



EARSHAM MILL

Vendor FAQs for

Earsham Mill Winter Fayre

1. How do I apply to be a vendor?

To apply, simply fill out the vendor application form or contact us via email at Contact@earshammill.co.uk. Once your application is reviewed and accepted, you'll receive a confirmation email with payment instructions.

2. What is included in my booth fee?

The booth fee includes your assigned space, access to the event for setup and teardown, and exposure to all event attendees. There is an additional surcharge if electricity is required.

3. What are the event dates and hours?

The Earsham Mill Great Winter Fayre will be held on:

- **Event Date:** Saturday 22nd November 2025
- **Event Hours:** 10:00am to 5:00pm

Vendor setup will begin at 7:30am, and teardown must be completed by 7:30pm.

4. How much does it cost to be a vendor?

The booth fee is £50. This allows up to two people to man the booth.

5. Can I share my booth with another vendor?

Yes, you can share a booth with another vendor, but both vendors must apply separately and meet all requirements. We recommend that you both communicate with us to ensure adequate space and clarity on your products and setup.

6. What size are the booths and where are they located?

Booth sizes are 10' by 10', and will be on the Ground, First, or Second floor of the Earsham Mill. There are no lift facilities. A specific floor may be requested at the time of booking, and will be subject to availability.

7. Do I need to bring my own display equipment?

Yes, vendors are responsible for bringing their own tables, chairs, displays, and any other necessary equipment for their booths. A 6ft table and chairs may be provided upon request, subject to availability. Tables must be covered with a tablecloth, to the floor.

8. Can I sell food or beverages?

Yes, and in order to sell food and beverages, you will need to meet specific health and safety regulations, including obtaining the appropriate permits or licenses. Please check with our event coordinator if you require more details on food vendor guidelines.

9. Is electricity available?

Electricity is available on a limited basis and must be requested in advance. There is an additional fee for electricity, and availability is on a first-come, first-served basis. Be sure to include your request in the vendor application form.

10. Is Wi-Fi available?

Yes, free Wi-Fi for vendors will be available.

10. What is your cancellation policy?

If you need to cancel, please notify us as soon as possible. Cancellations made more than 60 days before the event will receive a 50% refund of the booth fee. Cancellations within 59 days of the event are non-refundable.

11. When do I need to set up my booth?

Vendor setup is scheduled from 7:30am. All booths must be fully set up by 10:00am. Please plan to arrive early to ensure you have ample time to prepare your space.

12. When do I need to tear down my booth?

Tear-down can only occur after the event officially ends. All vendors must vacate the venue by 7:30pm. Early tear-down is not permitted unless otherwise agreed upon with the event organizers.

13. Can I bring someone to help with setup or sales?

Yes, you can bring additional helpers to assist with setting up your booth. However, only those listed on your vendor application will be allowed entry to the event. Please ensure that your helpers are familiar with event guidelines.

14. Is there parking available for vendors?

Yes, there will be designated parking for vendors including a loading/unloading area. Please ensure that you park in the designated vendor areas and avoid blocking other vendors or attendee spaces.

15. Will there be security at the event?

There will be no formal security at the event and we strongly recommend that you do not leave valuable items unattended, as we are not responsible for any theft or damage to your merchandise or equipment.

16. Do I need to have insurance?

We recommend that all vendors carry their own liability insurance to cover potential damages or accidents that may occur at the event. The event organizers are not responsible for any loss, theft, or damage to vendor property.

17. Can I promote my business before or after the event?

Absolutely! We encourage all vendors to promote their participation in the Great Winter Fayre on social media and other channels. If you'd like help promoting your booth, feel free to reach out to us for official event hashtags or marketing materials.

18. What happens if I don't comply with the event rules?

Vendors who fail to comply with the event rules or exhibit disruptive behaviour may be asked to leave the event without a refund. Please make sure you read and understand the event guidelines prior to applying.

19. Will I be able to sell my products online during the event?

We encourage vendors to keep all sales focused on the event floor, but if you wish to sell online during the event, please make sure your booth staff can manage both in-person and online sales effectively without disrupting the event flow.

20. Can I bring pets to the event?

For health and safety reasons, only service animals will be allowed inside the event venue. Please leave your pets at home.