

# UPTON HOUSE WEDDING FAIR

SUNDAY 7<sup>th</sup> MARCH 2010

and

Sunday 3<sup>rd</sup> October 2010

As postmarked

Dear Sir or Madam,

Once again, we are very excited to be able to offer you the opportunity to come and join us at Upton House for our Wedding Fair on Sunday 7<sup>th</sup> March 2010. For those of you who wish to plan ahead, do not miss out on our Wedding Fair to be held on Sunday 3<sup>rd</sup> October 2010.

Set in a beautiful Country Park with more than 100 acres of woodland, parkland and formal gardens, Upton House is a Grade II \* listed building capturing the grandeur of a bygone age.

The House and Park is a major attraction within the Poole and Bournemouth area and is ideal venue for you to promote your wedding business. This exhibition will be widely advertised through the local press and radio in order to gain maximum publicity.

Due to the interest already shown early booking is recommended. To reserve your place, please send your completed application forms along with the monies due by the dates shown on each application form.

Look forward to hearing from you.

Yours Faithfully

*The Wedding Team*

Upton House  
Upton Country Park

[weddings.uptonhouse@poole.gov.uk](mailto:weddings.uptonhouse@poole.gov.uk)



[www.boroughofpoole.com](http://www.boroughofpoole.com)



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

Working in partnership to help raise funds for the development of Upton House and Country Park

# UPTON HOUSE WEDDING FAIR

**SUNDAY 7<sup>th</sup> MARCH 2010**

**11 a.m. to 4:00 p.m.**

## **Terms and Conditions:**

Thank you for your interest in exhibiting at Upton House. If you would like to arrange a site visit or discuss your exhibit arrangements further please contact Upton House – 01202 262753.

Owned and managed by The Borough of Poole, Upton House is a Grade II\* listed building with a colourful and varied history. Set within beautiful formal and informal grounds, it is an ideal setting for wedding ceremonies, exhibitions, conferences and training courses.

For more information please visit [www.boroughofpoole.com](http://www.boroughofpoole.com) or [www.uptoncountrypark.org](http://www.uptoncountrypark.org). Or email [weddings@uptoncountrypark.org](mailto:weddings@uptoncountrypark.org)

## **Publicity:**

The Wedding Fair will be extensively advertised in tourist offices, newspapers (inc. Daily Echo, Advertiser, Poole News), community magazines, web sites and on local radio stations. Posters will be distributed locally. On entry to the House, visitors will receive a Wedding Fair Programme which if permitted (*see application form*) will contain your company name and contact details.

## **Wedding Fair Booking Process:**

<b>STAGE</b>	1	Application received
	2	Confirmation of booking with allocated site number issued
	3	Event Programme and Information letter issued in February, including: <ul style="list-style-type: none"><li>• Event Programme and Information Sheet</li><li>• 'Welcome to Upton Country Park' leaflet incorporating location map.</li><li>• Advertisement poster for you to display</li></ul>
	4	7 <sup>th</sup> March 2010 - On arrival, your site number will be clearly labelled on both entrance plan and your allocated exhibit space. Staff will be available throughout the day to help answer questions and oversee the event.

## **Facilities available:**

- **FREE CAR PARKING** is available in the main car park for exhibitors and visitors alike. Access to the House is available for exhibitors to unload / load although restrictions apply.
- **FREE TEA AND COFFEE** is available to exhibitors throughout the day; additional refreshments can be bought from the Kiosk at the rear of the House or the Peacock Tearooms. Please note, the Friends of Upton Country Park and the Borough of Poole hold all catering rights.
- **TOILETS** - Exhibitor toilets are available on the ground floor to the east of the building as signed. Public toilets are available within the car park – less than a two minute walk.
- **TELEPHONE** - There is a coin-operated pay phone in Upton House.
- **STAFFING** – Upton House staff will be available throughout the day to help answer questions and oversee the event. In the event of an emergency, please contact a member of staff and / or follow their instructions.

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### **Allocated Sites**

All sites are allocated by the Event Organisers, with due consideration given to ensure an even distribution of exhibitor services or products as appropriate. Exhibitors are requested to remain within the site space allocated. Site fees include the hire of two tables and two exhibitor seats as requested. It is the responsibility of Exhibitors to ensure relevant insurance is held and exhibit and works comply with relevant HSE requirements.

If you would like to discuss other options or have additional site requirements please contact Upton House – 01202 262753.

### **Allocated Inside House Sites:**

Upton House is a Grade II\* listed building – please help us to maintain its elegance.

- Electricity is available upon request (*see application form*). Please ensure that any portable electrical items (lights etc) are Certified Tested or plugged in via an RCD Circuit Breaker Socket.
- Please remain within the site space allocated and do not obstruct fire exits or emergency escapes routes.
- Please do not attach any object to wall, cupboards or door surfaces.
- Please report any damage or incident to a member of staff immediately.
- Smoking, lighting of candles, naked flame, oil lamps or similar is prohibited.

### **Allocated Outside House Sites:**

- *Tentage* – Exhibitors requiring their own tents are requested to ensure that they are erected safely with sufficient space outside the guy ropes, and all pegs are taped, and no smoking is allowed inside any tent. If tentage is required, please contact Upton House - 01202 262753
- *Generators* – All generators to be of a silent or super silent type and carry the relevant fire extinguishers.

### **Site Cancellation:**

Please note the following cancellations fees apply:

More than 8 weeks' notice	Full refund (less 25% administration charge)
4 - 8 weeks' notice	50% refund of total charge
Less than 4 weeks notice	No refund

The Friends of Upton Country Park & the Borough of Poole accept no responsibility whatsoever for any LOSS or DAMAGE sustained by the Exhibitor or their associated exhibits. Exhibitors and stand holders must hold relevant insurance; HSE requirements must be complied with. Neither the Friends of Upton Country Park nor the Borough of Poole will be held responsible for damage caused on your site(s) during the Wedding Fair period and will not be liable to make good such damage.



**THE BOROUGH OF POOLE**

[www.boroughofpoole.com](http://www.boroughofpoole.com)

**THE FRIENDS OF UPTON  
COUNTRY PARK**

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

(Reg. Charity No: 272450)



# UPTON HOUSE WEDDING FAIR

SUNDAY 7<sup>th</sup> MARCH 2010

## APPLICATION FORM

If you would like to discuss other options, have additional site requirements or would like to arrange a site visit please contact Upton House – 01202 262753

Applicant details:

Name of organisation:	
Brief description of service or product:	
Contact name:	
Contact address:	
Postcode:	
Telephone number:	Mobile number:
Email address:	

Payment:		No. of sites required	Total cost	Power required? (please delete)
Inside House	£80.00 per 6ft x 4ft site*	X	=	Yes / No
Outside House	£50.00 per 15ft x 15ft site*	X	=	n/a
Do you require the use of a table? Yes or No (please delete) (included in price)			n/a	
Total payable =				

Please make cheques payable to 'THE FRIENDS OF UPTON COUNTRY PARK'

We are / are not happy for company details to be included within related marketing material  
(delete as appropriate)

I confirm that we have read and shall adhere to the Upton House terms and conditions,

Signed ..... Date .....

Completed form should be returned, along with full payment, by the **1<sup>st</sup> January 2010** to: -  
**CHEQUES MAY BE POST DATED UP TO THE 1<sup>st</sup> FEBRUARY 2010.**

Wedding Fair  
Upton House  
Upton Country Park  
Poole  
BH17 7JB