[](http://www.theherbert.org/)

**Expression of Interest for**

**Early Years In The City Showcase**

**Activities, classes and events for under 5’s**

**Saturday 24th September 2022, 10:00am – 4:00pm**

Please note that this form will register your expression of interest only. We anticipate that this event will be popular for local businesses, therefore applications are subject to a process of review. We will choose a balanced selection of attendees based on the expressions of interest so that competition is reduced for stallholders and the visitor gets the best range of activities. Please submit your form by Friday 22nd July and we will review applications and let you know within 2 weeks. Applications are kept in chronological order and preference is given to the first stallholder of its kind to apply. There is no need to send a payment with this form.

Name: ……………………………………………………….. Mobile number: …………………………………………………

Address: ……………………………………………………………………………………………………................................

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Email: …………………………………………………………………

Website/Facebook Page (or attach photos if no link available):

Type of business/opportunity you will be promoting at this event: ………………………………………………….........……………………………………………………………………………………………………………………………………………….

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**Note – stallholders must be showcasing activities, classes, events or services available for children under 5. You must have classes available in Coventry, but you will also be able to promote classes for nearby areas too. This is not an event for selling handmade goods, toys or other early years products.**

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**Booking fees:** £20 per table. Please indicate the number of tables you will require:

If you are allocated a stall and would like to pay via PayPal (plus £1.00 processing charge) add your Paypal email address here and we will raise an invoice :

Alternatively we will accept payment by cheque and by credit or debit card over the telephone (subject to 50p processing charge). We will send further payment details when we confirm your booking.

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Do you hold public liability insurance? **Yes No**

**Note:** You may be covered by the Museum’s insurance if you do not have your own.

***If you need additional requirements, eg, space for pop up banners, electricity supply, etc, please make a note here:***

***We will need space for pop up banners, and electricity supply if you would like us to run a demo for children to join in with, please.***

Signed: ……………………….………………… Dated: ……………………………………………

**Please email this expression of interest form to:**

[lisa.ford@culturecoventry.com](mailto:lisa.ford@culturecoventry.com)

or post to FAO: Lisa Ford, The Herbert Art Gallery & Museum, Jordan well, Coventry, CV1 5QP

**Stall information**

Please read this entire document as it includes details of how the event will be run on the day and what is expected of the Stallholder and the Museum. By expressing your interest in a stall you are accepting the terms and conditions as set out below.

Location – Early Years In the City Showcase will be held in the museum’s Covered Court on the ground floor.

**TERMS & CONDITIONS**

* **Payment terms**

Stalls must be paid for **before** the event with a deadline of Friday 26th August. We will remind you of this closer to the time.

Cancellation policy:

* Less than 21 days notice of cancellation – no refund will be given
* More than 21 days notice of cancellation – 50% refund will be returned
* **Unloading and Loading**

**Stallholders will be able to set up from 8:30am on Saturday 24th September 2022.**

There are no parking spaces outside the Herbert’s entrance on Bayley Lane so it is a matter of pulling up and bringing your items into the building as quickly as possible before moving your car to a parking space. We will help as much as possible. If you can pack items into boxes and bags it is easier to move quickly and also easier to store safely whilst you are off-site parking your car.

* **Car Parking**

Please make your own parking arrangements after unloading as there is no parking at the museum.

* **Provided for you**

You will be provided with a trestle table, approximately 6ft by 2ft, and two chairs. You will need to supply your own table covering(s). Tables will be laid out and labelled before stall holders arrive, please look for the correct stall or ask where it is.

We will advertise this event via our marketing department, including social media, website, what’s on guides and posters in various venues.

* **Required from you**

The more you can help us advertise this event the better. The event will feature in our What’s On guide, please contact us if you would like copies to hand out. A Facebook event page will also be set up, please like, share and interact with this.

Advertising and/or displays must not be attached to walls without prior arrangement with the Museum.

All items for stalls must be in relation to the early years business/services you are promoting and must be directed at offering activities, classes and events for children under 5. This is not an event for selling homemade good, toys, or other early years products. You can of course sign-up participants to your classes and activities on the day, take deposits and payments for classes, events and activities and gather contact information from visitors for mailing lists.

Your stall must be visitor ready by **10.00am**. Please make sure there are no trip hazards and walkways are not obstructed. No trader should dismantle their display before **3.30pm**. We close to the public at 4pm, and stallholder must be offsite by **4:15pm**.

Any electrical equipment which is brought on site must be tested/certified to the appropriate standards and should carry a current PAT testing label if over 1 year old. Electrical leads for external use must be fitted with 16A plugs. Electrical equipment should be for display purposes only. A member of the Herbert team will perform a quick visual inspection of electrical equipment, help you to find the correct socket, and secure your cable to prevent trip hazards.

All Stallholders have a duty of care to ensure their own Health & Safety, we remind you to consider the safety of members of the public in the vicinity of your stall.

* **Culture Coventry Trust**

The Museum will not be responsible for damage to display items or theft whilst on the premises.

No responsibility will be accepted by Culture Coventry Ventures Ltd for the security of any goods, money or equipment before, during or after the event. All transactions are between the Vendor and Purchaser alone and no responsibility will be accepted by Culture Coventry Ventures Ltd for any transactions.

Culture Coventry Ventures Ltd reserves the right to cancel all or part of the event or to ask stall holders to leave the event if any terms and conditions are breached.