



PROMOTIONAL OPPORTUNITIES 2024







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# BE A PART OF BIG CHURCH FESTIVAL 2024!

*We are so glad that you are thinking about being a part of Big Church Festival 2024.*

Every year when we ask for feedback from exhibitors one of the main comments is that they just love the Big Church atmosphere. We have many exhibitors telling us about the amazing conversations they have had, or how many have signed up to support or join their mailing lists, or how they sold out on their products plus many more stories!

But it is much bigger than this, we have exhibitors who have met people who have been impacted by their organisation or work. One quote I love is “I had one lady that came to me and said “If I came to Big Church



Festival just to hear about (organisations name) then it was worth it. I can go home now, I don't need to see anything else”.

We love it too that not only can your organisation be impacted with more sign ups etc... but how those attending Big Church Festival can be truly impacted by what you do. Who knows what could happen from just one attendee chatting to you on your stand? Our vision is to create the space in the Expo and Tea Garden Market for such life changing conversations.

We really hope you're able to be with us in 2024!

**Tim Jupp**  
*Founder*



# ABOUT US

*Running since 2009, Big Church Festival gathers over 30,000 people from across the UK and beyond to worship together in the jaw-dropping surroundings of the Wiston Estate, in the company of some of the best Christian artists in the world.*

Each year, rippling flags and worship anthems ring out from the mainstage as families flock to the field of fun, and cream teas are served within earshot of choirs surrounded by the beautiful gardens of Wiston House. This is the church; all tribes and all ages, campsites becoming communities, memories in the making, the happiest festival-goers on the planet.

A FESTIVAL  
ALIVE WITH  
TECHNICOLOUR  
FAITH





# THE EXPO

This market-style venue offers you a chance to share your organisation's resources, gifts, ideas and treasures with the thousands of people on-site. It is the perfect place to raise awareness of your organisation's work, whilst feeling fully immersed in the event.

## The Expo space includes:

- . Access to an audience of more than 30,000 people across 2 days
- . A 2m deep space with various width options (2m, 3m, 4m, 6m)
- . Up to 3 event wristbands which give full access to the programme
- . Up to 3 camping wristbands
- . A single 13amp power supply
- . Access to our Expo wellbeing area
- . Wifi
- . The option to hire corner spaces, tables and chairs at an additional cost

To apply [Click here](#)

*Note: Restrictions may apply, please read our Terms and Conditions before booking.*





# THE EXPO QUOTES

To apply [Click here](#)



## JEMMA - JESUS STUDIO:

“We launched our Christian clothing business at BCF and couldn’t have asked for a better response. We got to meet so many amazing people, and share our story and kick start our new business. We had so much fun exhibiting with others whilst being able to enjoy the festival as well.””

**“We absolutely love be apart of Big Church and look forward to it every year! The team are a joy to work with and the Expo area is a highlight – a great buzz, loads of people passing through and you’re guaranteed quality conversations and connections!”** *COMPASSION UK*

## 2023 EXHIBITOR:

“Absolutely loved exhibiting at Big Church Festival! It was my first time going, and I loved the friendliness of people, other exhibitors, the atmosphere and the evening worship. Would love to be back! Thanks for all your help and work into putting this on.”

# THE EXPO PRICES

Despite our costs going up, to help you we've decided to put 2024 on sale at 2023 prices.  
*Our Early Bird rate is only until the 15th December 2023 - don't miss out!*

EXPO	EARLY BIRD	FULL PRICE	WRISTBANDS
2m x 2m*	£650	£750	2
3m x 2m*	£900	£1000	2
4m x 2m*	£1250	£1350	3
6m x 2m*	£1800	£1900	3
Corner space	£100	£150	<i>*Or 20% of takings, whichever is higher, if you are an exhibitor retailing products. Please visit our FAQs for further details.</i>  <i>All prices are exclusive of VAT.</i>
Table	£20	£20	
Chair	£15	£15	
Additional 13amp socket	£60	£60	
Additional Exhibitor Event Pass	£50	£50	
Additional Exhibitor Camping Pass	£22.50	£22.50	

If you would like a bespoke size, please email us and we will be happy to chat this through.  
All prices are exclusive of VAT.

To apply  
[Click here](#)



## EXHIBITION TIMELINE

- OCTOBER**  
Applications open online
- DECEMBER 15th**  
Early Bird Deadline
- APRIL + MAY**  
Complete all the forms on the accreditation portal and make sure all team members have been added and have received their e-tickets





# THE TEA GARDEN MARKET

*The Tea Garden Market sits nestled in the fairy-tale like gardens of Wiston House, giving it an idyllic, enchanting atmosphere ideal for selling unique artwork, craftwork or gifts.*

Since its addition to Big Church Festival, the Tea Garden Market has grown and flourished with a larger number of stalls becoming available. The Tea Garden Market has sold out in the past few years in just a couple of months, so make sure you get in there quick!

## A Tea Garden Market stall includes:

- Access to an audience of more than 30,000 people across 2 days
- A 3m x 3m pop-up marquee
- Up to 2 event wristbands which give full access to the programme
- Up to 2 camping wristbands
- A single 13amp power supply
- Refreshments
- Wi-Fi
- The option to hire tables and chairs at an additional cost

To apply [Click here](#)

*Note: Restrictions may apply, please read our Terms and Conditions before booking.*





# THE TEA GARDEN MARKET QUOTES

## *2023 EXHIBITOR:*

"I sell my fine art, originals and prints online. But I and my audience both benefit from the face to face conversations, testimonies, tears and prayers in my little booth at the Tea Garden. I am so blessed and encouraged to continue in this ministry and to see returning customers once again and hearing how God is moving and working in their lives creatively too."

**"Big Church is the best run Christian event I exhibit with! The communication is absolutely brilliant all year round and that makes all the difference. Thank you for looking after us so well before and during the event."** *2023 EXHIBITOR*

To apply

[Click here](#)

*Note: Restrictions may apply, please read our Terms and Conditions before booking.*





# THE TEA GARDEN MARKET



## PRICES

Despite our costs going up, to help you we've decided to put 2024 on sale at 2023 prices.  
The Tea Garden is always sold out by December, so we would advise to book as soon as possible!



TEA GARDEN MARKET	PRICE	
3m x 3m space	£350	All prices are exclusive of VAT.
Table	£20	
Chair	£15	
Additional Exhibitor Event Pass	£50	
Additional Exhibitor Camping Pass	£22.50	

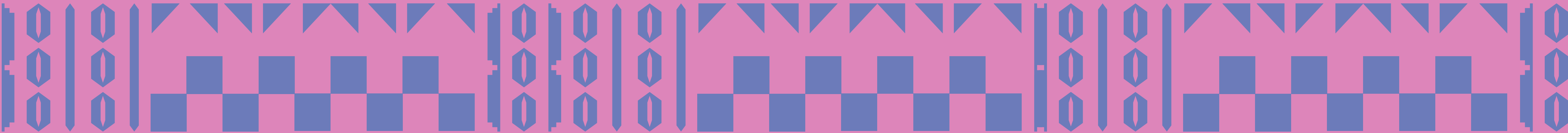
### TEA GARDEN MARKET TIMELINE

-  **OCTOBER**  
Applications open online
-  **APRIL + MAY**  
Complete all the forms on the accreditation portal and make sure all team members have been added and have received their e-tickets.

To apply

[Click here](#)

Note: Restrictions may apply, please read our Terms and Conditions before booking.





# ADVERTISING

*Are you looking to raise your organisation's profile on a large scale? Take up one of our advertising opportunities and reach tens of thousands of people.*

To apply

[Click here](#)



## BOOK + LANYARD PROGRAMME

Jam-packed with key information about artists, exciting activities and delicious goodies, the programme is THE place to find out what's on during the event. Nowhere else displays a timed schedule for each stage, making the programme incredibly sought-after.



## FENCE BRANDING

These large-scale panels are a powerful advertising tool. With guests exploring every area on-site, branded panels are not easily missed. They are located in areas of high footfall so they are a sure way of getting your advert noticed.



## THE BIG SCREEN

Our Big Screens are positioned at either side of the Mainstage. The Mainstage is the most popular area on-site so adverts played here are a guaranteed way of reaching the masses. Video and slide adverts will be shown alongside the live performance footage on both days at Big Church Festival.

### BIG SCREEN VIDEO

60 sec video, played 3 times per day.



### BIG SCREEN SLIDE

10 sec slide, shown 4 times per day.





# ADVERTISING PRICES



ADVERTISING	INFO	PRICE
Book and Lanyard Programme	Full page	£1250
	Half page	£850
Fence Branding*	1 panel	£750
	2 panels	£1400
	3 panels	£2000
The Big Screen	Main Stage video	£2750
	Main Stage slide	£750

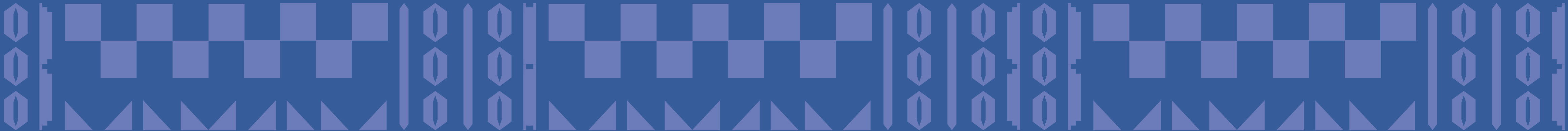
All prices are exclusive of VAT. The deadline for all artwork is 1st April 2024

\* Fence branding prices are inclusive of production costs

## MIZ PORTER ISINGPOP

“Every time our video came on at Mainstage we saw an influx of people visiting our stand in the Expo. It was brilliant and we’ll definitely be doing it again next year!”

To apply [Click here](#)





# ADDITIONAL SPONSORSHIP OPPORTUNITIES



## DELIVER AN ACTIVITY

Big Church wouldn't be Big Church without the fantastic, fun-filled activities delivered by our charity partners across site. Whether it's jumping off a high tower on the amazing "Leap of Faith" or pedaling to power the DJ on the incredible "Eco Disco", we love working with organisations who want to meet our audience by providing great quality content.

We're always looking for new and exciting ideas that will bring huge smiles to our amazing crowd. So if you have an idea you'd like to have a chat about, please drop our partnerships team an email and they will get back to you!



## OTHER IDEAS:

### ➤ TEAM LANYARD SPONSORSHIP

(approx 500 volunteers)

### ➤ CUP SPONSORSHIP

(Bar Cups, approx 9,000)

### ➤ TOILET SPONSORSHIP

(approx 350 toilets on site)

### ➤ MR TROLLEY SPONSORSHIP

For further information regarding sponsorships please email [partnerships@bigchurchfestival.com](mailto:partnerships@bigchurchfestival.com)





# EXPO + TEA GARDEN MARKET **FAQ'S**

## **WHEN WILL I KNOW IF MY APPLICATION HAS BEEN ACCEPTED?**

Once we have received your application, we will respond to you within 14 days to let you know if your application has been accepted. If you haven't heard from us after 14 days, then please let us know by emailing [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com).

## **WHEN DO I NEED TO PAY?**

After your application has been accepted, you'll be sent an invoice which will need to be paid within 14 days.

## **DO YOU ACCEPT APPLICATIONS ON**

## **A FIRST COME, FIRST SERVED BASIS?**

Our aim is to provide the best experience for our guests, exhibitors and advertisers. We may reject applications if we have already received applications from similar trades or organisations. For this reason, we advise you to submit your application as soon as possible.

## **WHEN IS THE EARLY BIRD DEADLINE?**

The Early Bird deadline is the 15th December 2023. If you want to make the most of our Early Bird offer, then we will need to have received your application by this date. Please note that the

Early Bird offer applies to Expo applications only.

## **DO YOU ACCEPT ORGANISATIONS TO EXHIBIT IF THEY DON'T HAVE PUBLIC LIABILITY INSURANCE OF £5 MILLION?**

Most stands/stalls will need insurance cover of at least £5 million. However, if your stand is a table and pop-up only, then we can accept Public Liability Insurance of at least 2 million. If you are unsure please email [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com).

## **I HAVE BOOKED A STALL IN THE EXPO AND PLAN ON HAVING DIFFERENT**

## **STAFF ATTENDING ON EACH DAY OR SWAPPING PART WAY THROUGH A DAY, CAN THEY SHARE WRISTBANDS?**

With a 2m x 2m or a 3m x 2m space, you'll be given 2 weekend wristbands and 2 camping wristbands. If you book a 4m x 2m or a 6m x 2m space, you'll be given 3 weekend wristbands and 3 camping wristbands. If you have extra staff attending on each day or swapping part way through the day, you'll need to purchase additional tickets. Additional tickets for staff can be booked when booking your stand at the reduced exhibitor price. The deadline for requests for additional staff tickets is 4th



# EXPO + TEA GARDEN MARKET **FAQ'S**

May. No additional tickets at the reduced exhibitor rate will be able to be purchased after this date.

## **SHOULD I APPLY TO BE IN THE EXPO OR IN THE TEA GARDEN MARKET?**

The Expo and the Tea Garden Market are very different. The Tea Garden Market is only open to businesses that fit the criteria of 'unique or handmade artwork, craftwork or gifts'. If you're unsure, feel free to email us at [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com).

## **WILL I HAVE TO PAY COMMISSION ON MY TAKINGS?**

For exhibitors in the Expo who are retailing products (taking payments for products at the event) you will be charged a 20% commission (+ VAT) on the total amount of your net sales. If your business is not VAT registered, the 20% commission (+ VAT) will be applied to your total sales amount.

Once you have reported your sales to us, we will deduct the cost of your pitch (ex VAT) from the commission due and only invoice you for any balance outstanding. Should your total

commission not exceed the cost of your pitch fee, you will not be invoiced for any commission.

You must report your total sales by Friday 14th June 2024. There is no commission payable on pitches in the Tea Garden Market.

Please find examples below so you can see how you will be invoiced.

### EXAMPLE 1:

VAT Registered Exhibitor : **Yes**  
Total gross sales: **£12,000**  
Total net sales (ex VAT): **£10,000**  
Commission payable as 20% of

net takings: **£2000 + VAT**  
Booked and paid for pre event:  
**4m x 2m which is £1250 + VAT**

Total commission invoiced by Big Church (Commission less pitch fee) = **£750 + VAT**

### EXAMPLE 2:

VAT Registered Exhibitor : **No**  
Total gross sales : **£12,000**  
Commission payable as 20% of takings: **£2400 + VAT ( £2880)**  
Booked and paid for pre event:  
**4m x 2m which is £1250 + VAT ( £1500)**

Total commission invoiced by Big Church (Commission less pitch fee) = **£1150 + VAT**



# EXPO + TEA GARDEN MARKET *FAQ'S*

## *WHY ARE YOU CHARGING 20% COMMISSION ON TAKINGS FOR RETAIL STANDS?*

We want to make our stands as affordable as possible and they are all priced to be competitive and offer value for money. However, we know that some stands are purchased in the Expo for retail purposes, and where this is the case our commission policy helps create a win-win for both the retailer and Big Church.

## *WHICH STANDS HAVE TO PAY COMMISSION ON TAKINGS?*

Any stand selling any products such as clothing, accessories, books, comics, jewellery etc... If you are a charity and selling any of the products listed you will need to send us your takings and pay commission if applicable. If you are unsure please email [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com).

## *WHY IS THERE VAT ADDED?*

All invoices for stands in the Expo and Tea Garden Market will be charged with VAT added. The only cases where we can zero rate some forms of **advertising** are included in this list [here](#).

## *DO I HAVE TO PROVIDE PAT TEST CERTIFICATES?*

You will need to provide us with PAT certificates for all electrical equipment and cables over 12 months old. These will need to be uploaded to our Accreditation system pre-event.





# ADVERTISING FAQ'S

## ***I DON'T PAY VAT ON ADVERTISING, CAN THE COST BE REDUCED?***

The advertising prices that are listed are exclusive of VAT. If you are a charity and you are VAT zero-rated on advertising, then please give us details when you apply.

## ***IF I BUY AN ADVERT IN THE PRINTED PROGRAMME, WILL IT GO IN BOTH THE BOOK AND THE LANYARD PROGRAMME?***

Yes. Advertising is the same in both versions of the programme but you will need to supply us with two different size adverts.

## ***DO I GET A DISCOUNT IF I BOOK ADVERTISING PLUS A SPACE IN THE EXPO OR TEA GARDEN MARKET?***

Our advertising opportunities are highly sought after and an essential income stream to support the event so unfortunately we cannot offer a discount on these opportunities.

### ***HOW TO BOOK***

#### **Step 1 - Read Our Terms + Conditions**

*You will be asked if you have read and agreed with our Terms + Conditions when you submit your application form.*

#### **Step 2 - Apply Online**

*Please fill in our online form to apply. We will assess your application and will contact you once we've decided whether or not to offer you a space or an advert.*

#### **Step 3 - Make Payment**

*When your application has been accepted, you will be sent an invoice that needs to be paid within 14 days. Once we have received your payment, we will email you to fully confirm your advert or space in the Expo or Tea Garden Market.*

#### **Step 4 - PLI, Risk Assessment + PAT Certificates**

*If you are exhibiting in the Expo or Tea Garden Market you will be sent an email regarding how to upload your PLI, Risk Assessment and PAT Certificates.*

We'd love to hear from you so please do email us at [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com) if you have any questions.



# TERMS AND CONDITIONS

*These Terms and Conditions apply to all people that take part in the Expo or Tea Garden Market as stallholders or who advertise at Big Church Festival.*

## DEFINITIONS

- **Expo and Tea Garden Market** = the name of the locations where stalls are located.
- **Stallholders** = any legal person or organisation who have applied for a stall in the Expo or Tea Garden Market.
- **You** = You, your employees and your agents.
- **Event / We / Us / Our** = Big Church Festival (registered charity-no. 1127987).
- **Contractors** = any other person who is authorised to act on behalf of Big Church Festival.
- **Expo Manager and Tea Garden Market Manager** = the person or persons nominated by us from time to time as managers of these areas.
- **Stall / space** = the physical space that can be booked and in which you will erect your display or the advertising space that can be booked.

## 1. APPLICATIONS

- 1.1. All applications must be made using our online application form. We are unable to take bookings over the phone.
- 1.2. We cannot guarantee that what you are applying for will be available at the time of your application.
- 1.3. Incomplete applications will not be accepted.
- 1.4. We cannot accept responsibility for non-arrival of application forms. If you have not heard from us within 14 days of submitting your application, please email [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com).
- 1.5. We reserve the right to decline your application at our absolute discretion and without entering into correspondence about the decision.
- 1.6. Applications for the Expo and Tea Garden Market are considered an application for a 'licence to occupy land' in the area designated as the Expo or Tea Garden Market.



## **2. PAYMENT**

2.1. The price you will pay is the price that is offered to you at the time your booking is accepted.

2.2. Any Early Bird prices will only apply if your application is received by us by the advertised date. If this condition 2.2 is not met then the full price will apply.

2.3. Full payment is required 14 days after applications are accepted as stated on your invoice.

2.4. We reserve the right to withdraw any offer if you do not comply with clause 2.3 above or do not meet any deadlines given to you.

2.5. We reserve the right to cancel your booking at our absolute discretion.

2.6. If we exercise our rights under clause 2.5 you will be notified of this in writing and any payment of the price will be refunded to you but you will not be entitled to any claim for loss whether directly or indirectly arising out of or in connection to the rejection of your application or the cancellation of your booking.

2.7. Submission of an application indicates your agreement to abide by these Terms and Conditions but these Terms and Conditions do not constitute an offer capable of acceptance.

2.8 Discounts are offered solely at our discretion.

2.9. VAT will be charged where applicable unless we receive proof of authorised zero-rated documentation which applies to advertising only. We will need to see this at the time of booking.

## **3. CANCELLATION**

3.1. Any cancellation must be notified in writing to exhibitors@bigchurchfestival.com. Please note we are unable to defer bookings to the following year.

3.2. If notice of cancellation, complying with clause 3.1 above, is received before 31st January then a full refund less 5% admin fee will be given.

3.3. Where notice of cancellation is received after 31st January then no refund will be provided.

3.4. Where it is necessary for us to cancel your participation, we will notify you in writing as soon as possible. In all circumstances except for those set out in Clauses 5, 8, 9 and 14, a full refund of your payment will be provided.

3.5. Except as expressly stated in these terms, all warranties and conditions whether express or implied by statute, common law or otherwise are hereby excluded to the extent permitted by law.



3.6. Neither party limits its liability for:

3.6.1. death or personal injury caused by its negligence, or that of its employees, agents or sub-contractors (as applicable); or 3.6.2. fraud or fraudulent misrepresentation by it or its employees

3.7. Save for clause 3.8.1 above our total liability to you, your employees or agents shall not exceed the price paid by you.

## **4. ACCREDITATION**

4.1 Big Church Festival operates an online Accreditation system which all relevant parties must complete fully before being allowed on site for Big Church Festival.

4.2 You will be contacted by one of our team outlining what information needs to be provided and in what format. This will vary depending on your business/organisation but failure to comply fully will result in non admittance.

4.3 Full instructions on how to complete the online Accreditation will be provided. If you have any queries please feel free to contact us by emailing [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com).

## **5. RESTRICTIONS**

5.1. Any offer to participate is made to the applying organisation only and must not be assigned, rented or transferred to any other person or organisation without the express written permission of

Big Church Festival. Such requests should be made to [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com).

5.2. You are only entitled to use your booking for the sale or promotion of your own products, activities and initiatives. Stalls should only feature those items that you list at the time of application. Should you attempt to use your booking for any other purpose then you may be asked to remove items, remove your stall from Big Church Festival or have your advertising booking cancelled. No refunds will be given in these circumstances.

5.3. All charitable collections or other donations of money must be agreed before the event by contacting [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com). We reserve the right to decline such requests. Please note we will only consider requests for collections if the initiative being collected for is part of your own organisation. Third party charitable collections will not be allowed.

5.4. All issues and products promoted must be suitable for a family audience and promoted in a way that is not likely to cause upset or offence to those attending the event. We reserve the right to decline applications that we do not feel meet this criteria, at our absolute discretion and without entering into correspondence.

5.5. All signs, materials, advertisements and any other activities taking place on your stall or in your advert must comply with the relevant laws, be free from defamation and be suitable for a family



audience. We reserve the right to ask you to remove any item or to reject any advert that we feel does not comply with this clause or which may cause offence to our guests. Such decisions are at our absolute discretion based on our knowledge of our audience.

5.6. The Expo creates a great space for you to engage and talk to the Big Church crowd about your organisation or ministry. Whilst we are keen for those that attend the event to encounter God in many ways, we do not feel it appropriate for those exhibiting in the Expo to practice their ministry, but rather use the opportunity to promote what they do and the opportunities they make available to others. This would include such things as personal prayer, prophecy, words of knowledge, prayer for healing etc being practised in the Expo tent itself which is a space dedicated for the promotion of ministry, rather than being the space for it.

5.7 St Andrews Bookshop has the sole franchise for selling books at the event. We can't allow for any other bookshops to be in the Expo.

5.8 Your stand comes with Wi-Fi access as part of the package. The Wi-Fi is shared with everyone in the Expo/Tea Garden Market. **It is imperative that no one sets up a separate router or tries to tether from their phone.** This attempts to create a separate Wi-Fi network and will not be successful (there is no 3G or 4G signal

on site) and you are likely to cause bigger issues including severely impacting the site wide WiFi for other users.

## **6. ADVERTISING**

6.1. Advertising space will be allocated at our discretion and specific space cannot be guaranteed, unless agreed in writing by us.

6.2. If artwork submitted in relation to an advertising booking is unusable then we will make all reasonable endeavours to obtain usable artwork from you within what we deem to be reasonable timescales. If we are unable to obtain such artwork from you then we reserve the right to cancel your booking and no refund will be available.

6.3 All relevant artwork related to your booking must be submitted to Big Church Festival by April 1st. Failure to submit relevant artwork will result in all loss of all payments and advertising opportunities unless specifically agreed in writing by a member of the Big Church Festival team.

## **7. MAIN STAGE VIDEO AND SLIDE ADVERTISING**

7.1. All video and slide advertising for use from our Main Stage must contain content that we deem appropriate to our audience, and must be of a high enough quality to be shown in the main arena.



7.2. Videos and slides shown at the Main Stage must not include a direct ask for financial giving, and must not give out phone numbers for donations via text.

7.3. We advise that your video or slide is aimed at advertising your organisation and driving footfall to your Expo stand should you have one.

## ***8. FENCE BRANDING AND PROGRAMME ADVERTISING***

8.1. All fence branding and programme advertising must contain content that we deem appropriate to our audience, and must be of a high enough quality to meet our standards.

## ***9. EXPO AND TEA GARDEN MARKET STALLS***

9.1. Specific stall locations may be requested but cannot be guaranteed.

9.2. Stalls will be allocated at our discretion.

9.3. We reserve the right to re-allocate or remove stalls, to close or move entrances and exits, to adjust stalls and to make other layout changes as necessary and at our absolute discretion, both prior to and during the event.

9.4. If you have been offered a specific stall location and your stall is re-allocated, you will be notified as soon as possible.

9.5. No refunds will be provided due to changes in allocation of stall space.

9.6. If, at any time, your stall location is deemed by us to be unsafe or unusable then you will be offered an alternative location. If a suitable alternative is found, deemed so by us, we shall not be liable to refund you, give a discount or compensate you for loss. If no alternative is available, the refund will be pro rata based on the amount of time your space is unusable.

9.7 Bookings for the Expo are based on the price shown in this brochure or 20% of takings, whichever is higher, this applies to exhibitors in the Expo who are retailing products only (taking payments for products at the event) you will be charged a 20% commission (+ VAT) on the total amount of your net sales. If your business is not VAT registered, the 20% commission (+ VAT) will be applied to your total sales amount. Payment equal to the brochure prices will be payable on acceptance into the Expo. Exhibitors will then be required to submit their takings to Big Church Festival by Friday 14th June 2024. Failure to do so will mean we may not accept future applications. An invoice will be issued for any balance due.

9.8 All stands must be manned during opening hours. If a stand is not being manned, we reserve the right to dismantle and remove the stand. No refund will be made.



9.9 All stands must be one sided unless agreed with us prior to the event. Double sided stands will be dismantled and no refund will be given.

## ***10. EXPO AND TEA GARDEN MARKET INSURANCE***

10.1. Expo and Tea Garden Market applicants will be required to provide evidence of Public Liability Insurance with an indemnity limit of no less than £5 million and an Indemnity to Principals clause including subrogation rights. However, if your stand is a table and popup only, then we can accept Public Liability Insurance of at least 2 million. If you are unsure please email exhibitors@bigchurchfestival.com. Acceptable evidence is:

10.1.1. A copy of your certificate of Public Liability cover

10.1.2. A letter from your insurer on letterhead confirming the insured organisation / individual, the levels of insurance and dates on which it is valid.

10.2. Please note that a copy of your Employer's Liability Certificate is not sufficient evidence of your Public Liability Insurance (even where Public Liability and Employer's Liability are part of a joint policy) and therefore won't be accepted.

10.3. Evidence of Public Liability Insurance must be submitted to Big Church Festival by the date sent to you. Failure to comply

with this could result in your booking being released and loss of payment.

10.4. It is your responsibility to ensure that you have adequate insurance to cover loss or damage to your stock. We are unable to take responsibility for loss or damage caused by the weather, environmental factors, actions or our guests or volunteers, or other factors outside our direct control.

## ***11. EXPO AND TEA GARDEN MARKET SET-UP AND PACK-DOWN***

11.1. Set-up and pack-down timings will be advised by no later than 1st May but will be confirmed on-site by the Expo Manager and Tea Garden Market Manager.

We reserve the right to revise all timings after 1st May should circumstances change, you will be notified of any changes as soon as is reasonably practicable. Exhibitors may not begin dismantling before the time communicated.

11.2. All stalls must be completed and ready to open by no later than 9am on Saturday 25th May 2024.

11.3. We reserve the right to ask some stalls to delay pack-down until the area is clear of guests. This will mainly apply to stalls which carry an increased risk of incident or injury or those in locations of high footfall.



11.4. It is a requirement of your participation in the event that you and your stall comply with the timings and instructions given.

## ***12. EXPO AND TEA GARDEN MARKET OPENING TIMES***

12.1. Opening times will be confirmed by 1st May.

12.2. These times are subject to change and you will be notified of any changes as soon as possible.

## ***13. EXPO AND TEA GARDEN MARKET SECURITY***

13.1. No security will be provided for the Expo or Tea Garden Market either during or outside of opening hours.

13.2. Neither us, nor our Contractors, are liable for any loss or damage incurred during your time at the event.

13.3. It is your responsibility to ensure that you have adequate insurance to cover any stock or items that you bring to the event and that you remove any valuables from your stall when you are not present.

13.4. We do not expect stallholders to pack their stall away overnight, however, you should ensure that all valuable and sensitive items are taken away at the end of each day.

## ***14. EXPO AND TEA GARDEN MARKET SAFETY AND STRUCTURE***

14.1. It is your responsibility to ensure that your stall space is safe at all times and to comply with requests given by the Expo/Tea Garden Market Manager, Event Safety Officer or our contractors. This includes, but is not limited to, ensuring that:

14.1.1. All electrical equipment and cables over 12 months old carry a valid Portable Appliance Test (PAT) certificate, you must upload all PAT test certificates to our accreditation system prior to arriving.

14.1.2. All trailing cables are taped or dug into the ground or covered in a cable sheath or mat to avoid trip hazards.

14.1.3. Cables are not 'daisy-chained' under any circumstances.

14.1.4. Items that pose a risk, such as kettles, microwaves, toasters and portable heaters, are not used on the stall.

14.1.5. No food or drink whatsoever may be given away.

14.1.6. All materials used in the construction of the exhibition stand and any furnishings, including tablecloths, must be flame retardant and conform to recognised regulations. Spot checks will be carried out.

14.1.7. Your area is clear of trip hazards.

14.1.8. Your stall is not more than 2.4 metres high.

14.1.9. All packaging materials are stored outside of the venue. No



rubbish is allowed to accumulate within the venue.

14.1.10. No items are causing an obstruction in a gangway, blocking a fire exit or causing any other hazards.

14.1.11. Stalls are adjusted and / or relocated if uneven ground is affecting their stability.

14.2. Please note that you may be required to show your PAT certificates/and or risk assessment to the Expo Manager or Tea Garden Market Manager during set-up.

14.3. Exhibition stands must stay in the dimensions applied for and cannot go over the space. Failure to remain in allocated space could lead to eviction with no refund.

14.4. All decisions regarding Health and Safety will be made by us and / or our contracted Health and Safety Specialist. Action will only be taken where we deem it necessary.

14.5. If stallholders have concerns about Health and Safety then these should be directed to the Expo Manager or Tea Garden Market Manager so that an assessment can be made.

14.6 All storage space, stand furnishings, and exhibits must be confined to the area booked. Exhibition stands must stay in the dimensions applied for and cannot go over the space. Please remain in the allocated space to avoid eviction with no refund.

14.7 The Expo venue is not guaranteed to be in the same

structure/marquee each year. Big Church Festival reserve the right to change this year on year. We will confirm the structure/s used and layout of the Expo when the Expo Handbook is sent out before the event.

## ***15. EXPO AND TEA GARDEN MARKET DOCUMENTATION***

15.1. It is a condition of your participation in the event that you provide an acceptable Risk Assessment along with your PAT certificates for all electrical equipment and cables over 12 months old. This applies to all stallholders.

15.2. Such Risk Assessments must be submitted to Big Church Festival by the date emailed to you.

15.3. Please note that if these documents are not received then your participation in the event will be cancelled and no refund will be given.

15.4. Upon arrival at the event the Expo Manager or Tea Garden Market Manager will check your stall and activities against the Risk Assessment to ensure that you are operating in a safe manner. Any safety related requests made must be complied with, otherwise you may be asked to remove your stall from the event.

## ***16. EXPO AND TEA GARDEN MARKET POWER SUPPLY***

16.1. A single 13amp power supply is included in the price of your



space. Additional power may be requested using the application form but is not guaranteed.

16.2. All power will be in the form of single 13amp sockets that are suitable for running normal domestic appliances such as laptops and TVs.

16.3. There is a total 5amp limit per stall.

16.4. Single extension leads may be used.

16.5. Power may not be available in all locations.

## ***17. EXPO AND TEA GARDEN MARKET FURNISHINGS***

17.1. Bookings for the Expo are for space only. No shell scheme or wall is provided and we can't guarantee that you will be located against a wall.

17.2. Bookings for the Tea Garden Market are for a 3m x 3m space with three walls.

17.3. You are responsible for providing all display items and furnishings for your stall.

17.4. You are responsible for the delivery and removal of all furnishings, which must be completed before you leave the site. The exhibitor must leave the stand space the exact way they found it. Nothing must be left after the event has finished.

17.5. Tables and chairs can only be booked using the application form, subject to availability. Big Church Festival is not able to accommodate tables and chairs requests made after 1st May.

17.6. Exhibitors are not permitted to take chairs and tables from other places if they have not been paid for.

17.7. We cannot accommodate early delivery of items and items sent early may be refused. It is not possible for you to leave items behind for later collection. Any costs incurred by us relating to items sent early or left behind will be passed on to you along with a 5% administration fee.

17.8. Furniture can be provided, subject to availability. Requests should be made at the time of applying to maximise chances of furniture being available. Big Church Festival is not able to accommodate tables and chairs requests made after 1st May.

17.9. All of your furnishings, including your physical stall structure, items in storage, tables, chairs and stock must be located within the space you have paid for. Where a stallholder takes more space than booked an invoice will be issued after the event for the additional space. Such space will be charged at our discretion.

## ***18. EXPO AND TEA GARDEN MARKET LIGHTING***

18.1. The Expo will take place in a venue that has adequate lighting and minimal natural light.



18.2. Feature lighting is your responsibility and must be PAT tested.

## ***19. EXPO AND TEA GARDEN MARKET PUBLICITY***

19.1. By applying to be a stallholder you agree to us and agencies authorised by us and our partners to reserve the right to use photography, audio or visual recordings of your stand and representatives for communication and marketing purposes.

19.2. No photography or filming of the delegates is allowed without prior permission from Big Church Festival and without gaining permission from the delegates being photographed if at close distance. If the delegates are under 18 the parental guardian must be asked for permission.

## ***20. EXPO AND TEA GARDEN MARKET WRISTBANDS***

20.1. Once your application for the Expo and/or Tea Garden Market has been fully accepted and paid for, you will be emailed with details regarding how to arrive on-site a month before the event.

20.2. No wristband can be replaced on-site and anyone arriving without an e-ticket will need to buy a ticket on the gate in order to access the site.

20.3. Wristbands are for use by one person and cannot be passed from one team member to another.

20.4. Camping and caravan tickets will incur an additional cost.

20.5. The number of e-tickets that you receive will be dependent upon the size of space that you book. Additional tickets for staff can be booked when booking your stand. The deadline for requests for additional staff tickets is 4th May. No additional tickets at the reduced exhibitor rate will be able to be purchased after this date.

## ***21. EXPO AND TEA GARDEN MARKET STAFFING, CONDUCT AND BEHAVIOUR AND RIGHT TO ADMISSION***

21.1. It is your responsibility to ensure that any person representing you is suitable to do so.

21.2. We do not take on any employment responsibilities for you or your staff members or volunteers. The exhibitor is responsible for ensuring that any non-UK citizen holds the correct Visa to undertake this role.

21.3. It is your responsibility to risk assess any activity in which your staff will be engaged and in particular those involving staff who are pregnant.

21.4 All stand representatives must be over 18 years of age. Under 18s will not be allowed to enter the Expo or Tea Garden Market during set-up and pack-down.

21.5. We reserve the right to remove any person whose behaviour



we deem inappropriate, where behaviour may harm the reputation of the event or where behaviour may be harmful to the individual or others around them.

21.6. It is a condition of your participation in the event that you ensure your staff members are suitable to work with children and vulnerable adults.

21.7. Where music is played in the Expo, it should be kept to a level which does not disrupt the activities of those around the stall. Music should not be played in the Tea Garden Market except with the express permission of the Tea Garden Market Manager.

21.8. No announcements may be made with a microphone or other device that may cause such announcements to interfere with the activities of those around the stall.

21.9. All signing sessions or special appearances must be agreed in advance of the event in writing. Requests should be sent to us at [exhibitors@bigchurchfestival.com](mailto:exhibitors@bigchurchfestival.com). Our decision is final and no correspondence will be entered into.

21.10. All literature must be given out from within your stall space only and may not be posted or left in other parts of the event, including the Expo, the Tea Garden Market or anywhere else on the event site.

21.11. At the event we reserve the right to ask you to reduce the

size of your team if you have too many people for the size of stall booked and this causes disruption to those around you.

21.12. Pet dogs and/or other animals will not be allowed to enter the site under any circumstances except for registered assistance dogs, which must be kept on a lead at all times.

21.13. Leafleting outside of your stand area is strictly prohibited. The Big Church Festival team are within their rights to confiscate leaflets etc. if deemed to be inappropriately distributed.

## ***22. LIABILITY***

22.1. By agreeing to the Terms and Conditions, you accept that we will have no liability for damage or loss, directly or indirectly through Acts of God, explosions, floods, tempest, fire, accident, war or threat of war, sabotage, insurrection, civil disturbance, any acts, restrictions, regulations, byelaws, prohibition or measures of any kind on the part of any governmental, parliamentary or location authority, import or export regulations or embargoes, strikes, lock-outs or other industrial actions or trade disputes (whether involving the our employees or those of a third party) or any power failure whatsoever or howsoever caused.

22.2. Except in respect of death or personal injury caused by our negligence, or as otherwise expressly provided in these Terms and Conditions, we shall not be liable to you or any of your employees



or representatives by reason of the provision of these Terms and Conditions or any representation (unless fraudulent), or any implied warranty, condition or other term, or any other duty at common law for any loss or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by our negligence, our servants or agents or otherwise) which arise out of or in connection with your exhibiting at the event, and our entire liability in any circumstances shall not exceed an amount covered by our insurance from time to time.

22.3 We will not be liable for any failure or delay in performing Our obligations where that failure or delay results from any cause that is beyond Our reasonable control. Such causes include, but are not limited to: power failure, internet service provider failure, strikes, lock-outs or other industrial action by third parties, riots and other civil unrest, fire, explosion, flood, storms, earthquakes, subsidence, Royal mourning, national mourning, lockdowns and other national or local restrictions imposed by central or local government, acts of terrorism (threatened or actual), acts of war (declared, undeclared, threatened, actual or preparations for war), epidemic (including Covid19 or similar) or other natural disaster, or any other event that is beyond Our reasonable control.

## ***23. DISPUTES***

23.1. This agreement and any disputes arising out of if 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

23.2. Subject to point 19.1, in matters of dispute, our authority and decision is final and binding.

## ***24. ACCURACY***

24.1. All information provided to you as part of the application process is correct at the time of issue. Things can and do change and you will be notified as soon as possible should changes occur.

24.2. Attendance figures are estimated and no guarantees are given.

