



Fairs

12 Brook St Leighton Buzzard LU7 3LQ

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Towcester Real Arts and Crafts Fairs

The fairs are held in Towcester Town Hall on the first Saturday in each month. Opening hours are 9.30 am to 4 pm with set up from 8.30 am.

The Town Hall is a typical small town central hall with all facilities located on the ground floor. Access is via the main entrance however the disabled entrance may also be used during set up and when packing up. There are steps at the main entrance however there is access at the side for disabled stall holders and visitors.

The hall has no parking space of its own. Stall holders can park in front of the hall to unload and then move their cars to a free car park some 50 yards down the road. At the end of the day stalls should be packed up before the car is collected. Co-operation of all the stall holders is requested to avoid blocking the unloading space.

Applications will only be accepted where the stall holder makes the vast majority of the goods/services on sale themselves. If you have any doubts about what you are offering please contact the organiser before booking.

Advertising comprises local signs around the town on the days of the fairs and a sizeable advert in the local paper.

There is a website for this fair - www.supportbritishhandmadecrafts.co.uk This has a page for each event showing the stalls and products on offer that day. When filling in your application form the paragraph describing your products will be used to make up the entry for your stall. If you have a website it can also be added to the page. It would be appreciated if a link back from your web site could be provided.

Tables lengths are 5ft, 6ft, 10ft and 12ft however only a few 6ft tables are available. Prices for all tables are shown in the table on the next page. Tables and chairs are included in the price as is electricity however, this must be booked in advance on the booking form.

In common with more and more fairs it is a requirement that stall holders hold public and product liability insurance. Joining the National Market Traders Federation (<http://www.nmtf.co.uk/> and 01226 749021) provides the necessary insurance as a benefit of joining. A lower cost alternative is the Combined Market Traders Insurance Association (<http://www.cmtia.co.uk/> and 0208 554 5273). An even lower cost alternative is subscribing to 'a-n' (https://www.a-n.co.uk/join_in and 0191 241 8000) which provides insurance as part of membership.

To assist stall holders who cannot afford a credit card facility, I will make my chip and PIN machine available for a small charge per transaction to cover costs.

The most important objective I have is to run a small thriving CRAFT Fair at which stall holders can make some money and enjoy coming to on a regular basis.

Rules on the Day

Please - this is a small, friendly fair and the Organiser wishes to keep it that way therefore ...

1. No music or radios.
2. Smoking in the hall is prohibited by law. Please do not smoke in the front doorway as this is very off-putting to visitors.
3. Lights, laptops and CDUs only on the electricity. If you require something special for demonstrating please contact the Organiser well in advance.
4. Disputes must be referred to the Organiser immediately and his decision is final.
5. Only products and services declared on the application form may be shown unless agreed with the Organiser on the day.
6. Unless previously agreed with the organiser there may be no raffles, lotteries or similar.
7. The Organiser will, in everyone's interests, always act to ensure a calm and pleasant fair for all – stall holders and public. If you have any doubts check with the Organiser. The safety of everyone is the priority.
8. Hours : Set up is from 7.45am. The show hours are from 9.30 am to 4 pm. Please have your main stall/display ready by 9.30 am. Dismantling before 4 pm (even on a bad day) is not allowed as it breaks the terms of insurance. The fair must be dismantled and the Hall cleaned and vacated by 5.00 pm.
9. Do not 'hog' the parking spaces in front of the building. Please unload your stock and then park before setting up. When packing up please dismantle the stall before collecting the car.
10. Note your nearest fire exit and that the assembly point is in the car park at the front of the building. Notify the organisers immediately if you suspect a fire.

Table Rates for 2012

	Table or Space Length			
	5ft	6ft	10ft	12ft
Booked before 1 Aug 2012	£17.50	£21	£35	£42
Booked after 1 Aug 2012	£21.50	£26	£43	£52

Note that there are only a few 6ft tables that will be allocated on a first come first served basis.

Towcester Application Form 2012

<p>I should like to book the following Saturdays in 2012 (please ring dates required) :</p> <p style="text-align: center;"> 4 Feb 3 Mar 5 May 2 Jun 7 Jul 4 Aug 1 Sep 6 Oct 3 Nov 1 Dec </p>	
<p>Name, address and trading name :</p> 	
<p>Telephone :</p>	<p>Mobile :</p>
<p>Email :</p>	<p>Web site address :</p>
<p>I shall require electricity : Yes / No (delete as applicable)</p>	
<p>I enclose proof of third party insurance which is the minimum compulsory cover. The Organisers hold no cover nor accept any liability for the stall holders, their actions or their products.</p>	
<p>A paragraph for the website describing the products/services you will be offering : (Some detail please as those that are not declared here may be refused on the day)</p> 	
<p>Tables/spaces required (ring space required) : 5ft 6ft 10ft 12ft</p>	
<p>Terms : Full payment for first event with application and a 50% deposit for the remainder. Payment of the balance will be required one month before the event.</p> <p>Cancellations : Within 7 days no refund Within 1 month of the event – 50% refund More than 1 month – full refund less an administration fee of £2 per event.</p>	
<p>I have read, understood and accept the terms and rules of the day.</p> <p>Signed : Date:</p>	
<p>Cheques (made payable to Julian Chritchlow) and forms to : Julian Chritchlow 12 Brook St Leighton Buzzard LU7 3LQ Tel. 01525 630562 Mobile 07770 344914 email: askme@supportbritishhandmadecrafts.co.uk</p>	
<p>(For organisers use only)</p> <p>Dates confirmed :</p>	<p>(For organisers use only)</p> <p>Cheque received :</p>