**Holmbridge Rural Fairs**

**Application Process 2019**

Thank you very much for your interest in selling at Holmbridge Rural Christmas Fair which this year is to be held on 16th November 10am - 4pm. The Parish hall in the beautiful village location of Holmbridge, on the outskirts of Holmfirth, will be brought to life with unique craft and gift stalls, food, drink, festive music, Santa’s grotto and children’s crafts, creating a wonderful family experience.

We are primarily looking for quality handmade products with high levels of creative skill and originality in each of the submissions, however a limited number of stalls may be allocated to local businesses selling quality gifts that offer something different than the high street. Variety of stalls will also be a consideration, so please do not be offended if you are unsuccessful this year.

The Church volunteers who organise the event make delicious preserves, chutneys and cakes, which they will be selling on the day, so no further stalls of this nature are needed. Applications from franchise businesses will not be considered unless we have spare capacity.

**Please read our payment terms and conditions before applying and use the form on the website to submit your application. The deadline for applications is 21st July 2019.**

If you have any queries prior to applying please email us at holmbridgeruralfairs@gmail.com or use the contact form on the website and we will be more than happy to assist you. The Holmbridge Rural Fairs team will review all applications as soon as possible after the closing date and will contact you by email with the outcome of their decision. Every application has to be reviewed which may regrettably lead to some rejections.

If you have not exhibited with us before please support your application by emailing us a few good quality product images which we can use for publicity purposes if you are successful.

All our stalls measure approximately 6ft x 2ft 3”. The standard charge for the day is £30 per stall, however if you are trading to raise money for charity rather than for profit we offer a discounted rate of £23. If you would prefer a stall on an outer edge of the hall with an electricity point please indicate this on the form. Whilst we will do our best to accommodate your requirement, this is subject to availability so we cannot guarantee to do so. There is an additional charge of £2.

As last year, we are restricting applications to single and double stalls to provide as much variety as possible for our visitors. If you would like a double stall we will aim to meet your request however please appreciate that we also want to give our customers a wide choice of stalls and space is limited, so we may have to restrict bookings, depending on the number of quality applications we receive.

Please LIKE our Holmbridge Rural Fairs page on Facebook and spread the word. We actively promote and advertise our events but there is always room for more customers!! We run a “meet the maker” series on Facebook in the weeks leading up to the event to promote our creative stallholders. If you would be happy to take part please indicate this on the application form and we will contact you for the information we require and photos suitable for this purpose. We also include a brief description of all our stall holders along with two images on our website and flyers. If you are successful in your application we will ask for these by return so we can prepare the publicity material.

**Payment Terms & Conditions**

The closing date for applications is 21st July 2019.

Please do not send payment with the booking form. After the closing date the Holmbridge Rural Fairs team will review all applications and notify you whether you have been successful by email. Successful applicants will be invoiced and full payment by the invoice date is required to secure your booking. Should payment not be received by the invoice date we reserve the right to reallocate the stall as necessary.

Stalls cancelled two months prior to the event will be entitled to a 50% refund. Please let us know as soon as possible if you wish to withdraw your application.

In the event that the fair is unable to go ahead due to adverse weather conditions, or other circumstances out of our control a 50% refund will be paid.

**Payment**

Where possible payment should be made by bank transfer to:

**Account name:** PCC Holmbridge

**Sort code:** 30-94-43

**Account number:** 03008642

**Reference:** *your name*

Alternatively you can send a cheque made payable to: PCC Holmbridge, to:

Holmbridge Rural Fairs, c/o The Vicarage, Ash Grove Road, Holmfirth, HD9 3JR

Useful Information

* We will email you the week prior to the event with the latest information regarding set up details.
* Set up time is 2hrs before opening time, ie 8am on the Saturday
* Stalls are 2ft 3” x 6ft tables
* Tables will be left bare ready for your own cloth, in keeping with your stall design. Please ensure your cloth is long enough to reach close to the floor at the front and sides, but be mindful of health and safety.
* There is an unloading point at the back of the hall, accessed from our carpark
* Complimentary tea/coffee will be provided by our volunteers at intervals during the day. Additional drinks, refreshments and lunches can be purchased from our café in the adjacent room.
* Our flyer will be e-mailed to you for you to electronically distribute. If you can make use of physical flyers to hand out to customers please let us know so we can ensure we order enough (we distributed 2000 last year).
* All exhibitors are offered the opportunity to take part in our Facebook “Meet The Maker” series which provides great publicity.
* The Pickled Pheasant pub opposite the church on Woodhead Road serves excellent food should you wish to leave your vehicle in the carpark and enjoy an evening meal after packing up your stall, before your drive home. Alternatively there are lots of other pubs and restaurants in and around Holmfirth.
* Holmbridge Rural Fairs actively supports people with disabilities. If you have any particular special requirements to help you in attending the fair and making it an enjoyable day, please do not hesitate to ask and we will do our best to accommodate you.

If you have any queries or concerns prior to the event please contact the organiser: Carole Heaton via email or using the contact form on the website. Or give her a call, on 07803 464951 and she will be happy to help you.