**Winter Fest -** **26th & 27th November 2022**

**Stallholder Information**

Join us for our 5th Winter Fest event here at Torre Abbey!

Our indoor Christmas craft and gift fair is growing in popularity every year and last year we experienced our largest footfall and number of purchases yet!

We introduced the Spanish Barn as the venue, which was so successful we have decided to host it there again this year!

This charming event offers visitors the chance to buy a range of unique handmade Christmas gifts, as well as enjoy some festive music and a glass of mulled wine.

Admission also includes entry to the Abbey to view our wonderful exhibitions.

We also hope to offer family activities in one of the spaces on site.

We are currently taking applications from stall holders who have high quality traditional or contemporary gifts to sell.

**Winter Fest Opening Times**

10-4pm daily

 **Only £3 admission for Adults, Children (Under 18) £1**

The stunning Barn is always popular with visitors and will look beautiful with sparkling fairy lights and festive decorations. We will have mulled wine and hot chocolate for sale in this space.  As the Spanish Barn is separate from the Museum, we can allow food stalls in this area. A note to stallholders – in this space you will need to wrap up warm – think, being outside but not getting wet if it rains!

Free tea and coffee for stallholders will be available in the barn.

**Costs of stalls**

Single stall – Inside the Spanish Barn - £30

Double stall – Inside the Spanish Barn - £60

All stalls include 1 x 6ft trestle table and 2 chairs. You are welcome to bring boards for behind the table but unfortunately you cannot fix to the walls in the building. No additional tables, or floor standing displays are permitted due to health and safety space requirements. Power is available at no extra cost but is limited to a certain number of stallholders. Please indicate if you would need a power supply on your application form.

**Payment**

Payment is due once you are offered a place at the event. It is non-refundable if stalls are cancelled by the stallholder within 90 days of the event. Torre Abbey will issue refunds if the event must be cancelled due to circumstances beyond our control. Payment will be arranged by the Events Coordinator and can be made over the phone, or in person at Torre Abbey.

**Setting up**

Slots will be available for you to set up on Friday 25th November (9.00am-4.30pm) or Saturday 26th November (8.00-9.30am). All stalls must be ready for 9.30am.  Any packaging you use to carry goods into the Abbey will need to be returned to your vehicle and brought back for packing up.

**Stallholder parking**

There is only blue badge parking on site for visitors, but there are pay and display car parks close by either at Torre Valley or the Riviera Centre, and plenty of on street spaces. When you are unloading and loading you can of course bring your vehicle on site. All cars must be off site between 9.30am-4.00pm daily.

**Public Liability Insurance and PAT testing**

All stallholders will need to have Public Liability insurance in place and will need to provide evidence of this via email prior to the event. Any electrical items used must be PAT tested and certificates emailed to Torre Abbey prior to the event.

**Applications are being accepted until  5pm on Friday 22nd July 2022. Following this, a panel will view applications and successful applicants will be notified.**