

Welcome to the Devon Chilli & Chocolate Fair

Friday 14 to Sunday 16 September 2018 (New dates)
RHS Garden Rosemoor, Great Torrington, Devon



RHS Garden Rosemoor are holding a Devon Chilli & Chocolate Fair from Friday 14 to Sunday 16 September. We would like to invite you to this super sizzling hot event which is a variation on our previous Chilli Fiesta and has been moved to September as a result of comments from previous visitors, and with the anticipation of attracting record numbers. As chocolate has become synonymous with chilli we are welcoming chocolate producers to share the fun of the fair.

'The Garden Room' will house some of the most popular producers from all over the south west of England. There are two different sizes of stalls available and these will be allocated on a first-come-first-serve basis. If you would like more information about our "The Garden Room" please take a look at Rosemoor Website. (www.rhs.org.uk/rosemoor)

If you are interested in taking a stall at the Fair, please note the **Conditions of Entry** enclosed with this letter and complete and return the Booking Form and Risk Assessment Form. We also ask for a copy of your Public Liability Insurance Certificate, photocopies are acceptable.

A Booking Form is enclosed giving the dimensions of the stands available. Payment can be made by cheque or credit/debit card. If you would like to pay by credit or debit card please telephone Rosemoor Events on 01805 626800.

Saludos!

Carriann

Carriann Moore

Events Coordinator

carriannmoore@rhs.org.uk



BOOKING FORM

Devon Chilli & Chocolate Fair

Friday 14th to Sunday 16th September 2018

Cost of stall space for whole event.

2x 6ft by 2.5 ft Tables in a line = £40 inc VAT

2x 6ft by 2.5 ft Tables in an L shape = £40 inc VAT

1x 6ft by 2.5 ft Table = £20 inc VAT

Electrical Point (max 500w) = **£15.00 inc VAT for each Electrical Point**

(We can supply table & chairs, please state if required)

Event	2x 6ft by 2.5 ft in a line	2x 6ft by 2.5 ft in an L shape	1x 6ft by 2.5 ft	Electric	Tables needed	Chairs needed
Payment due by: Fri 3 rd August 2018						

Name £.....

Company / Trading Name.....

Address.....

Postcode Tel. E-mail.....

Please indicate the type of electrical appliance/s

Type of produce to be sold

Signed Date

Please return this form **as soon as possible** and your payment by the due date, either cheque made payable to the RHS or by credit/debit card, to secure your place to:
Rosemoor Events, Chilli & Chocolate Fair, RHS Garden Rosemoor, Great Torrington, Devon EX388PH Telephone 01805-626800 Email: carrieanmoore@rhs.org.uk

Conditions of Entry

- Please be aware we are a garden therefore we ask exhibitors to take their waste home with them and encourage you to recycle if possible.
- Please note all Rosemoor Food Fairs are intended to sell either snack items, produce to take home and cook with, or products to improve cooking at home. We have award-winning on-site caterers selling a range of food and meals to eat on the day.
- Whilst every effort is made to try to balance out those products on sale we cannot guarantee that there will not be several other stall holders offering similar products for sale.
- **Stall Allocation:** Stalls will be allocated taking into account the nature of the product on offer and the general layout of the venue and once such allocation has been made, no changes will be permitted.
- **Stands:** Exhibitors should provide their own tables and chairs where possible. A *limited* number of tables and chairs are available from Rosemoor and need to be booked in advance. **Exhibitors should also provide their own table coverings. Excess stock should be stored safely under your tables, or in your vehicles.**
- **Electricity:** Electricity - up to 500W - is available in The Garden Room if required and will be charged at £15 incl VAT per socket. Please contact us if you require a power supply for larger appliances. Please note it is a legal requirement that all electrical equipment used must be **PAT** tested (**P**ortable **A**ppliance **T**ested) and be maintained in accordance with IEE regulations and the requirements of the Electricity at Work Regulations. Rosemoor staff will be doing on the day checks
- **Build up and Breakdown:** The Garden Room will be available for setting up the day before the Chilli Fiesta from 1pm - 4.00pm and on the first morning of the Fair from 8.00am. We ask that all stands be set up by 10.00am, when The Garden Room will open to the public. Exhibitors and stalls should not be closed before 4.00pm on each day.
- **Security and Insurance:** Whilst every possible care will be taken over security, the RHS cannot be held responsible for any loss, damage or theft. Exhibitors should arrange their own insurance if required. Please note it is a condition of entry that **all Exhibitors must have their own Public Liability Insurance cover for a minimum of £2 million.** A copy of your insurance certificate must be submitted with your booking form.
- **Cancellation:** In the event of cancellation by the stallholder up to two months before the first day of the fiesta, 50% of the stand fee will be returned. Thereafter, no refunds will be given.
- **Parking:** Overnight parking may be permissible, but strictly by **prior arrangement** and at owner's risk.
- All our events are aimed to **add value** to a visitor's day and to increase membership recruitment therefore normal Garden Entry charges will apply to members of the public, although RHS Members and their guests will have free entry, as always. **No separate admission charge** will be made for entry into any part of the Fiesta and all of the activities will be included.