

Loughborough Town Hall Wedding Fair

Loughborough Town Hall Wedding Fair Stall holder / Entertainer / Supplier Information

Introduction

Situated in Loughborough's Market Place, Loughborough Town Hall is ideally located as a key building in the thriving Loughborough Town Centre.

Loughborough Town Hall is introducing its very first **Wedding Fair**. This will take place on **Sunday 11th February 2018, 10:30am – 4pm**.

Stalls will be situated throughout the building, from the foyer right through to our main hall and function rooms, including our ceremony room and reception rooms dressed for the occasion. This event will see the launch of our exciting new wedding and receptions offering following a rebrand of our venue events during 2017 along with a stunning refurbishment of our private functions bar, adjoining the already impressive Victoria Room with its grand, traditional ballroom style.

We are looking for: Stationers, Cake bakers, Room and events dressers/decorators, Photographers, DJ's, entertainers, magicians, Videographers, Singers, Pianists, Harpists, Florists, Hair stylists, Make-up Artists, Bridal wear, Tailors, gift / craft makers, Jewelers, and more...

Entrance to the public is **FREE**.

Fees

The cost of a stall is £60.00

Stallholders will receive:

- A 6ft trestle table (approx. 178cm long x 63cm wide)
- A table place card with your company name, indicating your pre-allocated stall
- Access to electrical socket if required (must specify on application form)
- Tea, coffee and water available throughout the day
- Publicity on the Loughborough Town Hall website and social media channels

Marketing initiatives to promote the Fair will include:

- An advert in the LTH Seasonal What's On brochure covering August – January
- Event listing in the LTH Seasonal What's On brochure covering November - August
- Direct email to customers on the LTH mailing list
- Press release sent to Loughborough Echo
- Posters and flyers displayed locally and within the venue
- Social Media sites Facebook and Twitter – including sponsored posts
- Relevant local and national listings
- Banner at the front of Loughborough Town Hall
- A JPEG promotional artwork for the fair will be sent to stallholders to share as they wish
- A Facebook event will be created on the Loughborough Town Hall page for stallholders to share
- Event listing and details page on the What's on section of the LTH website

Email: nicholas.furlong@charnwood.gov.uk

Tel: 01509 634507

Applicants must complete the application form and then either email, post or hand return to Loughborough Town Hall for the attention of Nicholas Furlong, along with 4 example images of your service or product (If you are an entertainer, a link to audio / video files may be used. This should be a website or youtube where files are playable and do not require download such as dropbox). Application forms can be downloaded from <http://www.loughboroughtownhall.co.uk/hire> if you do not have a copy.

Selection Process

Submissions are judged by an independent panel to ensure the best range and quality of suppliers are displayed. As well as the requirement to select a wide range of products and services, the panel have specific selection criteria which include:

- Quality of the service / product (technical skill)
- Products / services that are likely to sell

Work that is well presented

Conditions of acceptance:

- The Fair accepts no liability for damage to or loss of work on display or in transit
- During the Fair, ALL suppliers will be responsible for taking payment for any products/services sold

Please don't hesitate to contact us if you have any questions. We look forward to your application!