



Wedding Fair Booking Form

Arnos Vale is a unique venue in the heart of Bristol city. Within the 45 acres of stunning woodland habitat sits our licensed Woodland Wedding venue surrounded by our natural forest ecosystem, a simply breathtaking setting for a wedding. Combine this with our Spielman Centre and Anglican Chapel and a truly memorable occasion is created. We currently hold around 30 weddings a year and expect this to continue to grow over the next few years - we'd like to invite you to join us and be a part of it all here at Arnos Vale!

SUNDAY 25th MARCH 2018 – 11am - 3pm

IF YOU WISH TO BOOK AN EXHIBITOR SPACE FOR MARCH, PLEASE COMPLETE AND RETURN THIS BOOKING FORM. Terms & conditions are detailed below.

We cannot accept applications without sight of your service/product. Please ensure we have a web address, social media page or images to enable Arnos Vale to see this.

Contact Name					
Business Name					
Wedding Industry Profession					
Website					
Social Media		Facebook			
		Twitter			
		Instagram			
Email					
Phone Number		Mobile		Landline	
Postal Address					
Stall Details	Electrical socket	Yes / No		PAT certificate attached? Yes / No	
	Table	Yes / No			
Price		Inside £60.00 inc. VAT		Yes / No	
		Outside £54.00 inc. VAT		Yes / No	
		Tablecloth £12.00 inc. VAT		Yes / No	
		TOTAL		£	
<p><i>I accept responsibility for all the conditions set out in the conditions of hire, a copy of which has been supplied and read by me. I undertake to pay on demand the charges assessed by Arnos Vale Cemetery in accordance with the scale of charges for the hire of the said premises.</i></p>					
<p>Signed..... Date</p>					

PLEASE READ THROUGH THE FOLLOWING INFORMATION REGARDING ARNOS VALE'S WEDDING FAIR:

- How to book your space:
 - **By email:** Complete this form and return via email (scanned versions are accepted) to bethany.jones@arnosvale.org.uk (again with a copy of your public liability insurance/ PAT certificates* if you have them). On receipt of your application we will issue an invoice and give you our BACS (electronic bank transfer) details.
 - **By phone:** call 0117 971 9117

Please note: receipt of payment rather than receiving an invoice guarantees your stall!

**All electrical equipment used on site must be PAT tested.*
- **There are a limited number of stalls! Stalls will be allocated on a first-come-first-served basis. Please note that completing this application does not guarantee a stall. You will be contacted directly to arrange payment which will confirm your spot!**
- Exhibitors will be located in the Anglican Chapel, Spielman Centre and Underwood Centre (wedding transport or similar will be positioned outside either the Anglican Chapel or Spielman Centre)
- Each stall holder is entitled to one table (6ft or 5ft trestle) as a trading space. There may be limited space surrounding the table, should you wish to display items on a small clothes hanger or similar sized display, please notify us.
- We limit the number of sellers per stall to two people.
- **The tables will come unclothed** – please bring your own table cloths (these must be long enough to reach the floor) or request to hire one on the booking form above.
- **On the day:** The cemetery's gates open at 9.00am. Stalls must be set up, ready to open by 10.45am. The Fair will close at 3.00pm – stallholders must be off the premises by 5pm when the gates are locked. **Parking for stall holders is on-site but 5 minutes walking distance from the venues**, please arrange to unload your goods first and then park in the recommended stall holder parking area before setting up your stall.
- Tea and coffee will not be provided, however you are welcome to bring in your own food and flasks of tea, or alternatively you can buy from Kates Kitchen.
- It might not be beautiful weather... (We are in England after all!) The doors will be open to our indoor spaces, and if you are outside or at the Underwood Centre you may need to wrap up warmly.

ARNOS VALE WEDDING FAIR CONDITIONS OF HIRE (TERMS AND CONDITIONS)

By booking an exhibitor space you acknowledge and accept the Terms and conditions as listed below.

Booking:

Exhibitors should:

- Fill in and sign the application form and send it in as soon as possible.
- List the services/ products they wish to exhibit on the application form, no trader will be allowed to exhibit any services/ products not declared on their form or been given permission to do so.
- Enclose the fees required once their booking has been confirmed by Arnos Vale.
- If stallholders have public liability insurance they will send a copy of their current public liability insurance, to a minimum of 1 million, with their booking form. Likewise, if any electrical items are to be used on site we must see proof of PAT testing. **If you require electric, please note YOU WILL NEED TO SUPPLY YOUR OWN POWER CABLES.**

Allocation of spaces at the venue is at the sole discretion of Arnos Vale Cemetery. Requests are welcome for exhibitor positions, but not guaranteed.

If the venue is fully booked a reserve list for exhibitors will be held on file. If an exhibitor cancels a booking the next appropriate exhibitor on the reserve list will be offered a space.

We reserve the right at our sole discretion and without giving any reason, to refuse any application promptly returning the full fees received.

We reserve the right to refuse any booking on the grounds of either a full allocation of a particular service or product or the exhibitor failing to abide by our terms and conditions. If your booking is refused you will be informed by email and your cheque destroyed/payment refunded.

Confirmation:

You will be contacted to confirm your booking and attendance and sent payment details. If you are sending your payment by cheque please clearly write your contact details on the reverse of the cheque. You will receive a confirmation upon the cheque being received and then cleared. If you do not receive a confirmation email then please contact Buffy on 0117 971 9117 or email bethany.jones@arnosvale.org.uk

Cancellation:

In the event that you cancel your booking, the following charges will apply:

- Over ten working days prior to the event: 50% refund
- Up to ten working days before the event: no refund will be made.
- We will not refund any money to stall-holders who are simply not happy with their pitch

In the event of extreme rain or wind (Met Office red weather warning) we will issue a refund of £20 to exhibitors allocated a position outside or at the Underwood Centre.

Sales area:

- Your sales area comprises of a trestle table (5ft/6ft)
- There will be limited space surrounding your stall for other display items.
- You may supply and place a small clothes hanging rail or similar sized display apparatus to the side of your table within your stall area. **Please indicate if this is required on the booking form to help us with stall layout.**
- Each table may be supervised by a maximum of two persons. Please contact us regarding any special requests.

Displays on the Day:

Each exhibitor undertakes to have their exhibits on display in the allocated space and in full view throughout the advertised hours of the Wedding Fair. No exhibitor is allowed to use space not booked and paid for on the day.

Exhibits shall not obstruct the general view or hide the exhibits of others and shall not be packed, covered or removed before the end of the Wedding Fair without the permission of Arnos Vale Cemetery staff.

Packing Away:

Exhibitors are **NOT** to begin dismantling their stall before the end of the Wedding Fair at 3.00pm without the permission of Arnos Vale Cemetery staff.

Should circumstances arise which mean you need to leave early, please notify Arnos Vale Cemetery staff at the earliest opportunity, preferably on arrival at the venue. This request is made for several reasons: It looks bad for late arriving customers to see exhibitors already packing away, making them feel unwelcome; It allows us to fully comply with fire regulations; It allows our staff to provide the correct access for stallholders and customers alike.

Each exhibitor is expected to remove all rubbish around their stall and to leave the venue in a pristine condition.

Electrical items - All electrical items (laptops, lighting, etc.) which are not battery operated must be fully PAT tested to comply with Arnos Vale Cemetery's insurance requirements. Please advise Arnos Vale if you require a plug socket for your stall.

Insurance: We prefer all exhibitors to be covered by their own public liability insurance and that any electrical equipment is PAT tested. Each exhibitor is responsible for the safety of their stall and its products.

Arnos Vale Cemetery Trust does not hold any liability for any exhibitor or their products.

Every exhibitor shall participate in the Wedding Fair entirely at their own risk in every respect, and shall absolve Arnos Vale Cemetery from responsibility for such risks, including personal injury, loss or damage to property, cancellation of event: however this injury, loss or damage may be caused whether by fire, theft, inclement weather, interruption of power, defect in the equipment and building or failure of subcontractors or agents to perform. Arnos Vale Cemetery cannot be held responsible, and its exhibitors absolve it from any responsibility, for loss of profits, for damage or theft of exhibitors stock, interruption of power or services, or failure of press advertisement fully contracted to appear, inclement weather and failure of sub-contractors or agents to perform, which may result in loss to exhibitors or the cancellation of events. Arnos Vale Cemetery does not provide insurance cover for theft or damage to exhibitors stock and recommends that they take adequate insurance against all risks.

It is a condition of booking that exhibitors absolve Arnos Vale Cemetery from any responsibility for refunding fees paid by them except as specified under these conditions.

THANK YOU FOR READING THE SMALL PRINT. WE HOPE TO SEE YOU IN MARCH!

Please direct any queries to Buffy Jones: bethany.jones@arnosvale.org.uk / 0117 971 9117