

# 2<sup>nd</sup> & 3<sup>rd</sup> June 2012, Wiston House, West Sussex



Now in its fourth year, BigChurchDayOut is all set for its largest year yet as its programme expands over both the Saturday and Sunday of the Bank Holiday Weekend on June 2nd and 3rd 2012.

The event has rapidly grown to be one of the largest UK annual Christian gatherings, with a reputation for inviting some of the strongest line-ups of Christian artists ever seen at any UK event.

In 2012 we are expecting crowds in excess of 10,000 on both the Saturday and Sunday, and the ever packed Marketplace will remain as always right next to the main arena, and closest to where all the action happens.

## How Can You Be Part Of BigChurchDayOut?

We're looking to create a 'lively and fun-filled marketplace' – somewhere where people can really engage with lots of different types of organisations. We're particularly interested in organisations that sell products, do demonstrations and run participative activities. We believe that this event is a great opportunity to reach a new audience in a relaxed and informal setting.

Located in a marquee, adjacent to the Main Stage Arena, the Marketplace will also be home to the bookshop and artists stands making it a key place for people to visit to pick up their event merchandise.

*Prices start from just £275.*

We will be doing our best to encourage Main stage artists to come and sign merchandise in the Marketplace throughout the event. This will bring even more people into the venue.

**How to Book** To book your place simply complete the attached form and return it to: Victoria Brocklebank, BigChurchDayOut, c/o 14 Horsted Square, Uckfield, TN22 1QG. Spaces are limited so please return your form as soon as possible to avoid disappointment (and no later than 11th May).

*Please note that your application is an offer to participate which we are entitled to accept or decline. We are not bound in any way to offer you a place within the Marketplace as a result of your signing and returning your application form. If you are unsuccessful in your application your cheque will be returned to you.*

[www.BigChurchDayOut.com](http://www.BigChurchDayOut.com)

# Marketplace Booking Form



**Your Details:** Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Rental of space:** *I would like to book:*

**Important Note:**  
There will be no  
commission  
payable in 2012!

	Stand Space	Power	Tables	Chairs	Total
<b>Sat 2<sup>nd</sup> &amp; Sun 3<sup>rd</sup> June</b>	[ ] 2mx2m @ £425	[ ] £35	[ ] £12	[ ] £8	_____
	[ ] 3mx2m @ £625	[ ] £35	[ ] £12	[ ] £8	_____
	[ ] 4mx2m @ £825	[ ] £35	[ ] £12	[ ] £8	_____
[ ] <b>Sat 2<sup>nd</sup> June only</b>	[ ] 2mx2m @ £275	[ ] £20	[ ] £7.50	[ ] £4.50	_____
<b>Or</b>	[ ] 3mx2m @ £400	[ ] £20	[ ] £7.50	[ ] £4.50	_____
[ ] <b>Sun 3<sup>rd</sup> June only</b>	[ ] 4mx2m @ £525	[ ] £20	[ ] £7.50	[ ] £4.50	_____

Please note: One day bookings have only a limited number of spaces available

**Your Products:** Please give details of the products/services that you will profile as well as information about your organisation. Please use a separate sheet if necessary. **Note:** if your application is accepted you will only be entitled to sell the products listed here.

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**Other Opportunities:** Sorted and Liberti Magazines will be distributing 10,000 free copies of each magazine to attendees at the BigChurchDayOut in 2012. Both magazines are offering a 10% discount on all advertising in the June edition of the magazine to BCDO exhibitors. Please contact [steve@sorted-magazine.com](mailto:steve@sorted-magazine.com) for rates and further information.

**Declaration:** I have read and accept the Terms and Conditions of the Marketplace at BigChurchDayOut and agree to abide by them should my application be accepted. I have enclosed:

Cheque for full payment (payable To 'Essential Event Management')

A letter from my insurer (as per Terms and Conditions)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:**  
**Victoria Brocklebank, BigChurchDayOut, c/o 14 Horsted Square, Uckfield, TN22 1QG**

## BigChurchDayOut Marketplace Terms & Conditions

- 1. Contract** This Contract sets out the terms and conditions upon which your organisation (“you”) will attend the Marketplace. The Marketplace is organised by BigChurchDayOut (Company Number 6794709, Registered Charity Number 1127987). Essential Event Management is acting as agent on behalf of BigChurchDayOut and will handle the logistics and planning for the Marketplace. Your contract for participating in this event is with BigChurchDayOut and your booking is subject to these terms and conditions as set by BigChurchDayOut.
- 2. Your application** Essential Event Management will process your application on behalf of BigChurchDayOut and reserves the right to decline any application that in the absolute discretion of either Essential Event Management or BigChurchDayOut is deemed unsuitable without entering into correspondence. If your application is accepted you will be sent a Booking Confirmation.

Whilst all types of organisations are welcome to apply, priority will be given to those booking on multiple days and whose presence would enhance the concept of ‘lively and fun-filled marketplace’. This would typically be those who engage with visitors through product sales, demonstrations and participative activities.

- 3. Fees** The price you will pay will be the rental fee shown on the application form. All rental fees are payable upon application. A cheque should be enclosed with your application form. Applications which do not include payment for the rental fee in full will be returned and this could result in you missing out on a place in the Marketplace. Cheques should be made payable to ‘Essential Event Management’ and will be banked only once your application is accepted. All fees shown are inclusive of VAT at the current rate and where applicable.
- 4. Insurance** You are required to have your own Public and Product Liability Insurance, with an Indemnity Limit of at least £5,000,000 per claim and such insurance policy must include an Indemnity to Principals Clause including subrogation rights. Neither BigChurchDayOut nor Essential Event Management can be held liable/responsible for any loss or damage to your property and you should ensure you have the relevant insurance cover in place, including personal effects cover for all participants.

You are required to enclose with your application, a letter from your insurer, on their letterhead, confirming the following:

- The name of the insured organisation
- The limit of your indemnity in respect of Public and Product Liability
- The dates between which the insurance is valid
- If your organisation is not named as the insured organisation then you should send proof of your organisation’s relationship to the insured.

If you do not have Public and Product Liability insurance please visit the Exhibitors page at [www.BigChurchDayOut.com](http://www.BigChurchDayOut.com) for details of organisations who will be able to help you obtain this or contact AT Bell (<http://www.atbell.co.uk/>).

- 5. Cancellations** If you wish to cancel your place in the Marketplace then you must do so in writing to Victoria Brocklebank, c/o Essential Event Management, 14 Horsted Square, Uckfield, TN22 1QG or to [info@essentialeventmanagement.com](mailto:info@essentialeventmanagement.com). Please note that no refund will be given.
- 6. Security** The Marketplace is located in an open area with public access. BigChurchDayOut and Essential Event Management exclude all liability and responsibility for the security of your stand and stock. You will be responsible for the security of your stand, stock and equipment at all times and should ensure that you have the appropriate insurance cover in place.
- 7. Sales & Promotion** Any additional activities including, but not limited to, surveys or questionnaires must be approved in writing by Essential Event Management, by 11<sup>th</sup> May 2012. Please note that you will not be entitled to sell or give away food and drink for consumption on the premises from your stand.
- 8. Staffing** You will be responsible for ensuring any volunteers or workers you use or employ on your stand from outside the European Economic Alliance hold the correct visa to work in the UK. Neither BigChurchDayOut nor Essential Event Management will take responsibility for confirming their eligibility to work in the UK. Under 16s will not be permitted to work or be present on your stand unless accompanied by an adult. It is your responsibility to carry out Risk Assessments for Under 18s working on your stand. You will receive two free passes for your staff to enter the programme. Any further passes will need to be purchased directly from BigChurchDayOut. Please note that your stand must be staffed at all times.  
  
Please note that it is a condition of your participation in the Marketplace that you ensure that your staff and volunteers are suitable to come into contact with children and vulnerable adults. You will be required to complete a form confirming that this is the case. If this form is not returned to us in advance of the event then your staff will not be able to join the Marketplace team.
- 9. Space** You will be provided with an area of floor space, within the marquee, as detailed on your Booking Confirmation. A shell scheme (which is the walled structure fitted around exhibition stands) is not provided. You will need to provide your own display panels to fit the given floor area. These must be a maximum of 2.5 metres high. Both BigChurchDayOut and Essential Event Management reserve the right to re-lay the stand plans and/or re-allocate, move or adjust stands as necessary and to close entrances, exits and access to the exhibition area as it deems necessary (in its absolute discretion). Your stand must be erected within the area marked out by the Marketplace Manager and this will be strictly enforced.
- 10. Electrical equipment** Any electrical equipment or appliances which you propose to use in the Marketplace require a current Portable Appliance (P.A.T.) certificate. **Please bring the certificates with you to the event as you will be required to produce them to the Marketplace Manager. You will not be permitted to use any electrical equipment or appliances which you cannot produce a PAT certificate for and this will be strictly enforced.**
- 11. Fittings** All stands, fittings and materials, which you propose to use in the Marketplace, must be fire-retardant in accordance with the appropriate authorities. If you have fire-proofed items after purchase you will need to bring official confirmation detailing when, in the last twelve months, the fire-proofing was undertaken and which product was used.

**You will be responsible for providing tables, chairs, cloths and backdrops or display boards for your area.** Tables and chairs may be booked using the attached booking form, subject to availability. All fittings should be of professional exhibition standard. All articles, goods, advertisements, signs and any other materials exhibited must comply with the law and be free from any offensive or defamatory images, words or statements. They must not infringe any copyright, trademark, design, patent or other intellectual property right and must conform with any statutory provisions or regulations relating thereto. Both BigChurchDayOut and Essential Event Management, reserve the right to ask you to remove anything from your stand which is not appropriately certified or which it deems unsuitable, in its absolute discretion. You will indemnify BigChurchDayOut and Essential Event Management against all actions, costs, claims and demands in respect of any breach of the provisions of this clause. You will immediately remove any item from your stand when requested to do so by a member of the Marketplace Team.

- 12. Power supply** Power supply may be booked using the attached booking form, subject to availability. Please note that power may not be available in all locations and will be allocated on a first come first served basis. You are therefore recommended to place your order as soon as possible. No guarantees are given for the availability of power in any location. The power supply will be suitable for running domestic appliances such as TVs, DVDs and laptops with a total 5amp limit per stand. A single extension lead may be used. 'Daisy-chaining' (attaching one extension lead to another) is strictly prohibited. Power supply prices are inclusive of VAT at the current rate.
- 13. Set-up and Breakdown** Set up and breakdown details will be advised to you once your application is accepted. Set up will be done in stages and you will be advised of the time that you are able to access the venue. **Please note that you will not be allowed to set up before your allotted times so please do not arrive at the venue any earlier than advised.**

You will be responsible for the delivery, erection, manning, dismantling and removal of your stand and material on your allocated space. **Please note, we are unable to accept early deliveries.** The safety of your area is also your responsibility and neither BigChurchDayOut nor Essential Event Management accepts any liability in this respect. BigChurchDayOut and Essential Event Management reserve the right to alter and/or close a stand which, in their reasonable opinion, is unsafe. **Stands must not be dismantled before the time advised by the Marketplace Manager and this will be no earlier than 9.00pm and may be considerably later.** All stands must be broken down by the deadline given by the Marketplace Manager. **Please ensure that your staff are willing to comply with break down timings.**

You will be responsible for removing all exhibits from your allocated space and for ensuring this space is delivered back to BigChurchDayOut and/or Essential Event Management in good order and clean condition, otherwise a fee for removing any such material or cleaning the space may be charged. You are responsible for making your own transportation arrangements to and from the event, including the provision of packing materials.

- 14. Opening times** The Marketplace will open at 11am and will close at a time advised by the Marketplace Manager.
- 15. Literature** All literature must be distributed and all activity must be conducted within the confines of your stand area.
- 16. Restrictions** Unless Essential Event Management have granted prior written authorisation you will not, and will ensure that none of your staff will, make or arrange any announcements with a microphone; signing sessions; publicised special appearances; sign-posting or activities outside of your allocated trading space. You may not sell, assign, rent, transfer, trade or share any part of your space with any other organisation, without prior written agreement. Any sound played on your stand must be at such a volume as not to cause interference or discomfort to those around you.
- 17. Accuracy of Information** All of the information provided to you in this application pack is currently correct, however, things can and do change and BigChurchDayOut and Essential Event Management reserve the right to make any necessary changes, including, but not limited to, programme or venue changes, without prior notice. Attendee figures are estimated at 10,000 per day, however, all attendee figures quoted in publicity or in this application pack are an estimate of anticipated attendance. No refund shall be given if attendee figures prove to be lower than those publicised.
- 18. Liability and Third Parties** Neither BigChurchDayOut nor Essential Event Management shall be liable to you for loss of profit, loss of business or depletion of goodwill in each case whether direct, indirect or consequential, or any claims for consequential compensation whatsoever (howsoever caused) which arise out of or in connection with these terms and conditions. Neither BigChurchDayOut nor Essential Event Management shall be in breach of this agreement, or liable for any failure or delay in performance of any obligations under this agreement arising from or attributable to acts, events, omissions or accidents beyond their reasonable control. Essential Event Management cannot be held responsible for failures of any third party including, but not limited to, BigChurchDayOut, venues, performers, promoters, sponsors, exhibitors, artists and speakers. By making your booking you agree to indemnify and hold both BigChurchDayOut and Essential Event Management, its affiliates, officers, agents and other partners and employees, harmless from any loss, liability, claim or demand, including reasonable legal fees, made by any third party due to or arising out of your booking. Nothing in these terms and conditions excludes or limits or seeks to exclude or limit BigChurchDayOut or Essential Event Management's liability for death or personal injury caused by their respective negligence or under section 2(3) of the Consumer Protection Act 1987 or for fraud or fraudulent misrepresentation or for any matter which would which would render this clause unenforceable.
- 19. Governing Law and Jurisdiction** This Agreement and any disputes arising out of or in connection with its subject matter are governed and construed in accordance with the law of England. The parties to this Agreement hereby irrevocably agree that the Courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement. If any provision of this agreement (or any part of any provision) is found by a court or other authority of competent jurisdiction to be illegal, invalid or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this agreement, and the validity and enforceability of the other provisions of this agreement shall not be affected.