



GUILDFORD CATHEDRAL CHRISTMAS FAIR (INDOOR EVENT)

Friday 22 & Saturday 23 November 2024;

Fair will be open each day 10.00am – 4.00pm

EXHIBITOR APPLICATION FORM

Please complete and return this form to The Events Department, Guildford Cathedral, Stag Hill, Guildford, Surrey GU2 7UP events@guildford-cathedral.org by the **14.4.24** deadline

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.		
Please indicate which category MOST represents your products/business		
Art & photography	Food & drink	Home decor
Baby/toys/games/kids	Garden & outdoors	Jewellery
Christmas decorations	Gifts	Other/novelty
Clothing & accessories	Handbags & accessories	Well-being & beauty (including melts, candles, essential oils)

Cathedral Building Nave	Size	Price (quoted inclusive of VAT)	YES/NO
<u>Premier stalls</u> between pillars (access to electrical socket)			
Single Pitch	6' includes one 6'x2' trestle table	£169.00	
Double Pitch	12' includes two 6'x2' trestle tables	£325.00	
<u>Standard stalls</u> in centre of Nave (NO access to electrical socket)			
Single Pitch	6' includes one 6'x2' trestle table	£148.00	
Double Pitch	12' includes two 6'x2' trestle tables	£283.00	

We will be operating a policy of a maximum number of stands per product group.

- Table - each single stand includes one standard sized 6' x 2.5' trestle table; please advise if this is not needed.
- Table covering - exhibitors are required to bring their own table covering and to bring an additional cloth to cover over their stall on the Friday evening.
- Gazebos – not permitted.

VAT - In 2016 HMRC issued guidance on the treatment of VAT in the provision of the supply of pitches for professionally organised fairs was not an exempt supply of land but the supply of a 'package of services' taxable at the standard rate of VAT. As a result, we now have to charge 20% VAT on all our Christmas Fair pitch fees, this is included in the prices quoted. We have included VAT on the payment links which are sent if you are offered a stall. VAT is payable regardless of your VAT status.

Parking - You will be allocated one vehicle parking space on the Cathedral site. You may unload at the Cathedral entrance before parking. Your vehicle should be moved

to the far end of the North Car Park as soon as possible after unloading to allow other exhibitors to unload. Parking is free for the two days for everyone.

Check list:- please attach relevant paperwork along with your application form

	Indicate whether you have included this paperwork
Public & Products Liability £2,000,000 limit of indemnity required as a minimum	
Risk Assessment Completed	
Food/Drink Exhibitors: Food Hygiene Certificate Local Authority registration Personal Licence	
Electrical Items – these will need to have been PAT tested	
Payment: Payment is in full via a payment link	After the deadline, stalls will be offered to selected stallholders. A link to pay will be contained in the email offering you a stall.

I have read the cover letter and Exhibitor Booking Terms and Conditions and, by signing below, agree to be bound by the stipulations therein.

Signed:	
Name (please print):	
Position:	
Date:	

Events Office, Guildford Cathedral, Stag Hill, Guildford, GU2 7UP Telephone: 01483 547 881

events@guildford-cathedral.org