out a copy of the certificate is not required.

5. Exhibitors must notify the organisers of any power supply requirements at the time of their application. Please clarify what the power is required for, eg. lamps, so that we can check the power supply to each room. All electrical equipment used should be PAT tested prior to the event.

6. Exhibitors must keep their stands open and attended by knowledgeable staff throughout the period of the event. Exhibitors must ensure that you and any person working with you:

- Keep your stall area clean and tidy and remove all rubbish and materials from your staff and dispose in garbage bins provided
- Access to be kept clear at all times
- Do not smoke, eat or drink (except bottled water) in historic areas of the house.
7. The organiser reserves the right to move stands and reallocate space previously notified to exhibitors & to cancel and/or amend the event if required by circumstances outside their control.

8. The organiser will remove any part of the display outside the limits of an exhibitor’s allocated space and may further restrict the display or demonstration of any mechanical or other equipment should it be a nuisance to other exhibitors or the visiting public. The use of video equipment must be authorised in writing by the organiser before installation.

9. Exhibitors must not display goods of an inflammable, noxious or obscene nature. Only agreed products/ranges of products may be sold on the days of the fair (e.g. if you have not applied to sell jewellery, you will not be permitted to do so without prior consent.)

10. No items are to be adhered to or leant upon the interiors of the house. On set up and de-rig all equipment and products should be carried, not rolled or dragged, and utmost care taken not to damage the walls of the house. Exhibitors will be liable to cover any cost incurred to remedy any damage caused by exhibitors to the property or grounds of The Strawberry Hill Trust.

11. It is a condition of exhibiting that sales to the public are charged at a proper retail price, and displays are adequately stocked with saleable goods made by the exhibitor for the duration of the event. If items are batch produced rather than made fully by the exhibitor, goods should be labelled as such and information about the making process of all exhibits should be available to visitors of the event.

12. Whilst the organiser takes every effort to ensure that exhibitors contact details are correct in the promotional material for the new event, the organiser cannot accept responsibility for any errors printed therein and the organisers shall have no liability to exhibitors for any claims resulting from such errors.

13. In consideration of the organisers assisting exhibitors in promoting their work, exhibitors must agree to grant the organisers a non-exclusive copyright license for any promotional materials supplied to the organiser and/or its appointed publicity contractor, for the purposes of promoting and publicising their work and the event, in granting this license exhibitors should be aware that the promotions may include the use of these materials on the Internet (World Wide Web) and that any images supplied may be scanned and held digitally for this purpose. The copyright is and will continue to be beneficially and solely owned by the exhibitor, who must ensure that it does not and will not infringe on any other copyright and that no information contained in the materials is or shall be inaccurate, misleading or injurious.

14. The organiser cannot accept responsibility for any issues arising as a result of problems with the venue or its staff. If, because of war, fire, strike, or other cause beyond the control of the organisers, the event is cancelled, exhibitors remain liable for stand fees above and the organisers shall have no liability to exhibitors for the loss of income resulting from such cancellation.

15. Follow all reasonable directions of the representatives of The Strawberry Hill Trust.

16. Observe and comply with all policies, rules and regulations which The Strawberry Hill Trust requires you to comply with.

17. In signing this contract you are indemnifying The Strawberry Hill Trust, St Mary’s University and The Decor Cafe LTD for any loss or cost of liability suffered or incurred on the day.

18. All stands must be set-up by 9.30am on Sunday 17th November.

I confirm that I have read and agree to the terms and conditions of exhibiting at Strawberry Hill House & St Mary’s University and wish to apply to exhibit on Sunday 17th November 2019.

Signed: (signature)
Signed by: (Print Name)
On Behalf of: (Print Company Name)
Signed on: (Date)