|  |
| --- |
| Please indicate which category MOST represents your products |
| Art |  | Clothing & accessories |  | Jewellery |  |
| Children |  | Food & drink |  | Other |  |
| Christmas |  | Household gifts |  | Well-being |  |

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GUILDFORD CATHEDRAL CHRISTMAS FAIR

in the Nave of Guildford Cathedral

**Friday 18 & Saturday 19 November 2022** (10:00-16:00)

**STALLHOLDER APPLICATION FORM**

Please complete and return this form as fully as possible to The Events Department, Guildford Cathedral, Stag Hill, Guildford, Surrey GU2 7UP events.officer@guildford-cathedral.org **by Friday 22 July 2022.**

NB: **Due to the high level of interest successful applications will not be on a first-come, first-served basis - we will offer stallholders a stall based on quality, variety, and content.** Applications are for the two-day fair only; we will not accept applications for only one day. After the deadline, successful applicants will be contacted and sent a payment link to our Box Office to pay for their pitch in full to secure the booking.

|  |  |
| --- | --- |
| 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. |
|  |

**Pitch types & fees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Single/Double pitch | Type of pitch | Pitch fee includes | Price (quoted inclusive of VAT) | Select which type of pitch you would like | Table(s) required? NB: Cost included in the pitch fee. |
| Single Standard | In body of Nave | 6’ includes one 6’x2’ trestle table | £148.00 |  |  |
| Single Premier | By pillar with electrical socket | 6’ includes one 6’x2’ trestle table | £169.00 |  |  |
| Double Standard | In body of Nave | 12’ includes two 6’x2’ trestle tables | £283.00 |  |  |
| Double Premier | By pillar with electrical socket | 12’ includes two 6’x2’ trestle tables | £325.00 |  |  |

**Information on pitches**

|  |
| --- |
| * We will be operating a policy of a maximum number of stalls per category.
 |
| * Each pitch includes a standard sized 6’ x 2.5’ trestle table and each double pitch includes two standard sized 6’ x 2.5’ trestle table; please advise if you won’t require a table(s).
 |
| * Exhibitors are required to bring their own table covering and be prepared to cover their stall overnight on the Friday evening.
 |

**Documentation to include with your application:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Please indicate if you have included this with your application |
| 1. | Public & Products Liability Insurance£2,000,000 limit of indemnity required as a minimum | certificate attached | Yes/no |
| 2. | Risk Assessment  | Copy attached | Yes/no |
| 3. | Food/Drink Exhibitors:a) Food Hygiene Certificate | Copy attached | Yes/no |
|  | b) Local Authority registration | Copy attached | Yes/no |
|  | c) Personal Licence | Copy attached | Yes/no |
| 4.  | PAT tested equipment | All Premier stallholders must provide evidence that any electrical equipment they will be using has been PAT tested. |

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

Please return this form to the Events Officer at Guildford Cathedral, Stag Hill, Guildford, GU2 7UP Telephone: 01483 547870 email: events@guildford-cathedral.org **by Friday 22 July 2022.**

All successful applications will then be sent a payment link to secure their booking.