

# A r c h i t e c t u r a l — PLANTS —

Christmas Fair Application

Saturday 28<sup>th</sup> November 2020

Name:

Business name:

Website address:

Email:

Tel:

Postal address:

Vehicle (attending the fair) registration:

Please list social media addresses below:

Give a brief description of your product in the space below, including any awards or distinctive characteristics. We may use this description in our marketing. Please publicise the event on your own website and social media.

I can confirm that I have/will have public liability in place for this event (this is mandatory and we reserve the right to ask to see evidence at any time): Y / N (delete as applicable)

I understand that my booking is not guaranteed until Architectural Plants have received payment of £95.00 and confirmed in writing: Y / N (delete as applicable)

Signed (print if emailing):

Name:

Date:

# A r c h i t e c t u r a l

## — PLANTS —

### Terms & Conditions

- 1) We reserve the right to approve your application
- 2) Payment should only be sent over once your space has been confirmed and not with your application
- 3) All stalls selling alcohol must hold the appropriate licence
- 4) Pitch space is a minimum of 3m (wide) x 2m (deep)
- 5) Power is not supplied. You may bring your own (quiet) generator
- 6) We do not supply tables, screens or gazebos – the pitch is space only
- 7) Due to the slight risk of condensation in the polytunnels, we advise you bring a sheet of plastic or umbrellas to protect your stands. This is a precautionary measure
- 8) There is a café on site for refreshments, and we will provide tea and coffee making facilities in our portacabin. Please bring your own mug.
- 9) There will be no access to the main office for stall holders throughout the day
- 10) The pitch fee is non-refundable in the event of a cancellation or no-show
- 11) The fair opens to the public at 10am and closes at 4pm. Stallholders need to be open for this period
- 12) You will be provided with a time slot to set up – pitches to be cleared by 6pm
- 13) When setting up, you will be directed to an allotted unloading area. All vehicles will need to be moved (by 8:30am) to the stall holder parking areas for the duration of the fair.
- 14) Stall holders will be allowed to park 1 car only. Registration numbers must be provided by each stall holder.
- 15) Stall holders must remove all waste, including re-cycling at the end of the fair. Bins are not provided.
- 16) A map of the fair with your pitch location will be sent to you prior to the event, along with your instructions for the day