

# Designer Makers MARKET

TENNANTS GARDEN ROOMS, Leyburn – Fri 26<sup>th</sup> & Sat 27<sup>th</sup> October 2018

## BOOKING FORM

Please read the notes below and the Terms & Conditions before completing in block capitals and signing.

NAME: ..... TRADING TITLE: .....

ADDRESS: .....

POSTCODE: ..... E-MAIL: .....

TEL NO (DAY): ..... TEL NO (EVE): .....

WEBSITE ADDRESS: ..... FACEBOOK ADDRESS: .....

DETAILS OF ALL GOODS TO BE TRADED: .....

.....

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DETAILS OF DEMO / HAVE-A-GO (if applicable) .....

You will be provided with a 6 x 2.5 ft table, plus 2 chairs either on the ground or first floor – if you would prefer to use your own stand you must organise this with the event organiser in advance of the booking. **Any extra space must be negotiated at the time of booking.**

**STALL FEE:** £110 per weekend

Lighting at the venue is good, if you require an electricity point this will be charged at **£5 per day** extra and must be requested on the booking form. Any electrical equipment must have a PAT certificate. **NB** electricity is free if using for demo/have-a-go.

Electrical equipment to be used ..... Number of days ..... Total cost .....

**TOTAL BOOKING FEE** (exempt from VAT): .....

We expect approximately 30 stalls at the event. The event will be widely advertised. Opening hours of the event are 10am – 4pm. Stallholders will be allowed into the building from 8.30am. All stalls must be set up by 9.45am and no stall will be permitted to pack away before 4pm. Stalls must be cleared away by 5.00pm.

**Please send payment with your application form and e-mail three images of your work** (which may be used for marketing purposes) to the address below. Cheques should be **made payable to 'Kathryn Guy'**.

**Please return to:** Kathryn Guy, Granary Cottage, Whashton, Richmond, N Yorks, DL11 7JL

## TRADERS NOTES

**All goods traded must be designed and handcrafted by you.**

**Exclusive rights to merchandise cannot be guaranteed.**

**The Organisers reserve the right to refuse applications and cancel or curtail the event.**

**Stalls must be well presented and tables covered by a cloth which reaches the floor at the front and the sides.**

**Stalls will be allocated space by the event organiser - ALLOCATION IS NOT NEGOTIABLE.**

Signed: ..... Dated: .....

Kathryn Guy: **Tel:** 01748 825640 **e-mail:** [kathrynguy@btinternet.com](mailto:kathrynguy@btinternet.com)

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**TENNANTS GARDEN ROOMS, Leyburn**

**26<sup>th</sup> & 27<sup>th</sup> October 2018**

## **STALLHOLDERS TERMS & CONDITIONS**

1. Allocation of space is at the discretion of the Events Organiser and is not negotiable.
2. We expect a very high standard from participants. If in the opinion of the Events Organiser, a stall is unsatisfactory or incompatible with the aims of the event, we reserve the right to ask the exhibitor to close or remove the stall.
3. Payment of the stall fee should accompany the application form. Stalls will be allocated on a 'first-come first-served' basis (subject to approval). **Cheques will only be cashed when the booking has been accepted.** If you are unable to pay by cheque please contact the organiser to arrange bank transfer.
4. Should you wish to withdraw your application, we reserve the right to retain all monies paid.
5. A Risk Assessment of all stalls and surrounding areas will be carried out prior to the opening of the event and may require the stallholder to carry out preventative measures. All stallholders will be required to provide proof of their Public Liability Insurance and a current PAT certificate for any electrical equipment they intend to use. **Any stallholders providing demonstrations or 'have-a-go' sessions must carry out their own risk assessment on the activity.**
6. Stallholders are not allowed to distribute leaflets, etc anywhere within the building, except at their own stalls.
7. You are asked to comply with all relevant statutes, regulations and bye-laws relating to the business to be conducted from your stall and comply with all requirements of the venue.
8. **You may begin to erect your stall at 8.30am.** Please note that no one will be allowed into the building before that time. Please ensure that the stall is completely erected by 9.45am and removed by 5.00pm, along with any rubbish. All empty boxes, surplus stock, etc must be stored under the stall.

Stalls downstairs may have to be dismantled on the Friday evening if the venue has an evening event – this will be confirmed as soon as possible, prior to the event.

9. Stalls must be well presented and **tables covered by a cloth which reaches the floor at the front and sides. Tables must not be moved and nothing displayed on the floor in front of the table.**
10. The failure of any stall holder to abide by the foregoing terms and conditions shall result in withdrawal of the consent to exhibit and the organisers may immediately require the closure or removal of the stall unit.
11. **We do not guarantee that the event will take place in whole or in part and in the event of cancellation or curtailment of the event will be under no liability to pay any compensation for any actual or prospective loss.**