

## Northern Crafts 2019- General terms and conditions

### **Please read before booking any events**

#### At Fairs:

- Tables are allocated in advance.
- Tables approximately 5/6ft by 2/3ft are provided along with 2 chairs. You will need to bring your **own table covers**.
- You **may or may not** be able to place your own small table/display unit in front or to the side of your allocated stall. Please be considerate if using additional tables/displays and ensure access to adjacent stalls is maintained. The amount of space available varies from one event to another. At busy fairs, especially at Christmas, **room for extra displays may not be available**. In this case to may want to consider hiring an extra table if you require more display space.
- Please **do not leave any rubbish** behind at the venue at the end of the fair.
- In venues where electricity is available, venues may ask stall holders for an up to date PAT certificate for their appliances. If you **require electricity** please make sure you mention this on your booking form. Electricity cannot be guaranteed.
- Northern Crafts has **Public Liability Insurance** for its events but this does not cover individual stall holders or their products. Stall holders may be asked on the day to sign a disclaimer if they do not have their own insurance cover (recommended).
- If you are unable to attend on the day please contact me by phone so that I can reallocate the tables.
- Please **do not start to pack away your stall until the published end time** of the fair/market. Doing so may result in cancellation of future bookings.

#### At booking:

- All **bookings require a deposit**, and provisional bookings are not confirmed until a deposit has been received.
- A provisional booking will be **held for 5 days** from requesting the table to allow payment to reach us, after which time tables will be made available for booking again if payment has not been received.
- Deposits are **non-refundable and non-transferable** unless an event is cancelled by us.
- All refunds will be made by BACS. To issue a refund we will require your bank details.
- Full payment for fairs is required **2 weeks prior** to the event. After this point the stall fee is **non-refundable**. When the balance is not paid within this period, your table may be resold and you will **forfeit your deposit** and place at the fair.
- Any requests for particular places at a venue will be considered, but cannot be guaranteed. We will however try to accommodate requests if possible.