



# BOOKING FORM

HIGHCLIFFE  
CASTLE

Contac Name

Company Name

Type of Business  WINE-MAKER  WHOLESALER  COFFE & BRISTRO  VINEYARD  
 WINE IMPORTER  WINE MERCHANT  RETAILER  RESTAURANT  WEDDING  
 ENOLOGIST  SOMMELIER  WINE SCHOOL  OTHER

Business Address

Post Code:

Phone Number.

E-mail address

Website

Social media Links

Facilities

POWER  EXTRA CHAIR  EXTRA TABLE CLOTH  
 OTHER. (Spec.)

BCP  
Council



## Terms and Conditions

- a) - The event will be open to **the trade 10:00-12:00** and to **the public 12:00-20:00** on Saturday 5th and **12:00-18:00** Sunday 6th October 2024.
- b) - Exhibitors are expected to be present at their stand throughout the event to talk to customers, or to find a suitable representative in case of their absence.
- c) - Exhibitors will be responsible for their own sales, and must take care to provide sufficient packaging, and payment facilities to ensure a smooth sales process.
- d) - Exhibitors in possession of their own card payment machines will be able to use them subject to sufficient network coverage (We can offer guest Wi-Fi access at the venue; however, you may wish to use your own mobile network)
- e) - Exhibitors will be allowed to leave items overnight on Saturday 5th October 2024 if they are exhibiting both days, but at their own risk. The Castle does not take any liability for any damaged or lost items. Exhibitors in the Winter Garden are requested to package up their items to store out of sight in the library.
- f) - Exhibitors are advised to dress warmly as the Castle is not fully heated in some areas in the colder months.
- g) - The event will take place in the state rooms at Highcliffe Castle, these include the Great Hall, Dining Room, Wintergarden, Drawing Room and Octagon.
- h) - The organisers reserve the right to amend any of the details above giving due notice and reasoning to exhibitors.
- i) - If you require a power supply we will try, where possible, to provide access to a plug, however, not all stands will have a power source. Please list on the booking form if this is required. PAT testing and Public Liability insurance must be provided ahead of the event to use the Castle power supply.

## Confirmation and Payment

- Exhibitors offered a stand at the event must secure their place by 03rd of September 2024. by returning the following:
  - a) - A signed copy of these terms and conditions
  - b) - Full payment of the exhibitor fee.
  - c) - Proof of public liability insurance (minimum £5million).
  - d)- Proof of PAT tested equipment if electrics are required for use,
  - e) - Copy of your food hygiene certificate if food/ drink items are to be sold.

## Promotion

- a) - Highcliffe Castle will promote the event extensively using BCP advertising, online listings, and all social media platforms.
- b) - Exhibitors will be expected to also use their own promotional tools such as social media and newsletters to promote the event. (Following confirmation of your attendance the Castle team will send out suitable digital promotional material for your use)
- c)- The venue will also offer promotion for the event through displaying promotional material and advertising to the local community and daily visitors.
- d) - **Any promotional material** on the day must be displayed on your own boards, **not on Castle walls or pillars.**

## Dorset Wine Festival (DWF) Terms and Conditions (continued)

### Setting up/Packing Down -

**Access** will be available to set up from 08:00 on Saturday 5th and Sunday 6th October (for if you wish to take all items away with you). The accessible parking area near the entrance may be used for loading and unloading only. All artists should have unloaded and parked their cars by 09:00am on each day of exhibiting.

**Parking** is available free of charge on site for one car per stall holder only. A member of the team will be available to guide you. The event will finish at 18:00 after which exhibitors can begin setting down. Exhibitors must be off site and all equipment and stock removed by 21:00 Sunday 6th October. Exhibitors must not begin setting down exhibits until after the event closes.

## Dosert Wine Festival (DWF)

### Terms and Conditions (continued)

**The event** will finish at 20:00 after which exhibitors can begin setting down. Exhibitors must be off site and all equipment and stock removed by 19:00 Sunday 6th October. Exhibitors must not begin setting down exhibits until after the event closes.

**One table and one chair** are included in the price of the space. (Tables are standard trestle table size: 6ft by 2ft) Please note tablecloths are not provided. (10 wines show by table )

**The organisers will allocate** table space according to information provided by exhibitors. Allocation and positioning of stands is at the discretion of the organisers. Pitch areas may be used in the most effective way to display your work, any additional display stands, rails etc. of your own must be positioned within your booked space and must not obstruct access, pathways or visibility of other exhibitors stands.

**Walls/picture hanging** – Exhibitors wishing to display 2D works of art are advised to supply their own display boards/easels etc. Exhibitors are unable to use the walls within this Grade 1 listed building.

**Electrics** – If you are using an electricity supply you must use a circuit breaker or residual current device and ensure any leads or cables do not cause a trip hazard to the public, other traders, or your employees. Any electrical appliances used by exhibitors must have a current PAT test certificate.

### Payment details

**Fees are £1200** (including VAT) for Saturday 5th and Sunday 6th October 2024 (Weekend Both days).

**Inaugural Special Promotion: £500** Exhibition Contract 2024 1 table/chair - display for up to 10 wines. **Additional Benefit:** Option to reserve a table for the next year (2025) at the same rate of £500.

Please pay by Monzo to the following details using the prefix **DWF + Your Business name** as reference: example Kelly Art followed by your (Business name) e.g. DWFKellyart

Name: **Dorset Wine Festival Limited** Sort Code: **04-00-03** Account Number: **57392156**.

**I/We would like to participate in DWF 2025.**

Signed

### Cancellation & Refunds

- Cancellation by the exhibitor must be received in writing (email is acceptable) at least 35 days before the date of the event. Fees will be non-refundable in this situation unless a suitable replacement is found and agreed by the organisers. Stalls are non-transferable.
- If the event is cancelled or postponed for reasons relating to the Covid-19 pandemic, exhibitors will be offered a full refund.
- Highcliffe Castle cannot accept responsibility for other unforeseen circumstances which could affect trade over the weekend, and no refunds will be given on these grounds.
- If the event must be cancelled, interrupted, or curtailed due to unforeseen circumstances outside of the organisers control, the organisers shall not be liable to make good any loss incurred by exhibitors.

Capital Name

Signed

Dated

