



Wildfires

MARKETPLACE 2023

WILDFIRESFESTIVAL.COM

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[WILDFIRESFESTIVAL.COM](https://wildfiresfestival.com)



**29 - 31 MAY
2023**

JOIN US

Wildfires is excited to be able to offer different contributors and organisations the opportunity to populate our Marketplace.

With over 4500 guests on site, we want organisations to have every opportunity to connect to wider ministries and opportunities that deepen faith, mobilise mission and call us to be advocates for justice.

So why not consider joining us at Wildfires this year, capacity is limited so be quick!

Wildfires Team



WILDFIRES MARKETPLACE

WILDFIRESFESTIVAL.COM

These 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 Marketplace space includes:

- Access to an audience of more than 4,500 people across 3 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
- Refreshments
- Wi-Fi
- The option to hire corner spaces, tables & chairs at additional cost

To apply
**CLICK
HERE**

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



PRICES

Our Early Bird rate is only until the 16th December 2022 – don’t miss out! All prices are exclusive of VAT.

MARKETPLACE	EARLY BIRD	FULL PRICE	WRISTBANDS
2m x 2m	£500	£600	2
3m x 2m	£625	£725	2
4m x 2m	£750	£850	3
6m x 2m	£1,000	£1,100	3
Table	£20	£20	-
Chair	£15	£15	-
Additional 13amp socket	£60	£60	-
Additional Exhibitor Event Pass	£50	£50	-
Additional Exhibitor Camping Pass	£35	£35	-

EXHIBITION TIMELINE

- DECEMBER 16TH Early Bird Deadline
- APRIL 28th Risk Assessment, Public Liability Insurance + PAT Certificates 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

Receive a **25% discount** in the Wildfires Marketplace if you book both Big Church Festival + Wildfires. Please refer to our FAQs for further details.



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

You will need to provide us with:

- Public Liability Insurance:** 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@wildfiresfestival.com
 - Risk Assessment:** Please upload a completed Risk Assessment for your stand (Template doc available on request)
 - 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.
- Please note that you are unable to exhibit without any of the documents above.

FAQS



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@wildfiresfestival.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 and exhibitors. We may reject applications if we have already received applications from similar trades or ministries.

For this reason, we advise you to submit your application as soon as possible.

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@wildfiresfestival.com.

I HAVE BOOKED A STALL IN THE MARKETPLACE AND PLAN ON HAVING DIFFERENT STAFF ATTENDING ON DIFFERENT DAYS 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 event wristbands and 2 camping wristbands. If you book a 4m x 2m or a 6m x 2m space, you'll be given 3 event 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. 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.

FAQS



WHAT ARE THE MARKETPLACE OPENING AND SET UP TIMES?

Set up: Monday 29th May :
Times TBC

Marketplace opening times:
Monday 29th May: 4pm -
7:30pm

Tuesday 30th May: 12:30 -
7:30pm

Weds 31st May: 12:30pm -
7:30pm

Pack down: Wednesday 31st
May: Times TBC

Please note that these timings may be subject to change, you will be notified of any changes as soon as is reasonably practicable. The confirmed timings will be published in

the Wildfires
Marketplace handbook which
will be sent in April.

HOW DO I BENEFIT FROM THE 25% DISCOUNT WHEN BOOKING WILDFIRES + BIG CHURCH FESTIVAL?

If you have already booked Big Church please make a note of this in the 'If there is anything else you want us to know, please tell us here' box on the booking form. We can then check this and automatically apply the 25% discount to your Wildfires Marketplace invoice. Please note that you must apply for Big Church Festival before or at the same time as booking the Wildfires

Marketplace. We are unable to apply the discount if you book Wildfires and pay your invoice and then decide to exhibit at Big Church Festival.

WHEN IS THE EARLY BIRD DEADLINE?

The Early Bird deadline is the 16th December 2022. If you want to make the most of our Early Bird offer, then we will need to have received your application by this date. 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.



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. In particular, please take note of the deadlines for submitting relevant documentation in order to secure your booking.

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.

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 space in the Marketplace. Please see section 3 of our Terms + Conditions for information on canceling your booking.

Step 4 - PLI, Risk Assessment + PAT Certificates

If you are exhibiting in the Marketplace you will be sent an email regarding how to upload your PLI, Risk Assessment and PAT Certificates. We will need all documents by the 28th April.

We'd love to hear from you so please do email us at exhibitors@wildfiresfestival.com if you have any questions.



TERMS + CONDITIONS

All terms and conditions related to Wildfires that fall under the licensing and Event Management of Big Church Festival, will pertain to the following conditions and definitions set out below by Big Church Festival.

These Terms and Conditions apply to all people that take part in the Marketplace as stallholders at Wildfires.

DEFINITIONS

- **Marketplace** = the name of the locations where stalls are located.
- **Stallholders** = any legal person or organisation who have applied for a stall at Wildfires.
- **You** = You, your employees and your agents.
- **Event / We / Us / Our** = Big Church Festival/Wildfires
- **Contractors** = any other person who is authorised to act on behalf of Wildfires.
- **Marketplace 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@wildfiresfestival.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 Marketplace are considered an application for a 'licence to occupy land' in the area designated as the Marketplace.

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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 2.2 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.

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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.

3. CANCELLATION

3.1. Any cancellation must be notified in writing to exhibitors@wildfiresfestival.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 under any circumstances.

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

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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 and Wildfires operate an online Accreditation system which all relevant parties must complete fully before being allowed on site for the Wildfires event.

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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.

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 or Wildfires. Such requests should be made to exhibitors@wildfiresfestival.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

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time of application. Should you attempt to use your booking for any other purpose then you may be asked to remove items or remove your stall from Wildfires. 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@wildfiresfestival.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 must comply with the relevant laws, be free from defamation and be suitable for a

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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.

6. MARKETPLACE STALLS

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

6.2. Stalls will be allocated at our discretion.

6.3. 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.

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

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

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6.6. 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.

7. MARKETPLACE INSURANCE

7.1. Marketplace 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@wildfiresfestival.com. Acceptable evidence is:

7.1.1. A copy of your certificate of Public Liability cover

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

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7.2. 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.

7.3. Evidence of Public Liability Insurance must be submitted to us by April 28th. Failure to comply with this will result in your booking being released and loss of payment.

7.4. 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.

8. MARKETPLACE SET-UP AND PACK-DOWN

8.1. Set-up and pack-down timings will be advised by no later than 1st April but will be confirmed on-site by the Marketplace Manager.

We reserve the right to revise all timings after 1st April should circumstances change, you will be notified of any

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changes as soon as is reasonably practicable.

8.2. All stalls must be completed and ready to open in advance of the event start time. You will be advised on the opening time by 1st April (please note that these timings may vary due to programming variations).

8.3. 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.

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

9. MARKETPLACE OPENING TIMES

9.1. Opening times will be confirmed by 1st April.

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

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10. MARKETPLACE SECURITY

10.1. No security will be provided for the Marketplace either during or outside of opening hours.

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

10.3. 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.

10.4. 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.

11. MARKETPLACE SAFETY AND STRUCTURE

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

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11.1.1. All electrical equipment and cables over 12 months old carry a valid Portable Appliance Test (PAT) certificate. Your PAT Certificates must be uploaded to the Accreditation system pre-event.

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

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

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

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

11.1.6. 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.

11.1.7. Your area is clear of trip hazards.

11.1.8. Your stall is not more than 2 metres high.

11.1.9. All packaging materials are stored outside of the venue. No rubbish is allowed to accumulate within the venue.

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

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

11.2. Please note that you may be required to show your PAT certificates to the Marketplace Manager or Health and Safety Manager during set-up.

11.3. All activities must take place within your allocated stall space.

11.4. 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.

11.5. If stallholders have concerns about Health and Safety then these should be directed to the Marketplace Manager so that an assessment can be made.

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12. MARKETPLACE DOCUMENTATION

12.1. It is a condition of your participation in the event that you provide an acceptable Risk Assessment. This applies to all stallholders.

12.2. Such Risk Assessments must be submitted to Big Church Festival by April 28th. Failure to comply with this will result in your booking being released and loss of payment.

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

12.4. Upon arrival at the event the Marketplace 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.

13. MARKETPLACE POWER SUPPLY

13.1. A single 13amp power supply is included in the price of your space. Additional power may be requested using the

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application form but is not guaranteed.

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

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

13.4. Single extension leads may be used.

13.5. Power may not be available in all locations.

14. MARKETPLACE FURNISHINGS

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

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

14.3. You are responsible for the delivery and removal of all furnishings, which must be completed before you leave the site.

14.4. Tables and chairs can only be booked using the application form, subject to availability.

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14.5. 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. The exhibitor must leave the stand space the exact way they found it. Nothing must be left after the event has finished.

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

14.7. All of your furnishings, including your physical stall structure, items in storage, tables, chairs and stock must be located within the space you the have paid for. Exhibitors are not permitted to take chairs and tables from other places if they have not been paid for.

15. MARKETPLACE LIGHTING

15.1. No lighting is provided in the Marketplace.

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

16. MARKETPLACE PUBLICITY

16.1. By applying to be a stallholder you agree to us and agencies authorised by us and our partners to reproduce your image, that of your stall and your voice on publicity and materials both in the UK and overseas.

17. MARKETPLACE WRISTBANDS

17.1. Once your application for Marketplace has been fully accepted and paid for, you will be emailed with details regarding how to arrive on-site in April.

17.2. 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.

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

17.4. Caravan tickets will incur an additional cost and will

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need to be purchased on www.bigchurchtickets.com

17.5 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.

18. MARKETPLACE STAFFING, CONDUCT AND BEHAVIOUR

18.1. It is your responsibility to ensure that any person representing you is suitable to do so and if a non-European citizen holds the correct Visa to undertake this role.

18.2. We do not take on any employment responsibilities for you or your staff members or volunteers.

18.3. It is your responsibility to risk assess any activity in which your staff will be engaged and in particular those involving staff who are aged under 18 or pregnant.

18.4. All stand representatives must be over 13 years of age; under 18s must have a guardian on site and must be

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accompanied by an adult (over 21 years) while working on the stand. Under 16s will not be allowed to enter the Marketplace during set-up and pack-down.

18.5. 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.

18.6. 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 and you sign a disclosure confirming this is the case.

18.7. Where music is played in the Marketplace, it should be kept to a level which does not disrupt the activities of those around the stall.

18.8. 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.

18.9. All signing sessions or special appearances must be agreed in advance of the event in writing. Requests should

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be sent to us at exhibitors@wildfiresfestival.com. Our decision is final and no correspondence will be entered into.

18.10. 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 Marketplace or anywhere else on the event site.

18.11. 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.

18.12. Your team will be entitled to up to three servings of tea or filter coffee per day for their sole use. These can be obtained from the café in the Tearfund Tea Tent. This offer is not valid at any other café or on-site concession.

19. LIABILITY

19.1. 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,

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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 local 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.

19.2. 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

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circumstances shall not exceed an amount covered by our insurance from time to time.

19.3 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.

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20. DISPUTES

20.1. This agreement and any disputes arising out of it 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

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

21. ACCURACY

21.1. 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.

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