

Goring Craft Fair

BOOKING FORM

Saturday 23 & Sunday 24 November 2019

Name		
Company name		
Main product(s)		
Postal Address		
Post Code		
Vehicle Registration		
Phone number		
Mobile number		
Email address		
Website address		
Select method of payment	Bank Transfer	
	Cheque	
Requirements for fair	Table (6' span)?	
	Electricity for a light?	
	Any other special requirements? For example is location directly against a wall a necessity for your display? If so please provide details.	

Any digital photographic image(s) (PNG or JPEG) of a typical display would aid our planning regarding suitable location/ positioning of your stall within the village hall. Please note that we will do our best to meet reasonable requirements but that they cannot be guaranteed.

Permission is also given for my stallholder details and participation in the 2019 Craft Fair to be included on the website, on flyers and other promotional material for distribution to members of the public. (Limited to Trading name, Web address and Email contact – any telephone numbers withheld unless specifically requested to be included.)

I apply for one pitch @ £60 (5 ft x 8 ft) for both days.

I agree to pay a deposit of £30 using the following bank details

1. BACS transfer (preferred form of payment):

Account name: Goring C of E Primary School PTA, Bank: TSB, Sort code: 30-13-42 Account No.: 00059212
Use reference: <your trading name>

2. Cheque payment to Goring C of E Primary School PTA (see Terms and Conditions/Booking Fee)

Complete this booking form and return by email to: stall.admin@goringcraftfair.co.uk

or if sending cheques please return this completed form, and send to Mairead at the following location: Mairead Herlihy, 43 Holmlea Road Goring, RG8 9EX.

I agree to abide by the following Terms and Conditions.

Signature	
Date	

Goring Craft Fair

Terms & Conditions

1. Booking Fee – £30 deposit agreed as above. The balance of £30 will become due one month before the event on Friday 25 October 2019. However, if you would like to pay the full amount now please use one of the payment options below:
 - a. Bank Transfer: Make the deposit payable using BACS transfer (details on booking form). Complete and send booking form via email to stall.admin@goringcraftfair.co.uk. Balance can also be paid using this method.
 - b. Cheque option: To save on postage 2 cheques for £30 each, one dated now, and the other, Friday 25 October 2019 may be sent now with the booking form. Cheques should be made payable to **Goring C of E Primary School PTA**
2. Cancellation – Where cancellation is made at least 6 weeks prior to the event monies will be refunded in full; if between 2 & 6 weeks then half will be refunded. It is regretted that no refund can be given when cancellation is within 2 weeks of the event, unless the organisers are able to find a replacement, in which case only the deposit will be forfeit.
3. General Safety etc. – Stallholders are reminded of their responsibility for the safety of their stall area especially if using electricity, and also of their general responsibilities to the public as a trader. Any electrical appliances brought into the premises and used during the Craft Fair must have a (PAT) test sticker and be date tested in accordance with the Electricity at Work Regulations 1989. Whilst every care will be taken by the organisers, stallholders are advised that no liability will be accepted for goods left in the premises overnight. You are especially advised not to leave any valuables and/or cash in the hall overnight. It is advised that all stallholders should hold their own insurance and have made their own risk assessment for their participation at this event.
4. Closedown – No stallholder may close or remove their stall or its contents before 4pm on either day. On arrival, all stallholders must provide their vehicle registration details to the steward responsible for registration who will then issue them their welcome pack. This will facilitate a safe departure at the end of the Craft Fair. Once a stall is packed up and ready to be removed, the stallholders should advise the stewards responsible for parking that they are ready to collect their vehicles. This will aid a controlled departure from a space limited area at the front of the hall.
5. Crafts – Stallholders should ensure that their stalls are predominantly stocked with handcrafted goods made by themselves (and/or “known friends”).

The organisers thank you for your support and trust that you will have both an enjoyable and profitable weekend. If you have any questions at all about the event, then please do not hesitate to call us on 01491 872202 or email us at: stall.admin@goringcraftfair.co.uk

Information about the Craft Fair stallholders is maintained in accordance with the Data Protection Act 2018.

Photographs taken at the Craft Fair may be used for the purposes of reporting and publicising this and future events.