

# 2023 Arts & Crafts Marquee Booking Form

Heathfield Agricultural Show Saturday 27th May 2023

Welcome to our ARTS & CRAFTS marquee. The aim of this dedicated arena is for likeminded creative businesses to showcase and sell their hand-crafted, unique products. Heathfield Show would like to celebrate your creativity and passion for working with raw and natural materials in both traditional and modern formats. Crafters are requested to man their stands in the marquee themselves to give the public the personal touch. We encourage craft exhibitors to demonstrate their skills where possible.

**Trade Stand information:** There is only two trade stand sizes available within the marquee 2.5m front x 2m depth and 3m front x 2m depth. All tables and display furniture **MUST** be provided by you the exhibitor. The marquee will only have natural light. If exhibitors require additional lighting electricity can be provided at an additional cost. Please note there will be no flooring in the marquee.

**Passes:** Each trade stand will be allocated 2 personal passes and 1 vehicle pass. Extra adult passes are available at the advanced rate of £18.00 (inc VAT).

**Booking:** Space within the arts and crafts marquee is very limited so with this in mind, we are offering priority booking to all 2022 exhibitors that book before 31st January 2023. All new exhibitors applications are very welcome and after this date will be allocated any remaining spaces based on suitability and uniqueness. We can only allocate you a space once payment is made.

**Terms and Conditions:** The Exhibitor Information and also the Heathfield Agricultural Show's Terms & Conditions, are available on our website [www.heathfieldshow.org/trade-stands](http://www.heathfieldshow.org/trade-stands) and will have everything you need to know about the show and what you must do as a trade stand in order to attend and exhibit. Please ensure you have read these before completing your application.

Once you have completed your application form, you can post or email your supporting documents to us. Should you have any questions, please do not hesitate to email me: [arts.crafts@heathfieldshow.org](mailto:arts.crafts@heathfieldshow.org)

Kind Regards, Holly Unsworth White

## Contact Information

### Contact name

Title

First

Last

### Company name

\* if applicable

### Address

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

**Telephone number**

**Mobile number**

**Contact email**

**Organisation website**

*This will be displayed in the show guide. A Facebook page can be used if you dont have a website.*

**Description of your craft**

*Description of your craft and what you will be selling on day?*

## **Arts and Crafts Marquee Trade Stand**

*There is only two trade stand sizes available within the marquee 2.5m front x 2m depth and 3m front x 2m depth.*

*Each trade stand will be allocated 2 personal passes and 1 vehicle pass*

**I would like to book the following Trade Stand space**

2.5m front x 2m depth at £80 (inc. VAT)

3m front x 2m depth at £96 (inc. VAT)

other (please contact me to discuss)

**Number of additional adult passes, if required**

£18.00 each (inc. VAT)

**Number of additional vehicle passes, if required**

Free of charge

**Please indicate payment method:**

I wish to pay via BACS

I will be sending a cheque

*Once your space has been allocated within the marquee we will send you an invoice with payment details.*

## **Public Liability Insurance Declaration**

We require your Public Liability Insurance Certificate, not your Employer Liability Insurance Certificate.

On submission of this application form, please email a copy of your Public Liability Insurance Certificate to [arts.crafts@heathfieldshow.org](mailto:arts.crafts@heathfieldshow.org).

If your insurance is due for renewal between now and the Show date, please make a note in your diary to email your certificate once your insurance has been renewed.

**Date insurance expires**

**Indemnity sum**

**Name of insurance company**

**Insurance company's address**

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

**I/We confirm that Third Party Public Liability Insurance will be in place on the Show date.**

A valid certificate **MUST** be provided to the Arts & Crafts Organiser.

**I/We acknowledge that I/We will be refused admittance to the Show Ground if a valid insurance certificate has not been provided.**

*MUST be prior to the Show date.*

**I/We confirm that the above information is correct and complies with the HAS Health & Safety Rules & Regulations.**

The Heathfield Agricultural Show reserves the right to prevent entry to the Show Ground if this information is not given. This ruling applies to every Trade Stand exhibitor without exception.

A copy of our Guide to the Rules & Regulations concerning Risk Assessments is available from the Arts & Crafts Organiser if required please email [arts.crafts@heathfieldshow.org](mailto:arts.crafts@heathfieldshow.org)

## Risk Assessment

*A comprehensive risk assessment must be submitted by every Trade Stand Exhibitor.*

**An example** Risk Assessment Form template can be downloaded from our website <https://www.heathfieldshow.org/trade-stands-2/trade-risk-assessment>

You may use your own organisation's Risk Assessment Form if preferred, as long as it covers the elements listed in our template form.

**I/We confirm that a comprehensive Risk Assessment will be in place on the Show date.**

*A copy MUST be provided to the Arts & Crafts Organiser.*

**I/We confirm that an appropriate Fire Extinguisher will be present on my/our Trade Stand**

*\* this is required*

**I/We acknowledge that I/We will be refused admittance to the Show Ground if a valid Risk Assessment has not been provided.**

*MUST be prior to the Show date.*

## Contact permissions

*For more information on how we process and secure your data, please view our Privacy Policy on our website.*

**I am happy for you to communicate with me about this event by email, post and telephone.**

*This is a condition of booking your Trade Stand space.*

**We would like to contact you by email to let you know when future Shows are taking place.**

*You can unsubscribe at any time.*

## Terms & Conditions Agreement & Confirmation

Please read carefully **the Exhibitor Information and also the Heathfield Agricultural Show's Terms & Conditions**, which are available on our website <https://www.heathfieldshow.org/trade-stands-2/trade-information>

It is of the utmost importance that you thoroughly read **the Exhibitor Information and the Terms & Conditions** before agreeing to abide by the rules set out therein.

By clicking submit below, you are agreeing to abide by all the terms and conditions set out in the **Exhibitor Information and the Heathfield Agricultural Show's Terms & Conditions** and that you will do all in your power to preserve the health and safety of your employee(s) and volunteers, Heathfield Show employees and volunteers, and the general public while working at the Heathfield show site.

**Please tick this box to confirm you have read the above statements and agree to their conditions.**

\* this is required

**Name**

First

Last

**Today's date**

**Company name**

\* if applicable

**Signature**