



# Fairs

12 Brook St Leighton Buzzard LU7 3LQ

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## Woburn Sands Real Arts and Crafts Fairs

The fairs are held in Woburn Sands Memorial Hall mainly on the fourth Saturday in each month. Opening hours are 9.30 am to 4 pm with set up from 8.30 am.

The Memorial Hall is a typical small town central hall with all facilities located on the ground floor. Access is via the main entrance which has level access to the street outside.

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 nearby. At the end of the day stalls should be packed up before the car is collected and loaded.

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](http://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.

Table lengths are 5 ft, 6ft, 10ft and 12ft. Prices for all tables are shown in the table on the next page. Tables, chairs and electricity are included in the price.

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](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 8.00am. The show hours are from 9.30am to 4pm. Please have your main stall/display ready by 9.30am. Dismantling before 4pm (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

## Woburn Sands Application Form 2012

I should like to book the following Saturdays in 2012 (please ring dates required) :

25 Feb    24 Mar    28 Apr    26 May    23 Jun    28 Jul  
18 Aug    22 Sep    27 Oct    17 Nov    8 Dec

Name, address and trading name :

Telephone :

Mobile :

Email :

Web site address :

I shall require electricity : Yes / No (delete as applicable)

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.

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)

Tables/spaces required (ring space required) : 5ft    6ft    10ft    12ft

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.

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.

I have read, understood and accept the terms and rules of the day.

Signed :

Date:

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

(For organisers use only)

Dates confirmed :

(For organisers use only)

Cheque received :