

# The Guildhall Wedding Fair 2018

## Exhibitor Application Form



### Event Details

Salisbury City Council host The Guildhall Wedding Fair annually in February and September. This event has previously received over 3,000 visitors during the day with an average of 150 brides registering at each event. As well as a stand/pitch you include promotional material in our goodies bags and take part in the fashion show.

<b>Venue</b>	The Guildhall Building, Salisbury, Wiltshire, SP1 1JH
<b>Date</b>	Sunday 2 <sup>nd</sup> September
<b>Time</b>	11.00am until 3.00pm
<b>Exhibitor Fee</b>	£210.00 (inc VAT where applicable)
<b>Stand or Pitch Size</b>	Guildhall Stand - 1 x 6ft table, 2 chairs will be provided, please bring your own tablecloth. Outside Space - 3m x 3m space. Tea and coffee refreshments will be available.
<b>Electricity</b>	Will be provided on request

### Contact Details

Company Name .....

Contact Name .....

Address .....

Postcode .....

Telephone Number ..... Mobile Number .....

Email Address .....

Website .....

Facebook .....

and/or Twitter .....

### Description of your Stall

Please provide a full description of the range of products you would like to exhibit.

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### Stand / Pitch Size

Guildhall Stand – 6ft table and 2 chairs with white table cloth £210 (inc VAT)

Outside Space – 3m x 3m £210.00

Other, please specify

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**Additional Extras**

Would you like to participate in the Fashion Show hosted during the event?

Include flyer/leaflets in the Wedding Fair Goodie bags handed out at the event. Fee £30.00 (inc VAT)

**Power Supply**

If you wish to have power, what equipment do you require a power supply for?

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Please tick the box to confirm your equipment has been PAT tested

**Documents Required**

We require the following documents along with your application.

*(Please tick once enclosed with the application)*

Photos of products and stall

Copy of public liability insurance certificate.

*Please ensure this includes - Name of your Insurer, Policy Number, Limit of Indemnity and Policy Expiry Date*

Completed the enclosed risk assessment or your own risk assessment

**Next of Kin**

*This is an optional section*

These details are taken for use in emergencies, should you be involved in an accident, incident or taken ill whilst attending our Market/Event we will contact your next of kin.

Name .....

Relationship to you .....

Telephone Number ..... Mobile Number .....

*If you have completed this section before, there is no need to complete again unless any details have changed.*

**Submitting Application**

**Forms must be returned to the Events and Markets Team at the address below:**

Events and Markets Team, Salisbury City Council, The Guildhall, Salisbury SP1 1JH

**Or email [events@salisburycitycouncil.gov.uk](mailto:events@salisburycitycouncil.gov.uk)**

**Salisbury City Council will notify you to confirm that your application has been received.**

**Submission of an application does not guarantee a pitch at the event. The Council will review all applications to ensure suitability and a mix of goods.**

**Closing date for applications is Friday 3<sup>rd</sup> August.**

**Please either attach your own risk assessment or complete our template below.**

**Risk Assessment Form Part 1**

A stall is a workplace covered by health and safety legislation. As the stallholder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand. This template is for a simple stall which does not require any structural approval from the organiser.

Does your stall include any of the following? If so you must complete the risk assessment part 2

<b>Responsibilities</b>	<b>Yes</b>	<b>No</b>
Lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable substances		
Display of sharp objects		
Demonstrations of any kind – i.e.: Therapies, massaging		
Food service of any kind other than sweets, snacks or soft drinks		
Working machinery of any kind even if static		
Using power tools during the build-up/breakdown		
Have all portable appliances being displayed had a visual inspection or PAT tested		
Any potential fire hazards		
Any other hazard not identified above which could be a risk		

Please note that is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard. If you have answered YES to any of the above, please complete the risk assessment part 2.

**Risk Assessment Form Part 2**

<b>Risk</b>	<b>Who could be harmed?</b>	<b>Control measures in place</b>

**Signature..... Date .....**

## Terms and Conditions

### APPLICATIONS

Salisbury City Council will notify you to confirm that your application has been received. Please note that submission of an application does not guarantee a stall at our events and markets. The Council will review all applications to ensure suitability. Please submit completed applications **by Friday 3<sup>rd</sup> August**. The Council will confirm successful applications at least two weeks before the fair, if you haven't heard back from the Council by this time, unfortunately on this occasion you will have been unsuccessful. Due to the volume of interest in our Events and Markets, we regret we are unable to provide feedback on individual applications.

### EXHIBITION STAND DETAILS

Each stand has 1 x 6ft table, 2 chairs and a tablecloth. If you have requested electricity, please bring an extension lead. Stands will be allocated dependant on requirements and in accordance with fire and safety regulations. Stand sharing or subletting is not permitted unless prior agreement has been made with Salisbury City Council. Special requests will be considered but not guaranteed. Do not occupy any other space other than that which has been allocated to you. Please note that unless prior agreement has been made you may not be the only exhibitor of your product or service. Stand space will be allocated at the discretion of Salisbury City Council to ensure a varied mix and balanced exhibition.

### SET-UP AND BREAK-DOWN

Unloading and loading will be available on site, however parking is not available. We advise that you park in a nearby car park, however parking permits are not included. Exhibitors can arrive from 8.00am to set up and should be ready at least 15 minutes prior to opening time. All equipment must be contained within the space allocated. Stands may not be broken down until the closing time at 3.00pm. The Guildhall must be cleared within 1 hour of the closing time of the event, unless by prior agreement with Salisbury City Council.

### PAYMENT

**Please do not send payment with your completed application. Payment will be required once your pitch has been confirmed. An invoice will be sent to you to request payment. Payment must be made at least one month prior to attending the fair. Failure to pay beforehand will result in a non-allocation of trade space.**

### ELECTRICITY

All exhibitors and their staff that use any type of an electrical appliance whilst on site must comply with the PAT test ruling. If requested, you should be able to show the certified PAT tested label on the appliance along with a valid PAT test certificate for each appliance.

### LUNCH/ REFRESHMENTS

Lunch is included in your stand cost for a maximum of 2 people and tea and coffee will be available all day.

### ADVERTISING / LEAFLETS

Should you require your marketing literature to be distributed in our goodie bags this can be done with prior agreement at a cost of £30 inc VAT. Leaflets are not to be given out at this event. Leaflets can be placed on the stand for the public to pick up if they so wish, however the flyering of leaflets is prohibited at this event. Under no circumstances can you distribute flyers from your stand from other companies other than your own without previous agreement/payment, if this is done we will ask you to remove them or leave without refund. We cannot guarantee the number of attendees and therefore cannot be held responsible for visitor numbers.

### SECURITY

Limited general security will be on site at each market. Stall holders are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by Salisbury City Council.

### NOISE

Amplified music and PA systems are not permitted, unless this is crucial to your stall; if so please specify this in your application form.

## **POSTPONEMENT OR ABANDONMENT**

In the event of postponement or abandonment for any reason whatsoever, or in the event of failure or curtailment of any supplies, services or facilities afforded to the stall holders due to strikes, lock-outs, bad weather, acts of God, third party or other circumstances, at any time, Salisbury City Council shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the stall holders prior to, during or after the event.

## **CANCELLATION**

If an exhibitor is unable to attend on the day and gives one month's notice a £30 inc VAT admin fee will be charged and any balance refunded, any less than one month's notice and the full payment is non-refundable. The booking cannot be transferred to another Fair. If Salisbury City Council cancels the Fair in the case of extreme weather conditions or circumstances beyond their control Salisbury City Council are unable to refund any monies paid. If Salisbury City Council has evidence to prove that an exhibitor has not been professional in their dealings with customers, they have the right to cancel the stand.

## **LIABILITY/ INSURANCE**

Salisbury City Council, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons or property on the site. The stall holder will assume full responsibility for any third party claim arising from his/her own exhibit or conduct. The exhibitor will obtain their own insurance and public liability insurance to ensure cover in the event of any damages. The exhibitor should adhere to the health and safety requirements of the Guildhall. The exhibitor must produce a copy of their current public liability insurance with their application.

## **SMOKING**

The Guildhall is a non-smoking area; smoking is not permitted anywhere inside the Guildhall. Please also refrain from smoking immediately outside the Guildhall entrance under the Portico.

## **GUILDHALL REGULATIONS**

No nail or fixing of any kind shall be driven into or put onto any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind. No blu-tack or other sticky fixing shall be applied to any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind. No posters, placards, banners or notices of any description shall be posted on or against any part of the exterior of the premises or inside the premises except with the consent of Salisbury City Council. With the exception of candles, the use of any naked lights, weapons, explosives, flammable material, fireworks, smoke machines or other pyrotechnics is not permitted in any part of the Guildhall.

## **COMPLIANCE**

All stall holders shall observe and comply with, in addition to these terms and conditions, all relevant laws and other directions, codes of practice or guidelines imposed by Salisbury City Council and/or any law or other competent authority applicable to the event.

## **DISCLAIMER**

The Organisers, its officers, employees, agents and representatives shall have no liability whatsoever in respect of all and any action, claim, demand, proceedings, costs, expenses, fines, penalties loss or damage whatsoever arising out of or connected with the participation by any person firm or company in whatever capacity in the event including but not limited to arising or resulting from or connected with the loss injury or damage sustained by or to any third party, any refusal by insurers to meet in full or in part or at all any claim or the seizure or taking of possession of any equipment. This shall not operate or be construed to operate to exclude or restrict the legal liability of The Organisers for death or personal injury caused by its negligence. Each entrant for itself and all those for whom it is directly or indirectly responsible shall indemnify and hold The Organisers harmless from and against all costs and expenses of whatever nature, actions, proceedings, claims, demands and damages made against The Organisers, its offices and/or representatives arising from any breach of its obligations to The Organisers or from any acts or omissions on the part of the entrant and/or those for whom it is so responsible.

## **DATA PROTECTION**

The data will gather and hold will be managed in accordance with the Data Protection Act (1998). Salisbury City Council will not disclose or share personal information supplied by you with any third party organisation without your consent.