



Friday 8th, Saturday 9th & Sunday 10th June 2012

APPLICATION TO EXHIBIT

TRADE/DISPLAY STAND

Trading Name of Company _____
 Name of Applicant _____
 Address _____
 _____ Postcode _____
 Tel No. _____ Mobile No. _____ Fax No. _____
 E-mail. _____ Registered Charity No. (If applicable) _____
 I will require a Temporary Event Notice (see No 64 on Terms & Conditions) YES / NO

DESCRIPTION OF PRODUCT (Please enclose a recent photo of your stand/product) Please give a brief description of your product for the programme. Max 25 words.

TRADE/DISPLAY REQUIREMENTS

I wish to apply for the following: -		Total
1.	Space Required <small>(please tick)</small> Exterior Standard <input type="checkbox"/> Exterior Premium <input type="checkbox"/> Shedding/Shell Scheme <input type="checkbox"/>	
2.	Size of display _____ m frontage _____ m depth	£ _____
3.	I require a vehicle/caravan on my stand <input type="checkbox"/> (Please refer to points 18 & 44b of the Terms & Conditions) Method of screening _____	
4.	I require a marquee – size _____	£ _____
5.	I require <input type="checkbox"/> 16 amp 'Ceeform' single electric point @ £160.00 + VAT	£ _____
6.	I require <input type="checkbox"/> water supply @ £ 75.00 + VAT	£ _____
7.	I require <input type="checkbox"/> trestle tables @ £ 13.00 + VAT	£ _____
8.	I require <input type="checkbox"/> chairs @ £ 3.75 + VAT	£ _____
9.	I require a Caravan pass <input type="checkbox"/> (please tick) @ £ 35.00 + VAT	£ _____
	I require a Tent pass <input type="checkbox"/> (please tick) @ £ 20.00 + VAT	£ _____
10.	Charity Discount 12½% <input type="checkbox"/> (please tick)	£ _____
11.	Any other requested requirements _____	
	*Less £100 deposit (Cheques made payable to Holker Estates Co Ltd)	£ _____
	(We regret we cannot accept applications which do not include the deposit)	Total £ _____
	Less Prompt Payment Discount of £ _____	£ _____

I/we the undersigned have read, understood and agree to be bound by the Terms and Conditions of The Holker Garden Festival as issued with this Application Form, and agree not to hold the Festival Committee responsible for any damage, loss or injury sustained however caused.

Signed _____ Date _____

Name in Capitals _____ Position in Company _____

PLEASE RETURN TO: THE SHOW OFFICE, HOLKER HALL & GARDENS, CARK-IN-CARTMEL, NR GRANGE-OVER-SANDS, CUMBRIA, LA11 7PL BY 24th February 2012.

Friday 8th, Saturday 9th & Sunday 10th June 2012

EXTERIOR TRADE/DISPLAY STAND SPACE COSTS

FRONTAGE in metres	DEPTH in metres	Stand Space Cost	Premium Space Cost *	Prompt Payment Discount if paid by 28/2/12
		<i>All VAT exempt</i>		
3	X 3	£300.00	£365.00	£15
3	X 4 1/2	£310.00	£375.00	£15
3	X 6	£325.00	£395.00	£15
4 1/2	X 6	£375.00	£455.00	£15
4 1/2	X 9	£530.00	£645.00	£25
6	X 6	£450.00	£550.00	£25
6	X 9	£600.00	£725.00	£25
7 1/2	X 6	£575.00	£695.00	£25
9	X 6	£600.00	£725.00	£25
12	X 6	£720.00	£870.00	£35

*Please see the attached plan showing the trade stand spaces available.

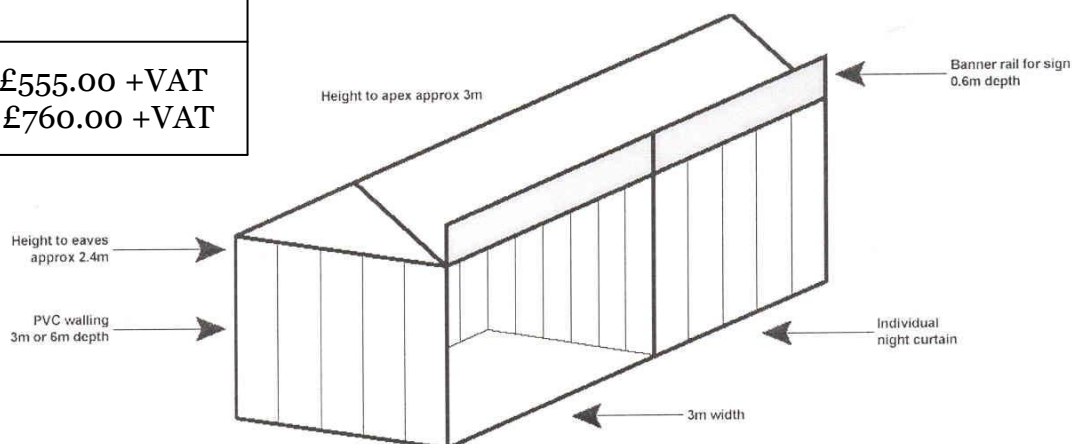
Sizes differing from the above are subject to the agreement of the Show Secretary and may be quoted for on request.

WE CAN HIRE MARQUEES FOR YOU AT COMPETITIVE RATES. Please let us know your specification and we will quote you.

SPACE IN TRADERS SHEDDING/SHELL SCHEME

Covered space – price includes divider curtains, night curtains, banner rails and signboard in your Company name.

FRONTAGE in metres	DEPTH in metres	Price
3	X 3	£555.00 +VAT
6	X 3	£760.00 +VAT



The above prices are subject to a prompt payment discount as shown (except the Traders Shedding). This will be deducted from your invoice if payment is made not later than February 28th 2012. After this date payment in full is required and is due by April 1st 2012. Payments not made by this date will be subject to a 10% surcharge.



**Friday 8th, Saturday 9th
& Sunday 10th June 2012**

HOLKER SHOWGROUND AWARDS

**‘THE PEOPLES CHOICE AWARD FOR BEST STAND
IN THE HORTICULTURAL MARQUEE’**

Trophy - £50

**‘THE PEOPLES CHOICE AWARD FOR BEST STAND
ON THE SHOWGROUND’**

Trophy - £50

**THE FESTIVAL DIRECTORS AWARD
‘MOST ATTRACTIVE TRADE STAND’**

‘The Janette Cuthbertson Memorial Trophy’ - £50

These awards are open to all traders and exhibitors at the Holker Garden
Festival unless stated within specific Rules and Regulations.



8th – 10th June 2012

Share in our success!

- Lord & Lady Cavendish, the owners of the Holker Estate, are very involved in this flagship event for the Estate and are a **constant presence** on the Showfield.
- Unique location – the Festival takes place in an **ancient deer park**.
- Holker Hall is located in the **stunning landscape** of the Lakeland fells. This means that the Holker Garden Festival attracts substantial ‘tourist traffic’ from across the North West. The Lake District remains in the top 3 destinations for ‘staycations’ and inward travel.
- The Festival, now in its 20th year, is run by **professional staff** employed throughout the year who feel passionately about the success of the event.
- Year on year our exhibitors **praise** the smooth running of the event:

“Just to say thank you for yet another superb event. Our clients were all very happy and your organisation of the event was superb.”

Supporting Events Ltd, Sussex

“I think the show was superbly run with the grounds being managed extremely efficiently throughout.”

Brighter Blooms, Preston

“We found the Holker Garden Festival a great show to be a part of. The show was the most friendly one we’ve been involved with, and everything went to plan. This was without a doubt due to the way it was so efficiently organised. We were able to show off our work to a huge new crowd over the three days of the plenty of media attention too.” **Paul Richards Garden Design & Greenbelt Landscapes, 2011 Best Festival Show Garden.**

- The Festival has a reputation for being a **friendly event** with a great atmosphere amongst exhibitors.
- Easy **access** from Junction 36, M6 – 40 minutes. Excellent signage to the event.
- **Publicity** – 120,000 leaflets professionally distributed throughout the region to all key ‘hot spots’, extensive PR programme, high profile sponsors and radio campaign.
- **Celebrity appearances** and extensive on field entertainments.
- **Core visitors** come from North Lancashire, Cumbria and Yorkshire, although we do also get visitors from all over Britain.

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TERMS & CONDITIONS TO TRADERS/EXHIBITORS

INTRODUCTION

All those participating in The Holker Garden Festival 2012 must adhere to the following information. Additional specific Rules and Regulations are applicable to Competitors within their various Classes and have been detailed separately at the end of this section where necessary and added to your specific Application Forms.

General information is set out in alphabetical order.

1 ACCIDENT REPORTING

All accidents or near accidents must be reported to staff located within the Show Office. Upon knowledge of any such accident a full report will be written by a member of the Show team/First Aid stand, and where appropriate an investigation of the accident area will take place. If any medical assistance is required this will be provided by staff either within the Show Office prior to the start of the Show, or during the Holker Garden Festival public opening times by the First Aid Stand.

2 ACCOMMODATION

Accommodation is available to exhibitors in the local area and an accommodation listing is available from local Tourist Information Centres. The only accommodation available at the Holker Garden Festival site is in the form of camping. Please see further details listed below.

3 ADMISSIONS

Admission to The Holker Garden Festival site will be allowed only on the production of appropriate passes. Each individual exhibitor must show an appropriate pass; each vehicle should also display a valid pass. All appropriate passes will be issued in advance of The Holker Garden Festival via the Show Office.

Admission passes will be allocated and issued as follows: -

Up to 4.5m frontage	2 individual traders passes 1 vehicle pass
6m x 6m	3 individual traders passes 2 vehicle passes

For every additional 3m of frontage a further individual ticket and car pass will be issued, up to a maximum of 5 individual and 4 vehicle passes. Over and above this amount standard entry tickets must be purchased at the advance ticket rate, available from the Show Office. (NB Separate rules apply for the Display Marquee, Horticultural Marquee, Floral Art and WI Marquee exhibitors)

4 ALLOCATION OF SPACE

Whilst every care will be taken to comply with individual requirements and allocate positions as requested, we regret that UNDER NO CIRCUMSTANCES CAN STAND ALLOCATIONS BE ALTERED OR AMENDED ONCE FINALISED.

5 AMPLIFIERS/TOUTING

The use of amplifiers/microphones to attract trade IS NOT ALLOWED. Trade must be restricted to the area allocated.

6 ANIMALS

If you intend involving livestock, birds or other animals in your display, please ensure that you obtain written permission through the Show Office at least ten weeks prior to the opening of The Holker Garden Festival.

7 BANKING FACILITIES

A cash machine is available adjacent to the Show Office.

8 CAMPING/CARAVANS

A small designated camping and caravan area is provided on the Holker Garden Festival site but must be booked in advance. To apply for a pass please indicate on your Application Form. Please note all caravans must have a fire extinguisher and a fire blanket.

9 CANCELLATION

In the event of you being unable to attend, every endeavor will be made to re-let the space allocated. In the event of failure to do so, **the original applicant will remain liable for full payment of the stand booked.** No refunds can be made after 1st May 2012. The £100 deposit will not be refunded for any cancellation but will be retained to cover administration costs. (See also 55 Reservation of Right)

10 CAR PARKING – EXHIBITORS/TRADERS

Exhibitors/Traders car and vehicle parking is only allowed in the designated areas, as detailed on the Showground Plan and as directed by Stewards. **Car and vehicle parking has been adjusted in some instances from previous years. ALL VEHICLES MUST BE REMOVED FROM THE SHOWFIELD TO DESIGNATED AREAS BY 9.00am DAILY.**

11 CATERING

The Courtyard catering facilities, situated by Holker Hall, will be open from 10.30am to 5.30pm daily for a range of hot and cold food and drinks.

During the Festival open days both Food Courts will be open during normal trading hours as well as The Festival Restaurant and The Courtyard Café adjacent to the Hall.

12 **CHILDREN'S CRECHE**

In 2012 we will not be having a children's crèche.

13 **CLEARING OF THE SITE**

No vehicles other than those already on site will be admitted before 5.30pm on the last day of the Festival. All Exhibitors/Traders equipment must be removed from the Showground on the last day of the Show. Special arrangements may be made with the Show Office in extenuating circumstances.

Under no circumstances will Exhibitors/Traders and/or their assistants be allowed to remove or dismantle their exhibits before 5.30pm on Sunday 10th June.

14 **CONSEQUENTIAL DAMAGE**

The Festival Committee Organisers cannot hold themselves responsible for any damage or claim by Exhibitors/Traders. Exhibitors are responsible for any and all damage or injury to persons or property suffered on their stand or any active remission by them or their servants, agents or contractors employed. Exhibitors/Traders will be responsible for the safety of their exhibits, stands and machinery, which must be safeguarded to the satisfaction of the organisers.

15 **CONDUCT**

Each Exhibitor/Trader shall assume responsibility for the good behaviour of its own staff, servants or agents or employees or visitors to their trade stand.

Each Exhibitor/Trader must not do, or permit, anything within the Showground which shall in any way be a nuisance or which, in the opinion of the organiser, is contrary to the character of The Holker Garden Festival.

Any person who does not comply with the requirements of this clause shall be liable, at the discretion of the Show Office, to be removed from the premises and refused re-admission during the Show period.

The Exhibitor/Trader shall give to the Show Office immediate written notice of any accident or injury to any staff or visitors within its allocated space.

16 **CONTRACTORS**

The appointment of official Contractors has been made to ensure that the Showground receives the highest standard of workmanship and service and to avoid unnecessary canvassing. If any exhibitor wishes to use the services of any of the Contractors this must be booked in advance via your Application Forms. Exhibitors may not appoint their own Contractors.

If there are any queries relating to the above please contact the Show Office.

17 **DELIVERIES**

The Show Office will not accept, or sign for, any deliveries on site. Please ensure that there will be someone on your stand to sign for and accept all deliveries you are expecting. No delivery vehicles will be allowed on site unless they have the necessary vehicle passes during the normal public opening hours. All such vehicles will be held at the Traders' Gate.

18 **DISPLAYS**

All display areas will be clearly marked out and all stand space must be completely confined to the area stated. No extra allowance will be made for guy ropes, drawbars etc. The front and back lines will be clearly marked and stands must be erected up to and not beyond these lines.

NO VEHICLES OR CARAVANS WILL BE ALLOWED TO PARK ON/BEHIND THEIR STAND. ALL VEHICLES WILL BE DIRECTED TO THE TRADE CAR PARK.

As previously stated Exhibitors/Traders take full responsibility for their display and the safety of such displays in view of the public. A daily check will be taken by the Show Safety Officer on site to ensure that all exhibits are to the standard we require. All stands/displays should be kept tidy at all times. **DAY-GLO POSTERS or similar are not allowed.** Market stall type of trading is not allowed.

19 **DISPLAY MARQUEE**

For those exhibiting in the Display Marquee, some additional rules and regulations exist in relation to your individual class competitions. Please see separate sheet attached.

20 **DOGS**

Dogs are allowed on to the Showground but **must be kept on a lead at all times.** Failure to do so may mean that your dog will be impounded. Release fees will be donated to a local charity. Dogs should not be left unattended in vehicles. There are water bowls on the Showfield for them to have a cool drink. Any dog foul must be cleaned up straight away and placed in the litterbins provided.

21 **ELECTRICITY**

Electricity will be provided if previously booked on the Application Form. Electricity cannot be provided on your arrival unless pre-booking has been made and paid for. We regret that electric points cannot be ordered on arrival. Electricity will not be switched on until Wednesday 6th June. Electricity will be restricted after 5.30pm on Sunday 10th June.

22 **EMERGENCY PROCEDURES**

All Exhibitors/Traders must be aware of the emergency procedures before trading at The Holker Garden Festival.

23 **FESTIVAL PROGRAMME/SUPPLEMENT**

The Festival Programme will contain a full list of exhibits and a Showground Plan. All details will be taken from your original Application Form. Additional space is available for advertisers. If you would like to be sent further information on advertising

please contact the Show Office.

24 **FIRE AND SAFETY PRECAUTIONS**

Exhibitors/Traders will be responsible for their own Health and Safety requirements and must ensure that risks are managed, therefore we ask all traders/exhibitors to undertake a Risk Assessment and ensure it is available at all times. Exhibitors/Traders are reminded of the stringent regulations governing materials used on site during exhibitions/shows. Exhibitors/Traders should contact the Show Office, in writing as soon as possible, for written permission if they plan to use heat or cook on their stand.

25 **FIRST AID**

First Aid facilities will be available at the Show Office from the first day of build up, continuing throughout the Show. The First Aid Stand will provide all First Aid facilities during the public opening of the Holker Garden Festival. Once the Show has finished First Aid cover will be resumed at the Show Office.

26 **FLORAL ART MARQUEE**

For those exhibiting in the Floral Art Marquee, some additional rules and regulations exist in relation to your individual class competitions. Please see separate sheet attached.

27 **FOOD AND DRINK**

The sale of items for food and drink is reserved and absolutely prohibited other than by the official caterers. Exhibitors/Traders will, of course, be entitled to offer complimentary light refreshments to their visitors if they so desire.

Reserved catering outlets must follow all statutory health and hygiene regulations submitted in advance and be prepared for inspection if necessary.

28 **FURNITURE HIRE**

Furniture in the form of trestle tables and chairs can be obtained via the Show Office. All requirements must be booked in advance via your Application Form.

29 **GANGWAYS**

Gangways should be kept clear of any obstruction at all times. No part of any exhibit shall project over the boundary of the stand allocation. The boundary of the stand shall be clearly defined, and displays so arranged as to maintain a uniform gangway route.

No obstructions should be placed in front of any doorways at any time.

30 **GENERATORS**

The use of generators is not allowed without prior permission of the organisers. If permitted they must be of the silent running type and they must be adequately sound proofed. You must also provide a fire extinguisher and drip tray. The organisers reserve the right to prohibit the use of generators if the noise is considered excessive and a 16amp Ceeform single electric point will be offered at the list price, payment for this will be required before use. All applications must be made in advance via the Show Office.

31 **HEALTH AND SAFETY**

Under the terms of the Health and Safety at Work, etc, Act 1974, you have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and that any plant or systems of work which may be used are safe and without risk to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of those working or attending the vicinity.

All Exhibitors/Traders must adhere to the above health and safety regulations.

32 **HORTICULTURAL MARQUEE**

For those exhibiting in the Horticultural Marquee, some additional rules and regulations exist in relation to your individual class competitions. Please see separate sheet attached.

33 **INJURIES**

All accidents or near accidents must be reported to staff located within the Show Office. Upon knowledge of any such accident a member of the Show team/First Aid stand will write a full report and where appropriate an investigation of the accident area will take place. If any medical assistance is required, staff will provide this either within the Show Office prior to the start of the Show or during the Holker Garden Festival public opening times by the First Aid Stand.

34 **INSURANCE**

Each Exhibitor/Trader is responsible for insuring against any legal liability incurred in respect of injury, loss or damage to property belonging to third parties. In addition, they should protect their expenditures against abandonment and cancellation or curtailment of the event.

35 **JUDGING**

If your exhibit or stand is eligible for Judging please note that **the Judges' decision is final**. General Judging will take place from 7.30am on Friday 8th June. The competitive class Judging timetable is attached for individual classes.

36 **LAYOUT PLANS**

All Exhibitors/Traders will be sent a copy of the Showground layout in advance of their arrival at Holker Garden Festival 2012; this plan will detail your site as well as any entry and exit points applicable to yourselves. This will also detail any appropriate facilities and services.

37 **LEAFLETS**

The Holker Garden Festival Show Office provides a variety of promotional leaflets. We would very much appreciate it if Exhibitors/Traders are able to distribute these leaflets to their normal clients. A quantity can happily be provided to any exhibitors. Should you require any leaflets please contact the Show Office in advance of the Show. Leaflets will be available from January 2012.

38 **LIABILITY**

- a The entire risk and responsibility as regards the exhibits and property of exhibitors – including accident liability alleged to be, or due to, the handling and housing of such exhibits, the attendance on and management thereof, and all consequential and other injury or loss arising therefrom, shall be borne by the exhibitor.
- b The Festival Committee will accept no responsibility for damage done to exhibits before, during or after the Festival, nor will the Festival Committee be responsible for any loss of any plant or flower in transit to or from the Showground.
- c Holker Estates Company Limited shall not be responsible for any loss or injury however arising, incurred by any Exhibitor/Trader, his servants or agents. Nor does the aforesaid Company accept any liability to an Exhibitor/Trader in the event that the Show has to be cancelled or curtailed due to circumstances outside its control.
- d The Exhibitor/Trader shall indemnify Holker Estates Company Limited for any liability incurred by the Company to persons as a result of the act or omission of the exhibitor, his servants or agents.

39 **LITTER**

All litter must be removed from the trade stand areas after each day's trading and should be placed in the skips provided behind the Festival Restaurant near to the Pavilion. Please compact all cardboard boxes.

40 **MARQUEES AND SHEDDING**

The above will be provided by ticking the appropriate box on the Application Form. Exhibitors/Traders are responsible for meeting the costs of their provision prior to the Show date. **WE REGRET THAT WE CANNOT PROVIDE ANY MARQUEES OR SHEDDING ON THE DAY OF THE EVENT – ALL MUST BE ORDERED AND PRE-PAID IN ADVANCE.** All marquees and shedding will be available for exhibitors for Thursday 7th June. Any additional requirements may be met if applied for in advance. (Please note – marquees for competitive classes have an individual timetable as detailed on your sheet)

41 **MOVEMENT OF VEHICLES**

Once stands have been set up all vehicles must be moved to the designated car park.

Windscreen passes must be displayed at all times. Failure to do so may incur an additional charge. Additional passes will be available at the Show Office as detailed in Point 3 Admissions.

42 **MUSIC**

Exhibitors/Traders wishing to have music on their stand by means of TV, Video, Slide/Tape presentation, Record/Tape Player or live Musicians must hold a license issued by the Performing Rights Society. Separate applications noting the type of music must be made to the Show Office, at least one month in advance of the Show.

43 **NAMEBOARDS**

Nameboards are only provided for stand holders within the Shedding system. Please remember to complete your form in respect of this so that name boards can be correctly made. No alterations can be made on site.

44 **OCCUPATION OF STANDS**

- a Individual trade/display areas will be clearly marked out and stands must be completely confined to the area booked. No allowances can be made for guy ropes, drawbars, signboard fascias etc and these must be accommodated within the area booked. The line of the area will be clearly marked out and stands must be erected up to but not beyond the front or back lines. The organisers reserve the right to alter or remove any stand infringing the area allocated.
- b *All vehicles must be parked in the Trade Car Park. Should a vehicle be part of the stand please contact the Show Office when making your application in order to obtain special permission. If permission is granted vehicles will need to be fully screened.*
- c All stands must be occupied by the Company or individual to whom they have been let. No sub-letting, stand sharing or assignment of areas will be allowed without the permission of the organisers.
- d Payment of all stands should be received by the 1st April 2012, admission passes will then be sent. If anyone has not paid prior to the event they will be unable to set-up, and will not be invited back in future years.

45 **ORGANISERS OFFICE**

The Organisers Office known as the Show Office will be manned during normal office hours from Monday to Friday 9.00am to 5.00pm until Friday 1st June 2012. From Tuesday 5th June the Show Office will be moved to the Showground and will be open daily. Contact telephone and fax numbers remain the same.

46 **PARKING**

Parking will only be permitted in designated areas. Parking will only be allowed on showing the appropriate car parking and personnel pass. Please note some parking areas have changed from previous years.

47 **PASSES**

All passes will be issued well in advance of the Show. If you have any queries relating to passes please contact the Show Office. The showing of passes must be strictly adhered to. Without the appropriate passes your staff may not be allowed on site without incurring an extra charge.

48 **PLANT CRECHE**

A Plant Crèche is provided. All exhibitors may advise the public of the Plant Crèche. Porters are also available to take items to and from the Plant Crèche and also to individual cars.

49 **PORTERS**

Porters can be found at the Plant Crèche and can be used by the public to remove items purchased from the Showground to their cars.

50 **PRESS**

A Press Tent is available on-site. Queries should be made through the Show Director. If you have any Press Releases or information of relevance to the Press please leave this with the Show Office for the attention of the Show Director prior to the start of the Show.

51 **PUBLIC ADDRESS SYSTEM**

The Public Address system will be used at appropriate times throughout the Show advising the public of events and activities taking place on the Showground. This system will also be used in the event of any emergency announcements and we request that all exhibitors listen to all such announcements. Under no circumstances will messages of a general nature, nor individual or publicity messages for exhibitors be relayed over the PA system during the event. The PA system will however be used to inform the public of general activities.

52 **PUBLIC OPENING TIMES**

The Holker Garden Festival will be open from 10.00am to 5.30pm on Friday, Saturday and Sunday. Please note that we are likely to be opening the gates at least 45 minutes prior to the published time to reduce traffic queues. For this reason we expect all exhibitors to have removed vehicles and be ready to trade from 9.00am.

53 **RE-INSTATEMENT OF SITES**

No excavation of sites may be made without the express approval of the Show Office, and ground must be re-instated by the exhibitor to the satisfaction of the Show Office. A deposit may be required. Re-instatement of land should be completed by midnight on the last day of the Show. Exhibitors/Traders unable to comply with this requirement should consult with the Organisers. Any breach of this condition will render the Exhibitor/Trader liable to an account from Holker Estates Company Limited for the cost of clearance.

54 **REMOVAL OF EXHIBITS - BREAKDOWN**

- a No goods can be removed from the Showground until after the closure of the Show at 5.30pm on Sunday 10th June 2012. In addition, all access points will also remain closed until that time.
- b Flow of traffic during the breakdown will be strictly controlled by Stewards on duty. Only after the Show closes at 5.30pm, and as soon as possible after this time, when it is safe to do so, will exhibitors' vehicles be admitted to the access points on the Showground. Exhibitors/Traders have until dusk on Sunday 10th June to clear their stands entirely. All vehicles and fittings must be removed from the Showground by that time. The Show Office has the right to charge Exhibitors/Traders any additional costs, which may be incurred as a result of failing to vacate the Showground. By prior arrangement some exhibits may be left until the following day.

55 **RESERVATION OF RIGHT**

Acceptance of trade stand/display spaces are made subject to the Terms and Conditions shown on the contract. The Organisers reserve the right to refuse admission or to require the removal of any Exhibitor/Trader found to be in breach of these Terms and Conditions, and the decision of the Show Office shall be final. Any stand holder found to be in serious breach or contravention of the Terms and Conditions set out, will be required to vacate the area immediately.

In the event of the cancellation of the Show due to any cause whatsoever, a refund of the booking fee will only be made if the cancellation is made before the 1st May 2012.

56 **SECURITY**

The organisers expressly decline responsibility for any loss or damage, which may befall the person or property of the exhibitors from any cause whatsoever. Exhibitors are warned not to leave their stands with exhibits unattended at any time while the Showground is open to the public, whether during the installation, open or dismantling periods. Please ensure that portable exhibits and equipment such as mobile phones are adequately secure and are kept under surveillance. In the event of loss or damage immediately inform the organising official on duty.

Security Guards will patrol the Showground from early evening to 7.30am daily. Security will also be in evidence during the public opening times by way of Stewards. Security is provided as a preventative measure.

57 **SELL-OFF TIMES**

Please be reminded that the sell off of all plants regardless of your location at the Holker Garden Festival must not commence prior to **4.00pm on Sunday afternoon**. We are grateful for your cooperation in adhering to this rule. **Stands who do not observe this request will not be invited to participate in future years.**

58 **SETTING UP**

The trade/display stand area will be available for setting up stands from noon on Wednesday 6th June. All stands/display areas must be up and ready for business/visitors by 9.00am on Friday 8th June. At no time after this date will stand holders be allowed on site to set up. Late arrivals will forfeit any stand fees paid.

On arrival at the site, Exhibitors/Traders should refer to the plan displayed at the Green Sentry Box at the entrance to the Showfield, showing the site layout and location of individual stands.

ONCE THE STANDS HAVE BEEN SET UP ALL VEHICLES MUST BE MOVED TO THE TRADE STAND CAR PARK. CARAVANS USED FOR OVERNIGHT STAYS MUST BE PARKED IN THE CAMPING AREA PROVIDED AND MUST BE BOOKED IN ADVANCE.

59 **SHOW OFFICE**

The Showground Show Office will be manned from Tuesday 5th June until Tuesday 12th June. The Show Office will be the central point for all enquiries of trade stand holders and exhibitors. If any urgent messages are to be left for yourselves this can be done via the Show Office, telephone number 015395 58838. The Show Office will be open until 7.00pm daily.

- 60 **STAND MANNING**
Exhibitors/Traders are requested to man their stands at all times during opening hours. **The public entrance is open at least three quarters of an hour before published opening times to try to avoid traffic queues. Will you please see that all vehicles are removed from your area and it is staffed at least an hour before the 10.00am published opening time.**
- 61 **STAND SHARING**
Please note no stand sharing is permitted, unless a joint application has been submitted and approved by the Show Manager.
- 62 **STORAGE**
There is no provision for the storage of packaging or materials within the Showground. Exhibitors must make their own arrangements for the removal and storage of all items within their stand.
- 63 **TELEPHONES**
Due to the nature of the site there are no public telephones available on the Showground.
- 64 **TEMPORARY EVENT NOTICES**
Exhibitors/Traders wishing to sell alcohol (on or off the premises) or to provide any form of entertainment may require a 'Temporary Event Notice (TEN)' from South Lakeland District Council. Exhibitors/Traders are responsible for acquiring their own TEN should they require one and failure to do so may result in the prohibition of trading/exhibiting or entertaining activities. A map of the showground will be required from the Holker Estate before an application can be made for TEN. Applications for TENs should be made in good time. Additional advice may be sought from SLDC on 01539 733333 or the Holker Estates Office. Refunds will not be given to Traders/Exhibitors who have failed to obtain a Temporary Event Notice and are subsequently prohibited from trading.
- 65 **TIMES OF ENTRY THROUGH NORTH LODGE GATES FOR STAGING & DISMANTLING**
Access to exhibitors during the lead up to the event are 7.30am to 9.30pm daily and during breakdown from 7.30am to 7.00pm unless by special arrangement.
- 66 **TRADE STANDS (HORTICULTURAL)**
We ask that all outside horticultural trade stands provide a small display garden which will be judged. This is to be housed within your space and should feature plants you are selling.
- 67 **TOILETS**
Toilets will be available from Monday 4th June in the Cricket Pavilion. A toilet block for exhibitors only will also be sited behind the Display Marquee during the Show dates.
- 68 **VEHICLE PERMITS**
Exhibitors/Traders and Contractors will be provided with vehicle permits in conjunction with the allocated number as seen in section 3. Permits will only be issued in advance of the Show. If further permits are required you must contact the Show Office at least seven days prior to the Holker Garden Festival.
- 69 **WATER**
Water will be provided if previously booked on the Application Form. Water cannot be provided on your arrival unless pre-booking and payment has been made. Additional communal water points will be available. We regret that water points cannot be ordered on your arrival. Water will be switched on on Wednesday 6th June. Standpipes will be available prior to this date.

ALL DETAILS CORRECT AT TIME OF GOING TO PRINT – SUMMER 2011

Show Office, Holker Hall, Cark-in-Cartmel, Grange-over-Sands, Cumbria. LA11 7PL
Tel: 015395 58838 Fax: 015395 58378 E-Mail: holkerfestival@holker.co.uk

DEFINITIONS

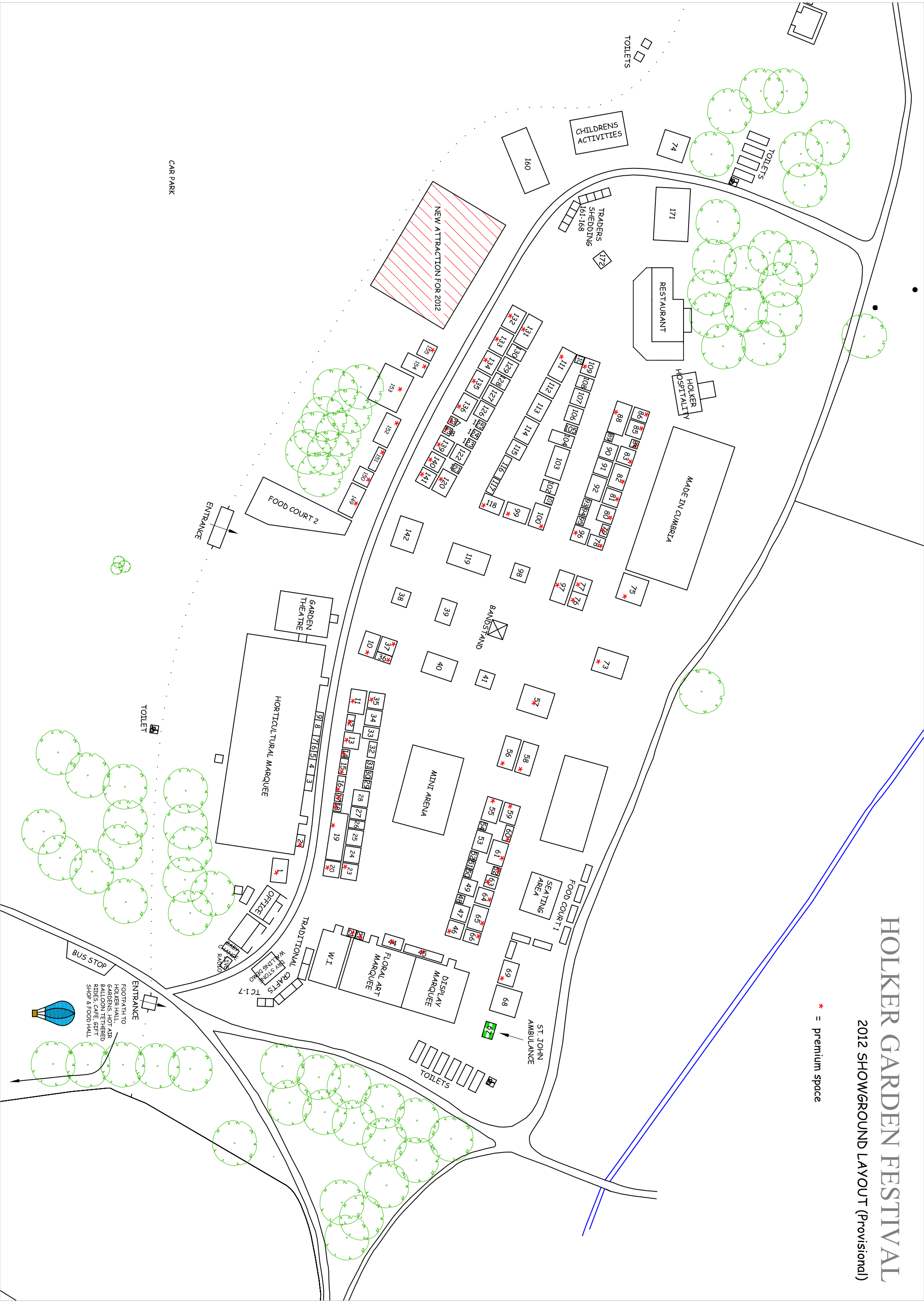
The following definitions shall apply: -

- A **The Holker Garden Festival** – is the name of the Show.
- b **Show** – the event itself which is located on the Showground, and open to the public from 10.00am to 5.30pm on Friday, Saturday & Sunday.
- c **Holker Garden Festival Site** – the wider area encompassing the Showground.
- d **Showground** – the total area which the Show occupies.
- e **Show Office** – the organising Office and central location for contact for all Exhibitors/Traders.
- f **Application Form** – individual applications and agreement with the Show Office to attend The Holker Festival.
- g **Organisational Committee** – those staff appointed by the Festival Committee organising the Show and working within the Show Office.
- h **Executive Committee** – the organising body with whom all decisions are final.
- i **Holker Estates Company Limited** – the organising trading company to whom all payments are made.
- j **Exhibitors/Traders** – all those participating in the Show.
- k **Company** – the Exhibitors/Traders who have made a successful application to trade at The Holker Garden Festival and whom agree to the Terms and Conditions of attending.
- l **Competitors** – Those exhibitors who are also competing within their Class for prize money.

HOLKER GARDEN FESTIVAL

2012 SHOWGROUND LAYOUT (Provisional)

* = premium space



CAR PARK

TOILETS

CHILDRENS ACTIVITIES

74

TOILETS

171

RESTAURANT

HOLKER HOSPITALITY

MADE IN CUMBRIA

FOOD COURT 2

ENTRANCE

GARDEN THEATRE

HORTICULTURAL MARQUEE

TOILET

BUS STOP

ENTRANCE

FOOTPATH TO HOLKER HALL, GARDENS, HOT AIR BALLOON, TETHERED RIDES, CAFE, GIFT SHOP & FOOD HALL



TOILETS

ST. JOHN AMBULANCE

FOOD COURT 1

SEATING AREA

MINI ARENA

BANDS LAND

TRADITIONAL CRAFTS

W.I.

FLORAL ART MARQUEE

DISPLAY MARQUEE

NEW ATTRACTION FOR 2012

TRADERS SHEDDING 161-168

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