



# Healthy Lifestyle for Me

*Take control of your own health and wellbeing with  
Essential Oils and Supplements*



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## *Healthy Lifestyle for Me – Mind, Body, Spirit Events*

### *Guidance and instructions for stallholders*

Thank you so much for your interest in our Mind, Body and Spirit events. This information sheet is set out to answer some of your potential questions about the event and to provide clarity in respect of the requirements for stall holders.

Please ensure you read these before booking, but if you would like to discuss any aspect prior to booking, please get in touch with Sue on the contact details on the booking form.

**Please return your booking form as soon as possible as there has been significant interest in this event and spaces are limited to ensure that we will be able to accept your booking.**

### **Booking your Space**

Please complete a booking form. Once your booking is approved an invoice will be generated and on receipt of your payment a booking confirmation will be emailed to you for your records.

You will be required to provide copies of all required insurance certificate(s). These should cover public liability and professional indemnity insurance if you intend to offer treatments.

It is a condition of your booking that all stall holders have their own insurance.

Please let us know specifically what you intend to offer on your stall and if you're offering treatments. This is to enable us to adequately plan the event and ensure a variety of stalls which is beneficial to both stallholders and those visiting.

### **Setting up and dismantling your stall**

The venue will be open from 9.30 am to set up your stall on each day. The event will open at 11.00 am. Please ensure that you leave enough time to enable your stall to be fully set up prior to opening.

The event closes at 4.00 pm on both Saturday and Sunday. Stands can be left up on Saturday night as the venue will be locked up overnight and there will be a short period to enable tidying up for you.

Stands cannot be taken down before doors close.

There is a space at the front of the venue for loading and unloading but you will then need to park your car in the car park (there is ample car parking space). Access is via the front of the building, including level access. Please do not block each other as you unload / load your vehicles to avoid unpleasant issues. Please keep off of the grassed areas at all times, driving on the grass will not be tolerated.

## Stalls

Each space comes with a trestle table. You are welcome to bring your own table if you prefer. Please indicate on the form if you intend to do so. Space is provided for two people to manage each stall, and 2 exhibitor badges will be made available on your arrival. Each stall holder will be provided with a table and two chairs unless otherwise requested and agreed in advance.

Your table will be allocated in advance, so please make us aware of any requirements such as power or proximity to the door. Wherever possible we will try to meet your requirements. We also try to layout the venue to ensure maximum variety for the visiting public.

The event opens at 11.00 am on both days. Please ensure you have enough time to set up before this.

You should bring a tablecloth or other covering required by you to make your table more attractive. The tables are approximately 6' x 2'6".

Please make sure that you bring everything you require for your stall.

Items such as banners or chairs must not block walkways or fire exits. Think about how you wish to set up your space. Please also familiarise yourself with the layout of the building including the fire exits on arrival. **No naked flames are allowed in the venue, so candles should be battery operated unless securely encased within a lantern.**

The venue does not permit us to attach anything to the walls which are panelled, however in the events room walls without panelling you can use Blu Tack if required.

The venue requires that **all** mains powered electrical equipment has been PAT tested. At the event we will need to make sure that we are able to show that any mains electrical items (including extension leads if you bring your own) have been PAT tested otherwise we will not be able to use them. The venue does have some extension leads so if you do need one let us know when booking your stall. Please do not tape wires to the floor.

The items which you bring to the event remain your responsibility and you should have appropriate insurance. Healthy Lifestyle for Me, nor the venue, cannot be responsible for loss or damage of goods or equipment.

## Treatments and Taster Sessions

It is usual at these events for people to charge for treatments and or taster sessions.

If you intend to offer treatments and you require a treatment chair / bed, please bring your own and ensure you have indicated at the time of booking that such a space is required.

There will only be space for one treatment area per table booked. A business may share a single table between a maximum of two practitioners on the proviso that only one treatment is provided at any time. If both practitioners wish to provide treatments all day then two tables should be booked.

Those who are offering treatments need to appropriately insured for such work (indemnity insurance).

If more than one practitioner is expecting to be at one table for instance under the banner of a single business which has two practitioners then the names of **both practitioners**, the treatments they intend to offer and their insurance certificates must be provided to Healthy Lifestyle for Me with the booking.

If you are providing taster sessions or readings, it is usually best to have a booking sheet where people can sign up for a timed slot on the day. For those providing treatments, we will be listing your contact details on the website and in promotional posts on social media to enable people to contact you prior to the event to book treatments should they so wish.

## Readings

If you are providing readings you should be appropriately insured and be willing to record the readings. Please check the conditions of your insurance in relation to readings.

## *Healthy Lifestyle for Me – Guidance and Instructions for Stallholders*

Only **one** reader per table please, who should be named at the time of booking and insurance documents provided.

Readings can only be provided to those over 18 years of age and the appropriate disclaimer should be made at the start of the reading indicating that the reading is for leisure purposes.

### **Taking payments**

Most people find that it is best to have the ability to take card and contactless payments. Having this facility is likely to increase your sales. There will be Wi-Fi at the venue.

### **Workshops / Talks**

A workshop / talk is a great way to promote your business and to give people a direct experience of your work. Please consider whether you could offer a workshop / talk.

Workshops are free to provide. If required, we will sign people up for your workshop / talk on the day. The number of places will be based upon the space in your workshop which is dictated by the activity and the layout of the room.

Workshops / talks will be in the region of 30 minutes, depending on the number of people who would like to provide this service and there will be a gap of 30 minutes between them to enable changeover.

Please ensure that you arrive promptly for your workshop / talk and that you are out of the workshop / talk room at least 15 minutes before the next workshop / talk is due to start to allow time for set up.

**Please bring everything you need for your workshop including any mats, blankets or technical equipment.**

You'll need to provide a brief description of your workshop and a photo for the website, for social media promotion and for the event itself. There are a limited number of workshop / talk spaces so if you'd like to offer one, please respond as soon as you are able. **Workshop / Talk information needs to be sent as soon as possible to allow us time to create the promotional material.**

### **Refreshments**

Heskin Hall has their own Café which will be open throughout the event for refreshments for both general public and stallholders alike. You are more than welcome to use their facilities or bring your own lunch to be eaten whilst on your stall. Please do not take your own food into the café to use their tables. Also, for safety reasons you must not bring your own kettles to the venue.

### **Publicity**

Healthy Lifestyle for Me will publicise the event via their website, social media and local networks and signs / leaflets in the area. Discounted advance tickets are available for sale on Eventbrite already.

**As a stallholder you also have an important role in publicising the event. Please be sure to make your customers aware of the event.**

If you are offering treatments or readings, you may decide to **offer bookings in advance. We strongly encourage you to do this.** This can be especially useful if you wish to fill slots earlier on Saturday.

**Please do get in touch if you have any other questions which are not covered here.**