

# Christmas Market

Missenden Abbey

Saturday 5<sup>th</sup> and Sunday 6<sup>th</sup> December 2020- 10am to 4pm

The Christmas Market will be held at Missenden Abbey Conference Centre, London Road, Great Missenden, HP16 0BD. Pitches will all be outside on the front drive, car parks and surrounding space:

Reserved space outside - £30 for one day, £45 for both days

*No power supply available. You will be required to supply your own table, chairs and gazebo.*

Please note, your booking will not be confirmed until we are in receipt of your booking form, signed terms and conditions, payment and copy of your insurance documents.

Name	
Company name	
Address	
Contact number	
Email address	
Dates to attend – (Delete as necessary)	5 <sup>th</sup> December £30 6 <sup>th</sup> December £30 Both £45
Description of products (please be specific)	
Method of payment (payment to be made within 7 days)	
Special Requirements	

Please contact us if you have any queries regarding this. Set up instructions will be sent to you via email two weeks prior to the event.

Missenden Abbey takes no responsibility for damage to or theft of stall holder's goods; this should be covered by the individuals insurance. Payment for stalls required within 7 days of receipt of the application form. Cheques to be payable to: Missenden Abbey Ltd and to be addressed for the attention of Laura Young - Weddings & Events Manager. We also accept card payments via phone at reception , cash payments will not be accepted at this time. Please ensure terms and conditions are read and signed before returning them. Any questions must be directed to Laura Young – [Laura.Young@missendenabbey.ltd.uk](mailto:Laura.Young@missendenabbey.ltd.uk), 01494 867927

## **Terms and conditions**

Missenden Abbey will consider all applications from prospective exhibitors and will take reasonable steps to ensure a consistent quality of exhibitor and a competitive mix of products.

Each exhibitor must provide details to Missenden Abbey of the stock that they wish to sell. Only appropriate exhibitors will be accepted. Exhibitors attempting to display or sell stock that in the opinion of Missenden Abbey is different from that detailed in the booking form may be required to remove such stock.

No booking form will be accepted unless it is accompanied by the appropriate non-refundable payment, copy of insurance document and signed terms and conditions.

Missenden Abbey reserves the right to refuse any booking.

All exhibitors should have their own public liability insurance and to have it with them at all times. A copy of this must also be supplied to Missenden Abbey upon booking.

Missenden Abbey takes responsibility to promote this fair in a professional manner. It will be advertised appropriately and where possible will be sign posted. Details of marketing activities conducted by Missenden Abbey are available upon request at reasonable notice.

Missenden Abbey will not supply tables, chairs, or gazebos to any stallholder. Gazebos must be safe and weighted down.

The exhibitor undertakes to display their stock in the allocated space, in good order and in a professional and attractive manner.

The exhibitor undertakes not to pack away and/or leave the site until after the fair has closed and the exhibitor has been given permission from Missenden Abbey staff.

All electrical equipment used by exhibitors should have the relevant PAT certification.

At the end of the fair, all exhibitors must ensure that their stand is cleared, all rubbish removed and the site is left in a clean and orderly state.

Missenden Abbey does not accept responsibility for any loss or damage from any cause whatever, in respect to any property brought to the fair or premises/property by exhibitors or stand holders.

The exhibitor is to adhere to the set up and arrival instructions given to them two weeks prior to the event to ensure that all exhibitors, visitors and staff are safe at all times.

The exhibitor must have completed their own risk assessment and provide a copy to Missenden Abbey prior to attending

Any exhibitors who smoke will be permitted to do so a reasonable distance away from their stall and crowds.

Any exhibitors displaying symptoms of Covid-19 such as a persistent cough, fever or change of sense of smell/taste should not appear at the market. They should immediately self-isolate in line with the Government guidance

Any food based stalls will be required to have food hygiene certificates and supply to Missenden Abbey along with a copy of their signed booking form.

The exhibitor is expected to provide hand sanitiser on stall for visitors to use.

The exhibitor is expected to wear a face mask whilst trading.

The exhibitor is expected to practice social distancing at all times.

**Cancellations**

Minimum 2 weeks notice required for cancellation of stall, refunds will only be issued if Missenden Abbey is able to resell the space. If the space is unable to be re sold, no refunds will be given.

In the circumstance that Missenden Abbey must cancel the Christmas market, outside of our control, which includes adverse weather conditions, Missenden Abbey will offer a transfer of your stall booking to a future fair/market booking at no additional cost or will be refunded in full, if the exhibitor chooses to cancel or leave early due to the weather conditions, no refund will be given.

**I have read the above two pages and agree to the conditions set out.**

Signed: \_\_\_\_\_

Date : \_\_\_\_\_