Business Name: Main Contact:

Address:

Post Code: Position:

Telephone Number: Email:





Retail Therapist Reader Other Please specify:

**Please give full details of the products/therapies/services you will offer\***: …………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………………………………………………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fair & Venue**10% discount when booking four or more shows in one calendar year | **Date** | **Please Tick** | **Price per Table** | **Number of Tables** | **Total Amount Payable £** |
| Single Days may be available but not guaranteed. |
| Edinburgh, Corn Exchange | 24th February |  | £80 |  |  |
| Dumfries, Easterbrook Hall | 30th & 31st March |  | £130(£70 single day) |  |  |
| Glasgow, Trades Hall | 4th & 5th May |  | £130(£70 single day) |  |  |
| Aberdeen, Elphinstone Hall | 19th & 20th October  |  | £140(£80 single day) |  |  |
| Edinburgh, Corn Exchange | 10th November |  | £80 |  |  |
| Glasgow, Trades Hall | 7th & 8th December |  | £130(£70 single day) |  |  |
|  |  |  |  |  |  |
| *Less 10% Discount if Booking four or more events in one year:* |  |

  **Please Tick**

I/We would like to give a Talk, Demonstration or Stage performance (**Successful applicants will be contacted**, please

advise if you require audio/visual equipment, charges may apply)

Details: ……………………………………………………………………………………………………………………………………………………………………………

**Facebook Advertising** (Please tick if you wish us to advertise your attendance at our event on Facebook, please send us

a couple of Paragraphs about you or your product, please attach any photos you may wish to be used.)

Non Stall Holders:

I/We would like flyers on the General Leaflet Table @ £5 per day:

Enclosed is a copy of my/our appropriate Insurance/Certification/Membership:

Any special requirements (i.e. Any special stand requirements, electrics, wheelchair access, etc.………………………………….

………………………………………………………………………………………………………………………………………………………………………………………..

Please complete all sections of this form. If you have any questions regarding your application, please call or email us.

If your application is accepted HWF will send you a confirmation email and invoice. A 25% deposit is required for each event on booking to ensure your stand is reserved, with the full amount **strictly** payable six weeks before each event.

By signing this form, you have read and agreed to the attached Terms and Conditions and agree to abide by them.

Signed: Position: Date:

**OFFICE USE ONLY**

Date Received: …………………………………………………………………. Copy of Insurance/Certification etc. received:

Date of Booking Confirmation sent: ………………………………… Date Deposit Received: ……………………………………………………………….

Date Invoice sent: ……………………………………………………………. Date Payment Received: ……………………………………………………………..

**Terms and Conditions**

1. A 25% non-refundable and non-transferable deposit must be paid for each confirmed booking within 30 days of acceptance. An invoice for the full amount will be issued on confirmation of your booking with the full amount **strictly** payable six weeks prior to the event. Stand will not be confirmed unless full payment is received.
2. Cancellation or changes to any booking must be made in writing no less than four weeks in advance of the event. Any cancellation or change made after this time will only be accepted if the organisers can re-allocate the stall. If this is not possible the original booking will stand and must be paid for.
3. **Talk Slots**, if you have ticked the box to say you wish to do a Talk or Workshop, we unfortunately cannot guarantee this as they are in high demand and we only have so many spaces available. Successful applicants will be contacted prior to each event. We aim to vary the talks at each venue so that there is more opportunity for the Exhibitors and more variety for the visitors. If successful we will require a Talk Title, Picture, Short Bio and Talk description to be sent to us 4 weeks prior to the event. Failure to do this may result in your Talk slot being given to the next Exhibitor.
4. For two-day weekend events, single day tables may be available but not guaranteed and cannot be confirmed until one week prior to the event.
5. **\***A **full list of all** products/services/therapies that you intend offering must be included on the application form. Any products/services/therapies not listed but subsequently offered at the event will need to be stopped or removed.
6. The organisers reserve the right to remove any offensive or inappropriate material from a stall.
7. It is a condition of booking that you hold current relevant public and professional insurance for any activities taking place on your stand. Proof of this must accompany your application form.
8. To ensure a fair balance of Exhibitors and varied footfall, floor plans are decided prior to the event and can’t be changed on arrival. However, if you do have special requirements please contact us at least 4 weeks prior to the event start date.
9. Some Venues have multiple rooms, so you may not be in the room with the stage, but we will endeavour to have some sort of entertainment/Music in all rooms.
10. Holistic Ways Festival provides entertainment for our visitors at the events, we not only have Talks and Workshops we also have Live Music and Stage Performances taking place in one of the rooms. We class it as Wallpaper/Background Music but can sometimes be louder than planned. If this is something that may affect your trading please make us aware and we will endeavour to move you to a quieter area. We believe that the more taking place at the event the longer the general public will stay which benefits all of our exhibitors.
11. **Facebook Advertising,** If you have ticked the box to let us advertise your attendance at the event on facebook we cannot guarantee a post if you have not sent us your information. We will require a Short Bio and picture of yourself, Products & Services available as well a little bit about these Products or Services.
12. No naked lights or flames are permitted on the stands. Please ask permission prior to burning any sort of incense.
13. Any electrical equipment used on your stand must be PAT tested. Proof of this may be required.
14. All stands must be appropriately presented and dressed. HWF cannot provide any table coverings.
15. Holistic Ways will provide a Standard 6ft x 2.5ft Trestle Table and two chairs. We will also have power available for you. Please bring along any extensions that you may have.
16. You must make us aware no later than 2 weeks prior to the event if you need a smaller table, space for Bed or any Therapy Chairs as we will not be able to make space for these on the day.
17. Stands must be set up and **manned at the time** of opening and must remain fully operational until the event has closed to the public. No trolleys will be allowed in the halls after opening or before closing time. Non-compliance could jeopardise future participation at Holistic Ways Festivals. In certain circumstances permission may be granted for late arrival or early departure. Please contact us.
18. Music must not be played on the stall unless prior permission has been given. Any stall holders wishing to demonstrate Music or Audio will need to do so using headphones.
19. Stall holders can only trade from their stall. No trading or leaflet distribution is allowed in the foyer or aisles without permission. A table is available for leaflets and business cards at no charge to the stall holders.
20. Prices for products, therapies, readings, etc. must be clearly displayed.
21. Please check with organisers before hanging anything on venue walls.
22. Stalls may not be shared or sub-let without prior permission.
23. Any behaviour that the organisers consider inappropriate may result in immediate dismissal from the event.
24. We support freedom of speech and actively encourage Holistic Ways to be a melting pot for new ideas and different perspectives.  However, if you are promoting or selling a service, treatment or product then that must be done ethically and responsibly. This includes any Laws and Regulations.
25. In order to ensure a fair balance of exhibits we will limit the number of duplicate traders, therapists etc depending on the venue size.
26. Holistic Ways Festival reserves the right to amend these T&Cs without notice.