

# GUILDFORD CATHEDRAL SUMMER ARTISAN FAIR (INDOOR EVENT)

**Saturday 7<sup>th</sup> June 2025;**

*Fair will be open 10.00am – 4.00pm*

## **EXHIBITOR APPLICATION FORM**

Please complete and return this form to The Events Department, Guildford Cathedral, Stag Hill, Guildford, Surrey GU2 7UP [events@guildford-cathedral.org](mailto:events@guildford-cathedral.org) by the **31.03.25** deadline

Business/Trading Name					
Contact Name					
Address					
Postcode					
Telephone Number					
Mobile Number					
E-mail Address					
Website Address					
Goods to be exhibited; please provide brief description and images.					
Please indicate which category MOST represents your products/business					
Art & photography		Gifts		Jewellery	
Baby/toys/games/kids		Garden & outdoors		Well-being & beauty (including melts, candles, essential oils)	
Clothing & accessories		Handbags & accessories		Other/novelty	
Food/Drink		Home decor			

Cathedral Building Nave	Size	Price (quoted inclusive of VAT)	YES/NO
Single Pitch	6' includes one 6'x2' trestle table	£110	
Double Pitch	12' includes two 6'x2' trestle tables	£180	
Access to Electricity (Limited spaces for electricity access, please indicate 'YES' to request this - These are not guaranteed)			

**We will be operating a policy of a maximum number of stands per product group.**

- Table - each single stand includes one standard-sized 6' x 2.5' trestle table; please advise if this is not needed.
- Table covering - exhibitors are required to bring their own table covering and to bring an additional cloth to cover their stall on the Friday evening.
- Gazebos – not permitted.

**VAT** - In 2016 HMRC issued guidance on the treatment of VAT in the provision of the supply of pitches for professionally organised fairs was not an exempt supply of land but the supply of a 'package of services' taxable at the standard rate of VAT. As a result, we now have to charge 20% VAT on all our pitch fees, this is included in the prices quoted. We have included VAT on the payment links which are sent if you are offered a stall. VAT is payable regardless of your VAT status.

**Parking** - You will be allocated one vehicle parking space on the Cathedral site. You may unload at the Cathedral entrance before parking. Your vehicle should be moved to the far end of the North Car Park as soon as possible after unloading to allow other exhibitors to unload. Parking is free for the two days for everyone.

**Check list:-** please attach relevant paperwork along with your application form

	Indicate whether you have included this paperwork
<b>Public &amp; Products Liability</b>  £2,000,000 limit of indemnity required as a minimum	

<b>Risk Assessment Completed</b>	
<b>Food/Drink Exhibitors:</b>  <b>Food Hygiene Certificate</b>  <b>Local Authority registration</b>  <b>Personal Licence</b>	
<b>Electrical Items</b> – these will need to have been PAT tested	
<b>Payment:</b>  <b>Payment is in full via a payment link</b>	After the deadline, stalls will be offered to selected stallholders. A link to pay will be contained in the email offering you a stall.

NB: stallholders do not need to apply for a Temporary Event Notice; Guildford Cathedral will organise one for the whole event.

I have read the cover letter and Exhibitor Booking Terms and Conditions and, by signing below, agree to be bound by the stipulations therein.	
<b>Signed:</b>	
<b>Name (please print):</b>	
<b>Position:</b>	
<b>Date:</b>	

Events Office, Guildford Cathedral, Stag Hill, Guildford, GU2 7UP Telephone: 01483 547 881  
[events@guildford-cathedral.org](mailto:events@guildford-cathedral.org)