**Holmbridge Rural Fairs**

**Application Process 2022**

**Please complete the application form on our website**

**If you need to send additional information / photos to support your application please email them to** **holmbridgeruralfairs@gmail.com**

**If you have any queries prior to applying please contact the organiser, Carole Heaton, via the email above or by using the contact form on the website. Thank you.**

Applications are now open for the 2022 Holmbridge Rural Christmas Fair which is to be held on 19th November 10am - 4pm in Holmbridge Parish Hall & Church (all stalls will be located in the church hall). Please read our payment terms and conditions before applying.

If you have not exhibited with us before you will need to either include a website/social media address which includes images of your products, or email us product images along with your application.

Please note the deadline for applications is Friday 1st July 2022. The Holmbridge Rural Fairs team will review all applications as soon as possible after this date and will contact you by email with the outcome of their decision. We will aim to do this by 8th July. We are always oversubscribed and look to provide a broad range of stalls for our visitors so please do not be offended if your application is rejected. We would love you to try again next year. However, please note our fairs are very much focused on quality craft products and artisan businesses. We do not allocate stalls to franchise businesses, or allow traders selling copyright/trademarked designs.

All our stalls measure approximately 6ft x 2ft 3”. The standard charge for the day is £37, however if you are trading to raise money for charity rather than for profit we offer a discounted rate of £30. If you wish to bring additional display equipment please ensure this fits on or behind your stall. Walkways need to be kept clear to allow visitors adequate space for safe distancing, wheelchairs and pushchairs. (if in doubt please get in touch).

Most of our stalls do not have access to electricity and some are located in the centre of the hall away from any walls. If you need electricity for your display, or want to guarantee an outer wall location please indicate this on the application form. Please note there is a £5 surcharge per stall for this.

We will be continuing to monitor all guidance relating to covid. If any restrictions are reintroduced we will contact stallholders to confirm any requirements that need to be complied with. We would also encourage you to take a lateral flow test on the morning before setting off. Thank you for your co-operation.

**Payment Terms & Conditions**

The closing date for applications is 1st July 2022

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 will be required by return to secure your booking. Should payment not be received by the invoice date we reserve the right to reallocate the stall as necessary.

In the event that the fair is unable to go ahead due to covid restrictions, adverse weather conditions, or other circumstances out of our control a 50% refund will be paid. You will of course also still benefit from our promotion of your business on our website and social media.

If you are unable to attend the Fair due to getting covid please give us as much notice as possible so we can try our best to fill your place. If we are able to reallocate your stall we will offer a 100% refund, otherwise a 50% refund will be given.

**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

•  The table will be bare ready for your own cloth, in keeping with your stall design. Please ensure this covers the front of your stall and reaches to the floor (but please avoid trailing corners which could be a trip hazard).

•  There is an unloading point at the back of the hall, accessed from the carpark – we would ask that you move your car after unloading to free up car parking spaces for visitors. (free local street parking is available nearby)

•  We will be selling delicious food and drinks in our onsite café over in church but queues do get quite long, especially at busy periods. Please consider bringing your own lunch if you are attending on your own. You are of course welcome to pop to our St David’s cake stall in the church hall if you fancy a sweet treat.

•  We ask all our stallholders to help publicise our events. Flyers will be e-mailed to you for you to electronically distribute to your customers, and share on social media. We also share details of all our stallholders on our Website and run a Facebook “Meet The Maker” series in November, before the event. You will need to supply a short bio and photos – details will be supplied if you are accepted.

•  The Bridge 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.

Please LIKE our Holmbridge Rural Fairs page on Facebook and spread the word. We actively promote and advertise our events but your support is much appreciated.