



Christmas BOOKING FORM

For office use only

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 www.cottageindustriesassociation.co.uk

Show	Size Required E.g. 10ft	Tables £10 each 6ft Quantity	Prices	Price Sub total	Deposit	Balance Post- dated cheque	10% off	Total Payment
Folkestone	24th – 27th Nov							
	28th Nov – 4th Dec							
	5th – 11th Dec							
	12th – 18th Dec							
	19th – 23rd Dec							
Warrington	1st Dec – 4th Dec							
	5th Dec – 11th Dec							
	12th – 18th Dec							
	19th – 23rd Dec							
Aston Hall By Candlelight	Dec 2011							

BLOCK CAPITALS PLEASE

Name _____ Business Name _____

Address _____

Post Code _____ Tel. _____ Fax. _____

Email Address _____ Web Site _____

Description of goods for sale. (Pictures to be attached if you are a new exhibitor).

I have read, understood and agree to abide by the booking terms and conditions.

Signed _____ Date _____

Booking Terms and Conditions

1. £50 deposit for each show booked plus post dated cheque dated four weeks before the event. If you are booking more than four shows, please send £200 which will be used as a rolling deposit. The balance for the shows can be paid on the day (see No2. Terms and Conditions). 10% off for booking 10 or more shows. Please make cheques payable to Cottage Industries Association. All bookings are made in good faith and are firm bookings subject to condition 17. Bookings will only be accepted on the official booking form, with the relevant form of payment
2. In the event that the booking is cancelled or the exhibitor fails to attend, the deposit paid will be retained as a cancellation fee. If a cancellation is made less than 4 weeks before the date of the fair then no refund will be made and if the balance has not been paid then all further bookings will be cancelled and the deposits for other fairs will be used to pay the balance. If no further monies are held, the exhibitor will be issued with an invoice for payment. If the cancellation is made more than 4 weeks before the fair, then a refund of the fee will be made (where applicable) minus the cancellation fee. All cancellations must be confirmed in writing. Cottage Industries Association will not be held responsible for any loss of monies paid or lost trade in the event of a show being cancelled or abandoned by the organisers. If a cheque issued by, or on behalf of, an exhibitor is not honoured, then the exhibitor shall be liable for all charges incurred by Cottage Industries Association (MINIMUM CHARGE £30.00).
3. Goods for sale must not be different from those detailed on the booking form(s) without prior consent from Cottage Industries Association. Only crafts and gifts described on your booking form may be displayed. Any new lines must be approved by us before the event. In cases of multiple crafts, please list ranges in majority order. We may ask you to take off your display, any item(s) that conflicts with any other exhibitor.
4. In all cases exhibitors must be at the venue no later than one hour, and set up no less than 30 minutes before opening time, which will be notified by the organisers prior to the event. (PITCHES MAY BE REALLOCATED TO OTHER EXHIBITORS IF THE PITCH IS NOT OCCUPIED BY THE SPECIFIED TIME UNLESS COTTAGE INDUSTRIES ASSOCIATION HAVE BEEN NOTIFIED OF ANY DELAY).
5. All vehicles belonging to or associated with exhibitors must be moved to the designated exhibitors parking area no later than 30 minutes before the show opening time.
6. All stalls must be properly attended during advertised opening times, and should not be closed before the finishing time of any event without prior consent of the organisers.
7. Tables and chairs must be booked in advance.
8. Exhibitors are advised to provide themselves with suitable lighting to maximise visual impact of their displays. Electricity will be supplied for lighting only, up to a maximum of 500 watts. If you require power for any other purpose it must be booked in advance and an excess charge may be levied. Please telephone for details. Exhibitors must supply their own extension leads for connection to the supply provided. All electrical equipment must comply with current regulations. The organiser will not be held responsible for any disruption, loss or damage to goods, equipment or trade by failure of electricity supply howsoever caused.
9. Space cannot be assigned or sublet without the written consent of Cottage Industries Association.
10. Nothing shall be affixed to any wall, floor or item of furniture at any fair, goods or packaging are not permitted to foul or impede public walkways or access aisles between stalls. Exhibitors are responsible for keeping their display areas neat and tidy at all times and for the removal of all rubbish at the end of the day.
11. Stands must have suitable fire retardant table covering to the floor on three sides.
12. SMOKING IS NOT PERMITTED AT ANYTIME IN THE EXHIBITION AREAS!
13. All exhibitors agree that they are responsible for the safety of their goods at all times and the organiser accepts no liability whatsoever for loss, damage or theft an exhibitor may suffer.
14. The exhibitors are advised by the organiser to maintain their own public liability insurance and insurance against theft, accidental damage or cancellation of shows. Cottage Industries Association will not accept any liability for accidents caused to third parties, by exhibitors or their equipment.
15. All goods offered for sale by the exhibitors must comply with statutory regulations as are in force from time to time and it is the exhibitor's duty to ensure such compliance.
16. In the event that Cottage Industries Association discover that an exhibitor is in breach of any of the conditions in this agreement, Cottage Industries Association shall be entitled to refuse the exhibitor the use of a stall, and cancel any further bookings, without refund of any monies paid. The payment of a deposit does not in itself guarantee a stall at any exhibition, but the deposit paid, should the organisers decline the booking, will be refunded in full.