



# The Guildhall Wedding Fair

## 2024

### Exhibitor Application Form



The Guildhall  
Salisbury

#### Exhibition details

The Guildhall, Salisbury is delighted to be holding a Spring and Autumn Wedding Fair again this year in our beautiful, historic venue. This event has previously averaged over 150 couples. With more and more people looking to use local suppliers, you will get the opportunity to promote your business face to face and build relationships with clients and other suppliers.

**Venue:** The Guildhall, Market Place, Salisbury, SP1 1JH

**Date:** Sunday 17th March 2024 and Sunday 22nd September 2024

**Event Times:** 11:00am-3:00pm

<i>Exhibitor Fee</i>	<i>£100 (per date plus VAT) 20% discount for exhibiting at both dates</i>
<i>Refreshments</i>	<i>Refreshments available throughout the day</i>
<i>Stand/pitch size</i>	<i>Guildhall Stand is 1 x 6ft table, 2 chairs and table cloth External pitch in Guildhall Square is 3m x3m pitch (please discuss if you require more space)</i>

#### Company Details

<i>Company Name</i>			
<i>Contact Name</i>			
<i>Address</i>			
		<i>Postcode</i>	
<i>Telephone Number</i>		<i>Mobile Number</i>	
<i>Email Address</i>			
<i>Website/Social Media tags</i>			

#### What do you wish to exhibit

*Please provide a full description of your products or service*

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*Sunday the 17th of March*

*Sunday the 22nd of September*

*Both dates ( a 20% discount will be applied to your invoice)*

<b>Stand/Pitch</b>	
<b><u>Guildhall Stand-£100 (plus VAT)</u></b>	
<i>You will have a 6ft table and black table cloth (if required)</i>	
<b><u>External Pitch in the Guildhall Square-£100</u></b>	
<i>You will have 10ft x10ft pitch and must provide your own equipment ,additional space can be</i>	

<b>Power Supply</b>		
<i>If you wish to have power, please state what equipment you wish to power (internal/external)</i>		
<i>What Supply do you require (external only)</i>	<b>16A</b>	<b>32A</b>
<i>Does the equipment have a current past tested</i>	<b>YES/NO</b>	
<b>NB Please bring your own power cable to bring the power from source to your stall</b>		

<b>Required Documents</b>	
<i>We require the following documents along with your application (please tick once you have enclosed)</i>	
<i>Photos of your products and stall</i>	
<i>Copy of Public Liability Insurance certificate: Please ensure this includes: Name of your insurer, Policy Number Limit of indemnity and Policy Expiry date</i>	
<i>Risk Assessment (There is a template at the end of the form if needed)</i>	

<b>Data Protection</b>	
<i>Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information for as long as necessary for the purposes of contacting you with regards to the event and/or notifying you of any further Wedding Fairs we may organize.</i>	
<i>I consent to my personal data being held for the purposes listed above (please delete)</i>	<b>YES/NO</b>
<i>I would like to be kept up to date on any future opportunities to perform (please delete) (you can opt out of this at any time by emailing :<a href="mailto:guildhall@salisburycitycouncil.gov.uk">guildhall@salisburycitycouncil.gov.uk</a>)</i>	<b>YES/NO</b>

<b>Next of Kin - This is an optional section</b>			
<i>These details are taken for use in emergencies, should you be involved in an accident, incident or taken ill whilst attending our Wedding Fair we will contact your next of kin.</i>			
<i>Name</i>			
<i>Relationship to you</i>		<i>Mobile Number</i>	

## ***Compliance Statement***

*By submitting and signing this application, it is believed that the Exhibitor has read and understood all of the terms and conditions set out below and hereby agrees to be bound by them*

*Signature*

*Date*

### **FORMS MUST BE RETURNED TO:**

The Guildhall Team,  
Salisbury City Council,  
The Guildhall,  
Salisbury,  
SP1 1JH

**Or email:**

[guildhall@salisburycitycouncil.gov.uk](mailto:guildhall@salisburycitycouncil.gov.uk)

- **Salisbury City Council will notify you to confirm that your application has been received**
- **Submission of an application does not guarantee a booking**
- **The Council will review all applications to ensure suitability**



**Please either attach your own risk assessment  
or  
complete Parts 1 and 2 below**

### **Risk Assessment Form Part 1**

A stall is a workplace covered by health and safety legislation. As the stallholder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand. This template is for a simple stall which does not require any structural approval from the organiser.

**Before completing the form and for more information on managing risk visit**

[www.hse.gov.uk/simple-health-safety/risk](http://www.hse.gov.uk/simple-health-safety/risk)

If you have any questions please do not hesitate to contact us by phone 01722 342860 or email [guildhall@salisburycitycouncil.gov.uk](mailto:guildhall@salisburycitycouncil.gov.uk)

<b>COMPANY NAME</b>	
<b>FORM COMPLETED BY</b>	
<b>EVENT NAME</b>	

<b>Responsibilities</b>	<b>Yes</b>	<b>No</b>
Any manual handling i.e. lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable substances		
Display of sharp objects		
Demonstrations of any kind – i.e. Therapies, massaging		
Food preparation/service of any kind other than sweets, snacks or soft drinks		
Working machinery of any kind even if static		
Using any electrical equipment or fittings		
Any potential fire hazards		
Selling of alcohol		
Using your own gazebo		



## Risk Assessment Form Part 2

Please fill in a section below for each box you have ticked “yes” in part one to form your own risk assessment

Below is an example on how to complete your own risk assessment

Example Risk	Example Who could be harmed?	Example Control measures in place
Slips and trips	Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"><li>• Good housekeeping – work areas kept tidy, goods stored suitably etc.</li><li>• Kitchen equipment maintained to prevent leaks onto floor</li><li>• Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry</li><li>• Suitable cleaning materials available</li><li>• No trailing cables or obstruction in walkways</li></ul>

Risk	Who could be harmed?	Control measures in place

## **Exhibitor Terms and Conditions**

### **APPLICATIONS**

Salisbury City Council will notify you to confirm that your application has been received. Please note that submission of an application does not guarantee a pitch at our Events. The Council will review all applications to ensure suitability.

Please submit completed applications by **Sunday February 18th 2024** Salisbury City Council will notify you to confirm that your application had been received. The Council will confirm successful applications at least 6 weeks before the event, if you haven't heard back from the Council 4 weeks before the event , unfortunately on this occasion you will have been unsuccessful.

Due to the volume of interest in our Events , we regret we are unable to provide feedback on individual applications.

### **EXHIBITION STAND DETAILS**

Each Stand has 1 x 6ft table, 2 chairs and a tablecloth. If you have requested electricity please bring an extension lead. Stands will be allocated dependant on requirements and in accordance with fire and safety regulations. Stand sharing or subletting is not permitted unless prior agreement has been made with Salisbury City Council. Special requests will be considered but not guaranteed . Do not occupy any other space than your allocated pitch. Please note that unless prior agreement has been made, you may not be the exclusive exhibitor of your product or service .Stand space will be allocated at the discretion of Salisbury City Council to ensure a varied mix and balanced exhibition.

### **SET-UP AND BREAK-DOWN**

Unloading and loading will be available on site, however parking is not available. We advise that you park in a nearby car park however parking permits are not included. Exhibitors can arrive from 8.00am to set up and should be ready 15 minutes prior to opening time. All equipment must be contained in the space allocated. Stands may not be broken down until close of the event at 3:00pm. The Guildhall must be cleared within 1 hour of the closing time of the event unless you have a prior agreement with Salisbury City Council.

### **PAYMENT**

**Please do not send payment with your completed application. Payment will be required once your pitch has been confirmed. An invoice will be sent to you to request payment. Payment must be made at least 1 week prior to attending the Wedding Fair.**



# The Guildhall Salisbury

## **CANCELLATION**

If an exhibitor is unable to attend on the day of the Wedding Fair, we request **2 weeks** notice is given when possible. For any reason you are unable to attend the event on the day due to illness or the like, please contact us via phone or text to inform us so we can make adjustments to the layout accordingly. Please note that the fee is non-refundable .

In the unlikely event that Salisbury City Council has to cancel the event for reasons such as adverse weather conditions, you will be contacted as soon as possible to make you aware. Salisbury City Council cannot be held liable for any travelling expenses you may incur. Payments received will be refunded should this happen.

If Salisbury City Council has evidence to prove that an exhibitor has not been professional in their dealings with customers, they have the right to cancel the stand at any time during the event.

## **LIABILITY/INSURANCE**

Salisbury City Council, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons or property on the site. The stall holder will assume full responsibility for any third party claim arising from his/her own exhibit or conduct. The exhibitor will obtain their own insurance and Public Liability Insurance to ensure cover in the event of any damages. The exhibitor should adhere to the health and safety requirements of the Guildhall. The exhibitor must produce a copy of their Public Liability Insurance with their application.

## **FOOD TRADERS**

All traders handling and preparing of food must comply with current food hygiene regulations.

All food traders must be registered with their local authority as a food business. The registration must cover the scope and nature of the activities undertaken at the Wedding Fair. (Mobile food businesses are required to register with the local authority in which they store their equipment.)

Food traders must make Salisbury City Council aware of any change in their National Food Hygiene rating as shown on the Food Standards Agency Website. All food traders must have sufficient food hygiene training to allow them to handle and prepare food safely. Please also refer to our **Food Trader Guidelines** attached.

## **SMOKING**

The Guildhall is a non-smoking establishment: **smoking is strictly prohibited** anywhere inside the Guildhall. Please also refrain from smoking immediately outside the Guildhall entrance under the Portico.

## **GUILDHALL REGULATIONS**

No nail or screw fixing of any kind shall be driven into or installed into any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind. No blue –tack or any other sticky fitting shall be applied to any wall, floor, partition, pillar , ceiling , fitting or furniture of any kind. No posters, placards , banners or notices of any description shall be posted on or against any part of the exterior of the premises or inside the premises except with the consent of Salisbury City Council. With the exception of candles, the use of any naked lights, weapons, explosives, flammable material, fireworks, smoke machines or any other pyrotechnics are **strictly prohibited** in any area of the Guildhall.

## **COMPLIANCE**

All traders shall observe and comply with, in addition to these terms and conditions, all relevant laws and other directions, codes of practice or guidelines imposed by Salisbury City Council and any law or other competent authority applicable to the Wedding Fair.

The Council has the right to request you leave the Wedding Fair should adequate measures not be put in place.

## **DISCLAIMER**

Salisbury City Council, its officers, employees, agents and representatives shall have no liability whatsoever in respect of all and any action, claim, demand, proceedings, costs , expenses, fines, penalties loss or damage whatsoever arising out of our connected with the participation by any person, firm or company in whatever capacity in the event including but not limited to arising or resulting from or connected with the loss of injury or damage sustained by or to any third party, any refusal by insurers to meet in full or in part or at all any claim or the seizure or taking of possession of any equipment. This shall not operate or be construed to operate to exclude or restrict the legal liability of Salisbury City Council for death and personal injury caused by its negligence. Each entrant for itself and all those for whom it is directly or indirectly responsible shall indemnify and hold Salisbury City Council harmless from and against all costs and expenses of whatever nature, actions, proceedings, claims, demands and damages made against the organisers, its officers and/or representatives arising from any breach of its obligations to The Organisers or from any acts or omissions on the part of the entrant and/or those for whom it is so responsible.

## **DATA PROTECTION**

The data we will gather and hold will be managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. Salisbury City Council will not disclose or share personal information supplied to you with any third party organisation without your consent.





### **Food Trader Guidelines**

Traders handling open foods must have their own facilities solely for the hygienic washing and drying of hands. This means having an adequate volume of hot and cold water available for hand washing, a suitable receptacle in which to wash hands, and hygienic means with which to dry hands for example, paper towel. This does not apply to those traders selling uncut fruit and vegetables, fully packaged foods, dry goods such as pulses and grains or bread.

Traders must ensure that all food contact surfaces (e.g. table tops, table covers, storage containers and displays) are in a good condition and be easy to clean and disinfect. Surfaces must be smooth, washable, and constructed of non-toxic materials.

Where necessary traders must have an adequate volume of hot and cold water available for cleaning; and where necessary disinfecting working utensils and equipment; and a suitable receptacle in which to clean these items and hygienic means to dry them.

Where foodstuffs are cleaned traders must have adequate means to do so hygienically.

Trader must make adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid).

Food traders must display and store high risk foods below 8°C at all times. Traders must have an accurate means to check the temperature of their chilled foods and records of those checks. Chilled foods which achieve a temperature above 8°C must be thrown away after 4 hours. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)

Food traders must display hot foods above 63°C, if they fall below 63°C they must be thrown away after 2 hours. Traders must have an accurate means to check the temperature of their hot foods and records of those checks. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)

*Please note that this is not an extensive list and you should abide by all regulations related to your business. If in doubt, please contact your local authority who should be able to assist.*