



Spring Craft Fair

At Coventry Transport Museum

Saturday 22nd and Sunday 23rd March 2014
10am till 4pm

Name.....Telephone number.....

Address.....

.....Postcode.....

Email.....

Business Name/Website (if applicable).....

Items to be sold.....

If you have a variety of different items for sale please could you put the % of each.
For example - 10% Bead Jewellery; 10% Cards; 80% Soap or bath products.

Note - items must be at least 90% handmade/handcrafted.

Stall holders found to have 'bought' in items will be asked to remove them from sale.

Please note we can only accept bookings for the two days

I wish to book tables (eg 1, 2 or 3) at £60 each - I enclose payment of

Do you hold public liability insurance? **Yes** **No**

Note you are covered by the Museum's insurance if you do not have your own

If you need additional space or any other requests, please note what you will need and we will do our best to meet your requirements

Signed.....Dated.....

How did you hear about this event?

Please make Cheques payable to 'CTM Ventures' and send with booking form to the address below.

Entry is free to the Museum and Craft Fair.

Two chairs and one 6ft x 2ft 7ins table are supplied; please supply your own table covering.

As this is an alternative venue this year, space will be limited to one table per person, unless you purchase more. If you require access to power please state on your booking form or call to discuss.

Set up from 8.00am on the Saturday or on the Friday afternoon by arrangement only. Please do not pack stalls away until after 4pm, unless otherwise informed.

If you wish, your stall may be left up over night.

Unloading and setting up instructions along with suggested car parks will be posted to you prior to the event.

Please ensure you have read the full terms and conditions prior to the event.

Please make your own parking arrangements after unloading as there is no parking at the Museum.

Craft Stalls

Please read this entire document as it includes details of how the Craft Fairs are run on the day and what is expected of the Stallholder and the Museum. By booking your stall you are accepting the terms and conditions as set out below.

Location - The Craft Fair will be upstairs in the Singer Room (mezzanine).

TERMS & CONDITIONS

Payment terms

Craft stalls must be paid for **before** the event.

Cancellation:

- Less than 14 days notice of cancellation – no refund will be given
- More than 14 days notice of cancellation – 50% refund will be returned

Unloading and Loading

Friday drop off available by arrangement only, between 3pm and 4pm.

Access will be via Cook Street Car Park at the rear of the Museum, from 8.00am each day. A steward will be available to direct you. Please bring your own trolleys if you can. **NB** Please note, this is a staff car park and during unloading this area gets very busy and you may have to wait to access your stall, please be patient and considerate to other car park users and stall holders. You are not permitted to leave your vehicle in this car park.

Further instructions will be posted to you approximately two weeks prior to the event.

Car Parking

Please make your own parking arrangements after unloading as there is no parking at the Museum.

We suggest you use Belgrade Plaza Car Park on the Saturday as we have negotiated a reduce rate with them for Saturday. We recommend Bishop Street Car Park on the Sunday which is £1 for the whole day.

Provided for you

You will be provided with a wooden trestle table, approximately 6ft by 2ft, and two chairs. You will need to supply your own table covering(s). Tables will be laid out and labelled before stall holders arrive, please look for the correct stall or ask where it is.

You will be able to leave your stall set up overnight on the Saturday and/or Sunday. There is no public access to the building from 5pm closing till opening at 10am the following morning.

Required from you

Advertising and/or displays must not be attached to walls without prior arrangement with the Museum.

All items for stall must be as listed on the booking form, if other items not listed on your booking form are on display you may be asked to remove them. All items must be handmade or hand crafted.

Stall holders found to have 'bought' in items may be asked to remove them from sale.

If you bring a child or children with you, please note that they are your responsibility and should not be permitted to run freely around the Museum.

Traders should be ready to trade by **10:00am**. Please make sure there are no trip hazards and walkways are not obstructed. No trader should dismantle their display before **4.30pm** on **either day** without prior agreement with the organiser on site. Your space is to be left tidy at the end of the day and any rubbish put in the bins. Please return plates and cups to the cafe.

Any electrical equipment which is brought on site must be tested/certified to the appropriate standards and should carry a current PAT testing label. Electrical leads for external use must be fitted with 16A plugs. Electric is only to be used for lights - not kettles or similar.

All Stallholders have a duty of care to ensure their own Health & Safety, and also that of members of the public. They are responsible for any and all damage or injury to persons or property caused by them or their stands or any act of omission by them or their staff. Traders are responsible for holding their own Public Liability Insurance and Product Liability Insurance.

CTM Ventures

The Museum will not be responsible for damage to stock or theft whilst on the premises.

No responsibility will be accepted by Culture Coventry Ventures Ltd for the security of any goods, money or equipment before, during or after the event. All transactions are between the Vendor and Purchaser alone. No responsibility will be accepted by Culture Coventry Ventures Ltd for any transactions.

Culture Coventry Ventures Ltd reserves the right to cancel, curtail all or part of the event at their absolute discretion, the right to refuse access and also the right to require stallholders to leave immediately should any of the foregoing guidelines not be adhered to.