



# **THE WONDERFUL WINTER FAIR**

## **at Brownlow House Lurgan**

**Saturday 20<sup>th</sup> November / 11am-3pm**



## **Exhibitor Information Pack**

We are delighted to return to this beautiful venue for 2021 – Brownlow House, a stunning country manor overlooking the scenic surroundings of beautiful Lurgan Park. From the moment you enter ‘the castle’ you are surrounded in luxury with ornate high ceilings, grand spiraling staircases and stunning stained-glass windows, making it a picture-perfect setting befitting of a Frock Fairs event! Visitors can also relax in the grandeur of the Brownlow House tearooms and learn more about the war time history of this stunning house in Brownlow HQ Museum.

Our next event at Brownlow House will be THE WONDERFUL WINTER FAIR on Saturday 20<sup>th</sup> November.

We are now seeking applications from sellers of handcrafted, vintage and holistic goods and services, including but not limited to:

- Textiles, Clothing & Fashion Accessories
- Furniture, Homewares & Decor
- Jewellery
- Books and Stationery
- Sweet Treats & Artisan Food
- Art, Craft & Gifts
- Toys & Children/Baby Goods
- Sewing / crafting / upcycling supplies
- Beauty and wellness
- Seasonal crafts

This venue will accommodate around 30 exhibitors. There will be limited space in each category so early booking is advisable to avoid disappointment. We have the right to reject any applications which we feel don't fit the ethos of our fairs.

## STALLS & PRICING

The following stall sizes are available

**6ft Trestle Table** **£38**

*Limited number of tables available*

*This will be removed from the booking form when all are used\**

**Space only** **£35**

*Exhibitor to provide own table (6ft max)*

*\*Please note that the number of tables available is limited so these will be allocated on a strictly first come first served basis, empty spaces are discounted at the time of booking. Once these have all been allocated, exhibitors will be required to provide their own table. Early booking is recommended if you need a table. Chairs will be provided by the venue & organiser.*

Access to electric is limited and again these will be allotted on a first booked basis (if electric is required).

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.

## **PUBLICITY**

The event will be publicised through press releases, on event listing sites, on the Brownlow House website, and through our own website, social media pages, newsletter, mailing list, and flyer campaign.

Sellers 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, understand and accept 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.