

APPLICATION FORM

Suffolk County Christmas Fair 2025

21st to 23rd November - Hintlesham Hall - IP8 3NS

1. DETAILS

Contact Name:

Trading Name:

Address:

Telephone:

Mobile:

Email:

Facebook:

Website:

Instagram:

Please remember to send us festive images of your products/business by October 21st for us to promote your involvement at the fair, or we may have to pick from your social media / use stock images. - If you have not previously traded with us we shall still require images of your set up with this initial application.

2. PITCH SELECTIONS (please tick) - See attached diagram for 'premium pitch' examples (section 4)

Marquee (Hard floor - heated)

Basic 2m x 2m	£350 + vat
Standard 2.5m x 2m	£390 + vat
Premium 3m x 2m (Entrance)	£460 + vat
Premium 3m x 2m (End row)	£480 + vat
Premium 3m x 2m (Corner)	£480 + vat
Large 4m x 2m	£550 + vat
Extra Large 5m x 2m	£650 + vat

Outdoor (own commercial grade gazebo with weights)

3m x 3m pitch	£350 + vat
4.5m x 3m pitch	£450 + vat
6m x 3m pitch	£550 + vat
Hot Drinks (non-alcoholic)	£550 + vat
Hot Food	£600 + vat
Alcohol Bar	£600 + vat
Width of hot food/bar/drinks pitch	

Power

Electricity supply must be booked in advance, you must bring own extension cable and appropriate adapter. Price is per socket. Please write number of sockets required.

Domestic 13amp	£30 + vat
16amp	£35 + vat
32amp	£50 + vat

Tables

Trestle tables (6ft x 2ft 6") can be hired or you can bring your own. Please let us know what you require.

1 Table	£5 + vat
2 Tables	£10 + vat
No Table / Will bring my own	

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3. PRODUCTS

Please provide details of what you will be selling and if these are made by yourself or a third party. If supplying food/drink for on-site consumption please provide average prices. We aim to have a wide variety of stallholders so only accept bookings of a small number of similar products.

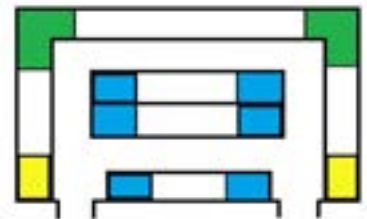
4. SUPPORTING DOCUMENTS & PAYMENT

In order to process your application please confirm you have attached the following:

Public Liability Insurance Picture of Set-Up/Products

For catering pitch: Food Hygiene Documents

If your application is successful, we will send an invoice for 50% of the total booking cost to be paid via Bank Transfer. Your booking is confirmed upon payment of this invoice.



(Not to scale)

Premium 'Corner' - Green
Premium 'End of row' - Blue
Premium 'Entrance' - Yellow

5. AGREEMENT

By submitting this application form you acknowledge that you have read and understood the Terms & Conditions of Booking and agree to abide by them.

Name:

Signature:

Date:

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TERMS & CONDITIONS OF BOOKING

1. Exhibitors must be set up and ready to trade by the advertised start time of the event.
2. Exhibitors must stay **for the duration of the event** and not start to pack away until the advertised end time. Event opening times are: Friday 21st 2pm - 8pm, Saturday 22nd 10am - 6pm, Sunday 23rd 10am - 5pm.
3. Exhibitors are responsible for clearing away and removing **all of their rubbish** at the end of the event.
4. Exhibitors are required to ensure that their stall is set up in an attractive manner and that all products sold are of good quality.
5. Tables must be covered with a suitable table cloth.
6. All boxes etc. must be out of sight or stored in your vehicle by the start of the event.
7. Any stallholder supplying food or drink must be registered with their local council and hold a 4 or 5 star hygiene rating. Proof of this will be required. You must have a sneeze guard in place.
8. All stallholders are required to hold adequate Public Liability Insurance. Proof of this will be required.
9. Any electrical equipment used must have a valid PAT test certificate.
10. Exhibitors are required to park in the area designated by stewards and only one vehicle is permitted per stall holder.
11. Exhibitors must not block walkways, exits or encroach on other stallholders' space and agree to move any items that Prestige County Events deem to be placed inappropriately.
12. All booking fees must be paid in advance. 50% is payable upfront to secure the booking with the balance being due no later than 30th September 2025. If booking after 30th September full payment will be required to secure your booking.
13. Fees not being paid on time could result in your space being reallocated with any money already paid being forfeited.
14. Cancellations must be made in writing and any fee already paid will be forfeited. If you cancel less than 60 days before the event the full fee will be payable.
15. Prestige County Events will do everything in our power to increase your chance of having a successful fair, however cannot guarantee visitor numbers or sales levels. All events will be promoted by a targeted online & print advertising campaign, and we limit the amount of duplicate products offered by stallholders.
16. Prestige County events cannot be held accountable for damage or theft of your stock or possessions. It is recommended that you hold adequate insurance to cover all risks.
17. Prestige County Events cannot be held accountable for anything beyond our control including but not limited to; loss or interruption of power or services, poor phone signal, slow/poor internet connection, poor weather conditions, road closures affecting accessibility to the event and advertisements failing to appear. If the event has to be cancelled for any reason no refund of any payment received will be forthcoming and Prestige County Events will not be liable for any losses sustained.
18. If selling food or drink for consumption on site you must supply a bin for public waste.
19. Set up will take place on Thursday 20th November.

**Please email your completed application and photo of your stall/products
to: team@county-events.co.uk.**