**Ambiance Holistic and Alternative Therapy Fair**

**Civic Hall – Totnes – Devon - TQ9 5QH – September 26th 2015 – 10am – 4pm**

This is a very exciting opportunity to put together an event such as this; we have such a fine mix of very talented, professional people for this event and it will be an excellent opportunity to promote our businesses and show the general public what we do and how well we do it, and where better to organise this then in the adorable town of Totnes, Devon.

Totnes has a lovely feel to the place, the people are relaxed and open-minded and the things that we have on offer for the day will be perfect to showcase in such a lovely little town.

Our event is on a Saturday and as this is market day in Totnes; the place should be bustling with all of the market regulars who I am sure would like to pop into the civic hall to see us.

I will be advertising this event on local radio as well as in the local papers; this alongside our event flyers should ensure that we get a lot of interest. You can of course, *tell everyone you meet* about the event and make your own Facebook event and invite people you know. The more people we have the more potential we have of selling our products and services.

It is my vision that members of the public leave the event with more knowledge than when they arrived. Expect questions, expect interest in what you do and expect to feel a great sense of achievement of helping make this event something that people will be talking about long after we leave.

I am happy for you to set up your tables/stalls in any way that you feel is right for your business or organisation, make it as fun/professional/interactive as you wish.

You can bring a display banner on a stand to promote yourself, but please let’s not attach anything to the walls around the hall as we will get charged for this. Thank you ☺

You can sell your products and services, give taster sessions (you might like to bring a folding chair or stool for people to sit on). The reality is I really don’t mind what you do because this is all about you promoting your own business.

There will be refreshments available all day for yourselves and members of the general public.

**Accessibility**

There is a ramp for ease of access to the front of the hall and there is an accessible toilet by the main entrance to the hall. If special assistance is required, please ensure that you let me know prior to the event.

Stewards will be available all day to assist you in the event of an emergency.

The event is insured for public liability for members of the public, but please do check that you have suitable insurance if you are offering taster sessions on the day.

**How to get to the event**: SatNav **TQ9 5QH** - head to Totnes, go right up to the top of the high street and as you get to the top you will see the market square on your left hand side and the Civic Hall is the building to the right of the square, or please contact me directly and I will send you details.

If you experience any problems and need to contact me, my number is **07955291578**

I wish meet and greet you all personally, or you can pop along to the Ambiance Hypnotherapy stand to say hello!

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Civic Hall – Totnes – Devon -TQ9 5QH

**BOOKING FORM September 26th 10am-4pm**

**If you would like to hire a table at this exciting event, please fill in all of your details below.**

**If you have any questions, please email me, Paula Whitfield on** **ambiance.hypnotherapy@yahoo.co.uk** **or phone 07955 291578 and I will be happy to answer any of your questions.**

|  |  |  |
| --- | --- | --- |
| **1** | Name – including business/organisation name, if applicable |  |
| **2** | Address |  |
| **3** | Telephone – work/home/mobile as appropriate |  |
| **4** | Email address |  |
| **5** | Type of business (or brief description)  |  |
| **6** | Website and/or Facebook address |  |
| **7** | Number of tables required (2 max) Please circle. | 1 | 2 |
| **8** | Will you be offering taster sessions to members of the public? Please tick ✓ | **Yes** |  | **No** |  |
| **9** | Do you require any special assistance to enable you to attend this event (if yes, please specify). |  |

**The cost of each table is £10.00 and then an additional fee of £5.00 if you would like your business to be added in the event flyers.**

|  |  |
| --- | --- |
| Table cost - £10.00 – please enter either £10.00 for each table that you require (e.g. either £10 or £20). | £ |
| Advertising cost - £5.00 (if required) | £ |
|  | Totals | £ |
| *Please note, immediate payment is required – thank you.* | ☺ |

**Payment details**

Payments will need to be paid before I can confirm your booking – it is essential that you allow me to confirm your place ASAP please – all payments should be made via PayPal –www.paypal.com

Please use your PayPal account or use PayPal and use your debit/credit card to send the total payment to my account **ambiance.hypnotherapy@yahoo.co.uk** **– please enter your full name when you make a payment. Thank you. If you experience any problems with this, please let me know.**

**I will send you an email confirmation as soon as I receive your payment – this will include your admission ticket to the event.**

**Important information:**

**Please note**

* Your booking fee is unfortunately non-returnable unless the event is cancelled due to unforeseen circumstances.
* If space allows, additional tables may be provided if you require them on the day (but this cannot be guaranteed) the fee for additional tables on the day are £20.00 per additional table.
* All stall holders will act appropriately to promote their business or service to the general public.
* If you are a therapist or a practitioner and you are intending to offer ‘taster sessions’ to members of the public, it is your responsibility to ensure that you are suitably insured to do this.
* If you intend to sell edible products, please ensure that you have a suitable food hygiene certificate.
* If you are a hypnotherapist, please note, **under no circumstances** can you conduct any hypnosis **demonstration** in a public place. This event is not licenced for this.

Stewards will be available on the day that will be able to assist you in the event of an emergency. E.g. a fire.

The event organiser (Paula Whitfield) will be available all day to help you will any problems or to assist in any way.

You will be able to set up your stall from 9am to be ready for the general public entry at 10am. There are limited ‘loading bays’ at the front of the venue and a car park to the back of the hall. The car park is pay and display (current all day price is £5.00). If you require assistance with unloading, please let me know via 07955 291578 in advance of this event and I can arrange this for you.

**Lastly:**

Please check that you have filled in all sections of this form ✓

Please ensure that you have made your full payment ✓

Please ensure that you have a great time at this event ✓

|  |  |
| --- | --- |
| ***Please print name clearly*** – also trading name |  |
| ***Please sign*** |  |
| ***Date:*** |  |

Please send this form back via email to ambiance.hypnotherapy@yahoo.co.uk – thank you

Alternatively, you can print this form and then send it back to Paula Whitfield, 111 Torridge Avenue, Torquay, Devon. TQ27NB

*I look forward to seeing you on the day, let’s make it brilliant together.*

For more details, please check out [www.ambiancehypnotherapy.co.uk](http://www.ambiancehypnotherapy.co.uk)

***Final thought*** *– if you find ~~their~~ ~~they’re~~ there are any typos in this document, please feel free to point them out to me, however, if you can read the document without the need of a decoding device and you are happy to pass over my erratic on non-existent punctuation I would be so happy* ☺

See you in Totnes! – With the kindest of Regards – Paula.



**For official purposes only**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Business name | Payment received | Stall number |
|  |  |  |  |