GUILDFORD CATHEDRAL

GUILDFORD CATHEDRAL CHRISTMAS FAIR

Friday 19th & Saturday 20 November 2021; 10.00am – 4.00pm

EXHIBITOR BOOKING FORM

Please complete and return this form together with payment and required paperwork to The Events Department, Guildford Cathedral, Stag Hill, Guildford, Surrey GU2 7UP

Business/Trading Name	
Contact Name	
Address	
Postcode	
Telephone Number	
Mobile Number	
E-mail Address	
Website Address	

Goods to be exhibited; please provide brief description and images.

Cathedral Building Nave	Size	Price (quoted inclusive of VAT)	Number required
Single Pitch Premier (back to wall)	6’ includes one 6’x2’ trestle table	£169.00	
Double Pitch Premier (back to wall)	12’ includes two 6’x2’ trestle tables	£325.00	
Single Pitch (middle - back to back)	6’ includes one 6’x2’ trestle table	£148.00	
Double Pitch (middle - back to back)	12’ includes two 6’x2’ trestle tables	£283.00	

We will be operating a policy of a maximum number of stands per product group.

Each single stand includes one standard sized 6’ x 2.5’ trestle table; please advise if this is not needed. Exhibitors are required to bring their own table covering.

VAT

In 2016 HMRC issued guidance on the treatment of VAT in the provision of the supply of pitches for professionally organised fairs was not an exempt supply of land but the supply of a ‘package of services’ taxable at the standard rate of VAT. As a result, we now have to charge 20% VAT on all our Christmas Fair pitch fees, this is included in the prices quoted.
Upon receipt of your paperwork and payment we will issue a VAT invoice. VAT is payable regardless of your VAT status

Parking

You will be allocated one vehicle parking space on the Cathedral site. You may unload at the Cathedral entrance before parking. Your vehicle should be moved to the far end of the North Car Park as soon as possible after unloading to allow other exhibitors to unload.

Check list:-

Public & Products Liability **£2,000,000 limit of indemnity required as a minimum**	Copy of certificate attached
Risk Assessment Completed	Copy attached
Food/Drink Exhibitors: **Food Hygiene Certificate** **Local Authority registration** **Personal Licence**	Copy/copies attached
Electrical Items – these will need to have been PAT tested	Copy of certificate attached
Payment: **Cheques should be payable to Guildford Cathedral Enterprises Ltd** **BACS details will be on invoice**	Attached Please indicate if this is the preferred method of payment

I have read the cover letter and Exhibitor Booking Terms and Conditions and, by signing below, agree to be bound by the stipulations therein.	
Signed:	
Name (please print):	
Position:	
Date:	

Events Office, Guildford Cathedral, Stag Hill, Guildford, GU2 7UP
Telephone: 01483 547 881 email: events@guildford-cathedral.org