



Marketplace 2024

A Vendor's Guide

**SET UP
STALL!**

YOUR OPPORTUNITY
TO CONNECT YOUR
ORGANISATION WITH
3,500 PEOPLE
ACROSS 3 DAYS





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Join us

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

With **over 3500 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

Our market-style venue offers you a chance to share your organisation's resources, gifts, ideas and treasures with the thousands of people on-site.

Our marketplace is central to the event site with lots of footfall. This year we'd love our marketplace to be a buzz of activity, a place for people to buy gifts, delve deeper with God and get creative.

The Marketplace space includes:

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

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

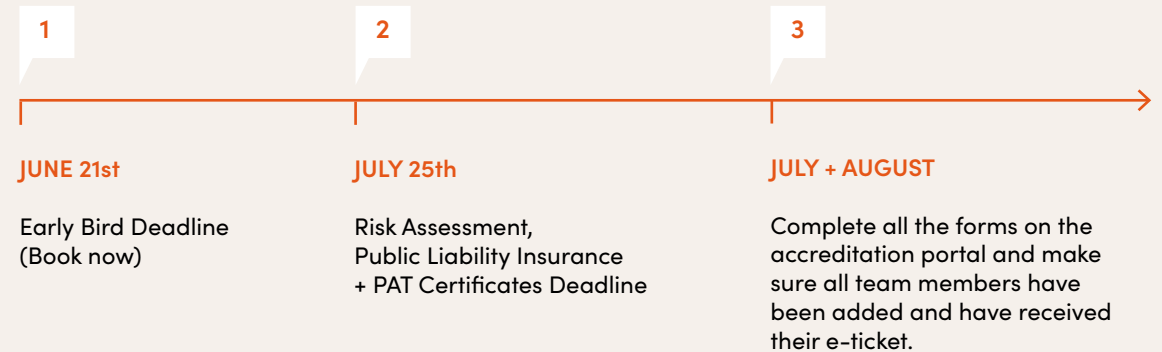


Prices

Our Early Bird rate is only until the 21st June 2024 – don't miss out!
We are **not VAT registered** and so these are total prices (VAT is not added)

MARKETPLACE	EARLY BIRD (21st June)	FULL PRICE	WRISTBANDS
2m x 2m	£500	£600	2
3m x 2m	£625	£725	2
4m x 2m	£750	£850	3
6m x 2m	£1000	£1100	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



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 £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?

Once you have been accepted, you will be invited to upload your documentation, pay the fees and then you will receive your tickets.

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 £2 million?

Most stands/stalls will need insurance cover 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 1st AUGUST. 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:

Thursday 22nd August - 2pm - 5pm

Marketplace opening times:

Friday 23rd August: 2pm - 7pm & 9-10.30pm

Saturday 24th August: 12pm - 7pm & 9-10.30pm

Sunday 25th August: 12pm - 7pm & 9-10.30pm

Monday 26th August: 12pm - 2pm

Pack down:

Monday 26th August: 2pm Onwards

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 August.

When is the early bird deadline?

The Early Bird deadline is the 21st June 2024. If you want to make the most of our Early Bird offer, then we will need to have received your application by this date. The deadline for requests for additional staff tickets is 1st August. 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 invited to upload your documentation, pay the fees and then you will receive your tickets. Please see section 3 of our Terms + Conditions for information on cancelling your booking.

Step 4: PLI, Risk Assessment + PAT Certificates

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 [1st August](#).

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



Terms + conditions

1. All Wildfires advertisers/exhibitors/ sponsors must be aligned with Wildfires' vision and values. Wildfires reserve the right to undertake all available checks to ensure that advertisers' religious doctrines and practices comply with the teaching of the Christian Church. Any advertising not aligning with Wildfires' vision and values will be removed. The booking fee may not be returned.
2. Registered charities should be in good standing with the Charity Commission. Wildfires cannot accept potential advertisers who may be in dispute with the Commission or under investigation until a positive outcome can be proven.
3. If advertisers are not affiliated with an established Christian denomination, they must be able to demonstrate a good understanding of the Christian faith.
9. For Exhibitors who would like their family to attend Wildfires Festival '24, tickets are available to purchase through our booking system. All under 18-year-olds must have a responsible adult (18 years or older) on site who is not serving on a Team or as a stand representative.
10. Wildfires reserve the right to make further enquiries of any exhibition stand representative to deem suitability to exhibit.
11. Exhibitors may only sell, sublet, advertise or share space with any other organisation with prior written consent from Wildfires.
12. Wildfires will provide floor space, the size of which is dependent upon the size of space that you book
13. Tables and chairs can be pre-booked using the application form. Wildfires cannot accommodate requests made on the day of the event.
14. The stand cost does not include food passes. It is the responsibility of the exhibitor to accommodate food for their team.
15. All exhibition representatives on-site must always have a valid event pass. Transferable passes (included in the cost of your booking) are valid for one person at any time.
16. All stand representatives must be over 18 years of age.
17. Wildfires reserves the right to relocate or remove exhibition space, close or move entrances and exits and adjust exhibition space before and during the event.
18. The exhibitor is responsible for ensuring that any non-UK citizen holds the correct Visa to undertake this role. Wildfires does not take on any employment responsibilities for exhibitors.
19. Exhibitors must take all reasonable steps to ensure that exhibition representatives behave in a way that is suitable for a family event. All exhibitors must be reference checked before arriving on site. Wildfires reserve the right to refuse admission to stand representatives and carry out spot checks to ensure these conditions have been met.
20. Exhibitors may not begin dismantling before the time communicated.
21. The Marketplace stand must be manned during opening hours of the exhibition area. If an exhibition stand is not being manned, Wildfires reserves the right to dismantle and remove the contents. No refund will be made.
22. Wildfires cannot accommodate early delivery of exhibition items. Wildfires will not be responsible for anything left behind and items left behind will be disposed of accordingly.
23. Wildfires reserve the right to refuse or revoke the exhibitor's rights to be on-site at any time. The exhibitor's exhibition items will need to be packed away and closed. Wildfires will refund the fee, or part of, as appropriate.

EXHIBITING

4. Once confirmed, the full exhibiting costs must be paid before the deadline communicated: Non-payment before the deadline will result in your application being cancelled.
5. During the application process, specific locations for the Marketplace stands can be requested but cannot be guaranteed.
6. The exhibitor is responsible for ensuring everything filled out in the application form is correct and up-to-date.
7. All adverts on the exhibition stand or within it must comply with the British Code of Advertising Practice and not contravene any of the provisions of the Trade Descriptions Act 1968.
8. 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 1st August. No additional tickets at the reduced exhibitor rate will be able to be purchased after this date.
24. It is not compulsory but recommended that each exhibition representative wears a name badge with the exhibition representative's name, organisation name and the organisation logo visible.
25. Wildfires reserve the right to use photography, audio or visual recordings of your exhibition area and representatives for communication and marketing purposes.
26. No photography or filming of the delegates is allowed without permission from Wildfires and without permission from the delegates being photographed if at a close distance. If the delegate is under 18, the parental guardian must be asked for permission.
27. All exhibitors are solely responsible for purchasing relevant licenses for music or copyrighted materials played or used in their exhibit.
28. Wildfires will not be held liable for any theft, lost or missing items. The exhibitor is responsible for having adequate insurance or a system for removing valuable items when the exhibition area is unmanned.



Terms + conditions

29. 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.
30. Leafleting or canvassing for signups outside your exhibition area is strictly prohibited. Aggressive or overzealous leafletting and canvassing for delegates will not be tolerated. In the case of young people under 18 years old, they can instigate a request to sign up with an Exhibitor themselves, but Exhibitors should not directly target them to sign up for anything unless asked. The Wildfires staff and volunteers can confiscate leaflets or ask an exhibitor to cease or modify an activity if deemed inappropriate.
31. All storage space, exhibition furnishings, and exhibits must be confined to the area booked.
32. Exhibitors are prohibited from sticking anything onto any of the walls in a way that would cause damage. If wall decoration is prohibited at a venue, we will inform you.
33. Exhibitors are responsible for providing and removing all necessary furnishings.
34. Each exhibitor stand is equipped with one 13-amp power supply. If the total electrical equipment load exceeds 13 amps, an additional point must be purchased. Kettles, irons, or any other electrical devices that generate heat are not allowed.
35. Chairs and tables must be ordered in advance and not taken from any other area of the event.
36. Exhibitors must provide adequate accreditation if they sell products labelled 'ethical, organic, fairtrade, fair for life etc.
37. Exhibitors will be held responsible for any damage they cause to the property at Wiston Estate.
38. Wildfires assumes no liability for damages caused to the exhibitor stand or its contents due to weather-related incidents.
39. The exhibitor must leave the exhibition space as they found it. Nothing must be left after the event has finished.

HEALTH & SAFETY

40. The exhibitor is fully responsible for safely assembling the stall and the maintenance during the event.
41. The exhibitor is responsible for the health and safety of unloading and reloading stand equipment to make sure it is done risk-free. Wildfires requires the exhibitor to complete a full risk assessment document, which the exhibitor should complete and have available on site. This should ensure the safety of the team and the delegates and not infringe on the venue's safety. Wildfires has the right to complete a risk assessment of any stalls during the event and implement changes due to safety issues.
42. The exhibitor is responsible for their exhibition area and equipment health and safety compliance and for each exhibition representative.
43. All electrical equipment must have a current PAT certificate and comply with safety requirements; this includes laptops.
44. The exhibitor is responsible for ensuring that their exhibition space is always safe.
45. The exhibitor is responsible for ensuring that their exhibition space and anything related to it, including all merchandise, meet with current Health and Safety legislation.
46. It is the exhibitor's responsibility to comply with any requests from Wildfires representatives which are given to ensure the safety of the venue. This includes but is not limited to ensuring that all trailing cables are taped to the ground and that no item can cause an obstruction in a gangway, block a fire exit or cause any other hazard.
47. Exhibitors must have public liability insurance with a minimum cover of £2m. A copy will need to be produced on-site at Wildfires Festival '24. Wildfires cannot be held responsible for any damage, theft or loss of equipment or stock owned or loaned to exhibitors.
48. Exhibition equipment and decorations 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.

FINANCE

49. Full Payment is due when your application for Wildfires Festival '24 has been approved. Full payment must be paid by 1 August 2024. If full payment is not received by this time, Wildfires reserves the right to re-sell the exhibition space.

CANCELLATIONS

50. Cancellations must be received in writing before 19th July for a full refund. After the 19th July there will be no refund under any circumstances.
51. No refund can be given if the event is cancelled within 90 days of the event starting.
52. Wildfires reserve the right to cancel an organisation's booking at any time, before and during the event, and is not responsible for any losses.





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

wildfiresfestival.com