



Sunday 26th May 2019

Belfast Castle



EXHIBITOR INFORMATION PACK

We are delighted to announce that The Marvelous May Fair will be back again on Sunday 26th May 2019 at Belfast Castle!

We are now seeking applications from sellers of handmade and vintage products and services which fall into, but are not limited to, the following categories:

- Furniture, Homewares & Soft Furnishings
- Clothing, Fashion Accessories
- Jewellery
- Books and Stationery
- Artisan Food & Drink
- Art & Photography
- Toys & Child/Baby Goods
- Health and wellbeing
- Sewing and crafting supplies
etc.

There will be limited space in each category so early booking is advisable to avoid disappointment.

STALLS & PRICING

The following stall sizes are available

GROUND FLOOR SINGLE £50

*Room for one trestle table or rail only**

GROUND FLOOR DOUBLE £95

Room for two trestle tables, or one table and one rail

FIRST FLOOR SINGLE £45

*Room for one trestle table or rail only**

FIRST FLOOR DOUBLE £85

Room for two trestle tables, or one table and one rail

- Tables and chairs will be provided by the venue & organiser.
- If you require electric this is included in the price but exhibitors must supply their own long extension lead in case stall is not located directly beside a power socket.
- Exhibitors may opt to book an empty space for their own display furniture

The allocation and location of spaces within the venue is at our discretion but if you have any special needs we will try to accommodate these where reasonably and practicably possible.

EVENT PROMOTION

- The event will be publicised through press releases, on local event listing sites, Facebook advertising and through our own website, social media pages, mailing list, and flyer campaign.
- Exhibitors are listed as standard on the Exhibitor List on our website with a direct link back to their website, Facebook page, or blog.

BOOKING PROCEDURES

Space always sells out well in advance of our events so early booking is recommended to avoid disappointment.

- Go to the [website booking page](#) to submit the online booking form.
- On receipt of your booking form we will confirm availability of space and issue a PayPal invoice to complete the booking process.

PLEASE NOTE: Payment should be made in full by PayPal within 4 days of reserving a space to secure the booking.

TERMS AND CONDITIONS

Placing a booking for this event will indicate that you have read, understood and accepted all terms and conditions below, including the Cancellation Policy.

EVENT AND VENUE RULES

Exhibitors will be notified of set up times, access details and other rules regarding set up and breakdown of stalls in advance of the fair, and these must be complied with to ensure smooth running of the event.

SECURITY, INSURANCE & INDEMNITY

The organiser and the venue are not responsible for any loss or damage that may occur at any time during the fair, event set-up or break-down, and valuables should

not be left unattended. Each exhibitor has the responsibility to ensure that they have adequate public liability insurance.

Each exhibitor is responsible for any loss, damage or injury to person or property arising from any negligence on their behalf at any time during the event. The exhibitor shall indemnify the organiser, and the venue, in respect of any loss, damage or injury arising from their acts, negligence or omission.

CANCELLATION POLICY

Cancellations made up to 4 weeks before the event will be subject to a 50% charge of the total booking cost to cover administration costs. Alternatively the booking may be transferred to a future event. If cancellations are made with less than 4 weeks notice to the event the exhibitor will not be eligible to transfer their booking to another event and no refund will be applicable. Exhibitors who fail to attend on the day of the event for any reason will not be eligible to transfer their booking to another event and no refund will be given.