

# Donington Hall Christmas Fair 2019

## Stallholder Information

### Event

Donington Hall Christmas Fair raises funds for Treetops Hospice Care, a local hospice for people living with life limiting illnesses in Derbyshire and Nottinghamshire. Further information about the charity can be found on our website: [www.treetopshospice.org.uk](http://www.treetopshospice.org.uk)

The Fair offers exclusive shopping in an historic private family home, which is not usually open to the public.

The Fair is an indoor event unless otherwise arranged.

[www.doningtonchristmasfair.com](http://www.doningtonchristmasfair.com)

### Event Contact Details

Claire Baxter & Lorraine Ray

[enquiries@doningtonchristmasfair.com](mailto:enquiries@doningtonchristmasfair.com)

0115 949 1264

07384 467159 or 07384 467160

### Dates

**SNEAK PEEK EVENING**                      Friday 15 November, 6-9pm

**CHRISTMAS FAIR**                              Saturday 16 November, 10am-4pm

    Sunday 17 November, 10am-4pm

Please note: Stallholders must commit to exhibit on all three dates. One-day bookings are not available

### Event Location

Donington Hall (Castle Donington DE74 2SG) is a magnificent private house, built around 1790 for Francis Rawdon-Hastings, 2<sup>nd</sup> Earl of Moira.

Set in 26 acres of parkland, with a deer park dating back to medieval times, this unique property is c.20 minutes from Derby city centre.

### **Directions for Donington Hall from M1:**

#### **From the north:**

Exit the M1 at junction 24a and follow the signs for Castle Donington and Donington Park. At Castle Donington go right at the traffic lights and follow signs for the Priest

House Hotel, marked 'no through road'. The Hall is situated at the end of Park Lane at the junction.

**From the south:**

Exit the M1 at junction 23a and follow the signs to Castle Donington. Turn left at the traffic lights and follow the signs for the Priest House Hotel. The Hall is situated near the end of Park Lane at the junction.

**Stall Holder arrival, set up and event timings**

Stallholders will be able to access the house to unload goods at the following times. After un-loading your vehicle, you must move it to the car park.

<b>Event Timings</b>			
	<b>Friday 17 Nov</b>	<b>Saturday 16 Nov</b>	<b>Sunday 17 Nov</b>
Stand Set Up*	12:00 – 17:00	-	-
Public Opening Times	18:00 – 21:00	10:00 – 16:00	10:00 – 16:00
Breakdown**			16:00 –18:00

\* A limited number of volunteers will be available to help set up and break down stalls if required.

\*\* Please do not break down your stall before 4.00pm. We ask that your stall area be left as clean as possible. It is a private house and we would like to ensure it is kept clean and tidy.

**Please note:**

If you wish to cancel your stall booking before the event, please notify the event team as soon as possible – [enquiries@doningtonchristmasfair.com](mailto:enquiries@doningtonchristmasfair.com) – 07384 467160 or 07384 467159

Should you fail to attend the Fair without prior notice, your stall booking fee will not be refunded and will be treated as a donation to the hospice.

**Stall Details**

You can book a single or double table stall. Tables are 5ft trestles and will be provided for you. One chair will also be provided for each stall.

To comply with Trading Standards Regulations a notice showing the name of your stall must be clearly displayed. Please bring your own display lighting, extension leads and adaptors as the house lighting is not sufficient to light each stall. All electrical equipment must have a circuit breaker and must be PAT-tested.

Displays must not be larger than the table space paid for and must not encroach into neighbouring space or into the public thoroughfares.

Please note that the organizers accept no responsibility for any losses or damage howsoever incurred to any goods or items exhibited by stallholders. Overnight security is not employed but the building will be secure as it is still a private home. Insurance cover must be undertaken by the individual concerned.

<b>Stall Fees</b>	
1 x 5 Ft trestle table	£110
2 x 5 Ft trestle table	£160
If you are interested in booking a stall at Donington Hall Christmas Fair, please complete the Application Form below <u>along with photos</u> of your stall products. Once your application has been approved, you will be notified and we will request payment. <b>Bookings are for the whole event. We cannot accept one day bookings.</b>	

### **Raffle Prize Donation**

Treetops will be running a raffle during the event and we would greatly appreciate a donation of a prize from each of our stall holders. Raffle prizes will be collected by a volunteer.

### **Suggested Equipment for your stall**

- A cover for the table, props, display material and lighting.
- A plastic sheet to cover your stand overnight.
- Warm clothing is essential as this is a winter event and the hall does tend to be cool.

### **WIFI and Mobile Coverage**

We endeavour to provide Wi-Fi throughout the house. The relevant code is provided in the printed information sheet on your stall.

Please note that due to signal strength and the size of the house, Wi-Fi and phone reception can be intermittent, so please consider this if bringing a card payment reader.

**Thank you for supporting Treetops Hospice Care**

# Donington Hall Christmas Fair

## Stall Holder Terms and Conditions

By submitting the Application Form you are agreeing to the following terms and conditions if you are allocated a stall:

1. Stall fees are £110 for one table and £160 for two tables. Stall fees are payable once your application is approved. Cancellation policy: if written notice is received by the 1 September 2019, 50% of the stall fee paid will be refunded.
2. Stall holders are committing to exhibit on all three days of the Christmas Fair (Friday 15 November 6-9pm, Saturday 16 November 10am-4pm and Sunday 17 November 10am-4pm). **One day bookings are not be available.**
3. Exhibitors must have product and public liability insurance for their stand and must email proof of their insurance to: [enquiries@doningtonchristmasfair.com](mailto:enquiries@doningtonchristmasfair.com)
4. If you use electrical items they must be PAT tested, safety checked and covered by your own insurance\*. No naked flames are to be used without consent on the day by the staff.
5. No trolleys are allowed on carpeted areas within the Hall.
6. You must be considerate to other exhibitors and their event space by ensuring you remain in your allocated area. Do not place exhibition stands in the throughways. You must leave your space rubbish free and as you found it.
7. All stall holders must remove their cars to the designated car parking area once you unload. Please move your car before setting up your stall to allow others to unload.
8. You must make yourself aware of any fire safety issues, equipment and escape routes in your event space.
9. If you are selling or giving away consumable items for consumption on or off the premises, you must send a copy of your food safety certificate to [enquiries@doningtonchristmasfair.com](mailto:enquiries@doningtonchristmasfair.com) or your booking will be void. You will be responsible for abiding by all food safety regulations.
10. Friday 15 November, the hall is open to set up from 12 noon. Stallholders must not arrive later than 3:30pm and must be set up by 4:30pm. Entry for stall holders on Saturday 16 and Sunday 17 November is from 9am. Please do not start to pack up before the official finish at 4pm.

\* Electric sockets are very limited at the venue. If you require an electric socket or a stall situated against a wall, please state this at the time of booking. Stalls are allocated on a first-come, first-served basis.

## Stall Holder Application Form

If you would like to book a stall please complete and return this form to [enquiries@doningtonchristmasfair.com](mailto:enquiries@doningtonchristmasfair.com) along with all relevant documents (see below)

### Donington Hall Christmas Fair 2019

<b>Stall Name</b>			
<b>Contact Name</b>			
<b>Address</b>			
<b>Postcode</b>			
<b>Phone Number</b>			
<b>Email</b>			
<b>Website (if applicable)</b>			
<b>Brief description and prices of your product range</b>			
<b>Electric socket required?</b>	Yes/No		
<b>1 x 5ft</b>		<b>2 x 5ft</b>	
<b>Application Date:</b>			

## Keeping in Touch

We'd like to keep you posted about future Treetops events, activities, the hospice and our services. We'll never sell or swap your details with anybody. Please indicate how you'd like to hear from us by filling in the boxes below

	Yes	No
I am happy to receive information about other events at which I may have a stall.		
I am happy to receive news and information about the hospice <u>by email.</u>		
I am happy to receive news and information about the hospice <u>by post.</u>		
I am happy to receive news and information about the hospice <u>by phone.</u>		
I am happy to receive news and information about the hospice <u>by SMS.</u>		

## Document Checklist

Have you included the following documents with your application?

<b>Photos</b>	
<b>Food Hygiene Certificate (if applicable)</b>	
<b>Insurance Documents</b>	

Please email your completed Application Form to [enquiries@doningtonchristmasfair.com](mailto:enquiries@doningtonchristmasfair.com) or post to:

Fundraising Team (Donington Christmas Fair)  
Treetops Hospice Care  
Derby Road  
Risley  
Derby DE72 3SS

**Once your application has been approved, we will be in touch regarding payment.**