



WINCHESTER
CATHEDRAL

**WINCHESTER CATHEDRAL HARVEST FESTIVAL
SATURDAY & SUNDAY 6/7 OCTOBER 2018**

TRADERS APPLICATION FORM

Application forms must be returned with all relevant documents by Friday 29 June 2018

Please write clearly as all the information provided will be used for correspondence, any illegible forms will not be processed.

We need to generate £12,000 of income each day to maintain the Cathedral. All the profits made from the Harvest Festival Weekend help us to maintain almost 1,000 years of history for future generations.

The Harvest Festival weekend has been running for over 10 years and has gone from strength to strength. It is now a firm fixture in both the city and Cathedral calendar and attracts a wide range of local families and tourists from across the region and beyond.

The weekend celebrates the importance of harvest, its place and significance within Hampshire, the farming community and the seasonal cycle that we all exist within. With a wide range of attractions, displays, music and food, it is a great day out for the whole family to enjoy. Admission to the Cathedral is free for the weekend and a special celebratory Evensong service is held on the Sunday afternoon – all are welcome.

For the third year running, we are delighted to be working with Hampshire Fare to bring together Hampshire finest producers and showcase your products to the visiting public at this very special event, we hope you can be part of the weekend.

The event runs from 10am to 5pm on both days and is held across both the Inner and Outer Close. All Hampshire Fare stalls will be located in the Outer Close, to provide maximum exposure to visitors.

Due to the nature of the event, exhibitors must break down their stand on the Saturday night. The Cathedral cannot offer any form of security in the Outer close as the area is open to the public 24 hours a day.



EXHIBITOR DETAILS (block capitals or type please)

Company Name: _____

Trading Name: _____

(If the trading name is different from your company name)

Contact Name: _____

Postal address: _____

Post Code: _____

Email address: _____

Daytime telephone: _____

Mobile telephone: _____

Website address: _____

Contact Details to be used on our website:

Phone: Yes ☐ No ☐

Email: Yes ☐ No ☐

YOUR PRODUCT:

Product type: (circle/highlight all relevant categories)

Salads

Vegetables

Cooked meats

Cured meats

Raw meats

Cheeses

Oils

Wines (flat or sparkling)

Beers

Spirits

Water

Juices

Chutneys

Jams

Coffee/teas

Breads

Cakes

Chocolates

Ice creams

Seafood

Soaps

Bath oils

Venues

Other

Product description, please give as much information as possible as this information will be used in pitch allocation and any website listing

Approximate Price Range of your products: _____

All Hampshire Fare members will be located in the Outer Close on the main walkway between the Cathedral and the Bargate.

Each pitch is up to 3m x 3m and you will need to provide your own gazebo/awning. This must be free standing and weighted – it may not possible to peg into the ground due to the tarmac and stone surface.

Spaces are available for either the Saturday, Sunday or both, please indicate below:

Saturday only ☐

Sunday only ☐

Both days ☐

Rates

The rates for Hampshire Fare members are £35 per day or £70 for both days

Payment

Please indicate below how you wish to pay for your space.

If paying by cheque please make cheques payable to 'Winchester Cathedral'. (Please make sure your full company name is written on the back of each cheque).

No cheque will be banked until a chalet offer from WCEL has been confirmed by the exhibitor.

If you wish to pay by bacs, our account details are:

Winchester Cathedral

Account No: 00312681

Sort Code: 55-81-26

Please reference any payment to "H. Fest" followed by your company/trading name

IF you wish to pay by debit/credit card, please contact Tina Whitlock on 01962 857222

Please tick/delete as appropriate:

I enclose a cheque for £_____	
I will pay my by credit card/debit card	
I will pay by BACS and will contact Tina on the number above	

Declaration and Undertaking

No application forms will be processed unless this form is signed.

I/We certify that to the best of my knowledge, the information supplied on the Application Form is true and accurate.

In signing this application form I/we indemnify Winchester Cathedral Enterprises Ltd, The Dean and Chapter of Winchester Cathedral and their staff against any claims, payments, costs or losses resulting from any failure on my/our part to comply with the said Terms and Conditions.

I/We understand that this indemnity also covers any exhibitors I/we may wish to share my pitch with (subject to Winchester Cathedral Enterprises Ltd approval).

I/We give permission for my/our exhibitor contact details to be stored on an electronic storage and retrieval system which will be created for the exclusive use of those involved in the organisation of the Winchester Cathedral Harvest Festival event. It will not be used by any third party without prior consent.

I/We give permission for my/our exhibitor contact details and product description, as indicated above, to be published on the Winchester Cathedral website.

I/We undertake to take out public liability insurance to the value of £5million, and to ensure that exhibitors sharing our chalet will do the same. I/We agree that copies of this documentation will be submitted in advance of the event.

If selling food for consumption on site, I/we will provide a copy of our current food hygiene certificate with the application, this certificate will be available for inspection during the event if so required by the Cathedral, EHO or similar body.

Traders wishing to sell alcohol must seek specific permission from Winchester Cathedral. It is noted that this may require the trader to be located within a different area of the Cathedral grounds due to license restrictions.

No parking is available within the grounds for any exhibitor, all set-up vehicles must be removed from the site by 0900 on both days and cannot re-enter the Cathedral grounds until 30 minutes after the event closes, or as guided/advised by the Cathedral's event management staff.

Winchester Cathedral reserves the right to delay, cancel or terminate the Market without notice in the event of adverse weather conditions, emergency situations or any other reason beyond our reasonable control.

No refunds or compensation of any sort shall be paid to exhibitors who fail to attend the Market or where Winchester Cathedral have exercised the right to delay, cancel or terminate the Market or where an exhibitor has been instructed to cease trading for whatever reason by the Cathedral.

All exhibitor rubbish remains the sole responsibility of the exhibitor and must be removed from site at the end of the day. It is the exhibitor's responsibility to ensure their stand is presentable and contains sufficient stock for the duration of the trading period.

I/we agree to pay the pitch rental as it falls due and understand that the pitch may be reallocated if payment is not made by the due date.

Signature: _____

Date: _____

Completed forms and supporting documentation should be sent to:

Phillip Holroyd Smith, Winchester Cathedral, 9 The Close, Winchester, Hampshire, SO23 9LS *Note:*

Please ensure you attach the correct postage. We will not collect forms that are sent with insufficient postage.