

Craft and Gift Fayres 2018

Dates

Summer – Sat 21st July 10 – 4pm, Sun 22nd July 10 – 3pm

Christmas – Sat 24th Nov 10 – 4pm, Sun 25th Nov 10 – 2pm

1 x Six foot table and one chair will be provided, the space provided will be the size of the table with in and out space either side. Please note you

Costs

Summer Fayre – Main Space £40.00

Summer Fayre – Foyer £60.00

Christmas Fayre – Main Space £50.00

Christmas Fayre – Foyer £65.00

Christmas Fayre – Studio £40.00

Book for Both Summer & Christmas

Main Space - £80.00

Foyer £115.00

If you would like to book a single day please enquire.

Please note if you book a stall and only attend for one day, further bookings will not be accepted.

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| Name: |
| Trading as (if applicable) |
| Address: |
| Daytime telephone number: Mobile phone number: |
| E Mail address: |
| Website: |
| Description of Crafts.—Please enclose or send a photo of typical items.  Please also send any photos for publicity purposes (high res jpeg) to boxoffice@pavilionsteignmouth.org.uk. |
| If you have social media, please enter below and we will tag in marketing.  Twitter:  Facebook:  Instagram: |
| Do you have public liability insurance. Yes/No.\*   * You do not have to have public liability but we need to know for insurance purposes.   If yes please provide a copy of your PL insurance cover when you send the form back. |
| Table/Spaces will be allocated on a first-come first-serve basis, so please do return your booking form as soon as possible. Payment will be required on confirmation of Stall, and can be made by card or cash at the Box Office. |
| Please return your completed booking form with a copy of your public liability  insurance to:  Box Office, Pavilions Teignmouth, Den Crescent, Teignmouth TQ14 8BG.  Or e mail boxoffice@teignmouthpavilions.org.uk or phone 01626 249049 for further details.  You will be notified as soon as spaces have been allocated whether your submission has been successful. |
| **Conditions**   * Exhibitors will be able to set up from 8.30 on Saturday and 9.30 on Sunday. You will be able to leave the tables overnight. The room will be locked down once all exhibitors have left. * Exhibitors must not start packing up until the end time of the craft fair. Teignmouth Pavilions cannot be held responsible for any damage or loss of stock or personal possessions, including overnight. * There will be limited electric points available and exhibitors should ensure that there are no trailing leads or extension leads used. * All tables should be fully covered with a suitable covering to the floor. * Exhibitors will be able to unload their cars at the sea side and side of the pavilions. There is no parking on site and cars should be removed promptly once all craft goods are inside. Car parks are available at Eastcliffe or Point Car Parks. * All rubbish generated by exhibitors must be removed by the exhibitors. * No smoking is permitted in the building. * The stall holder agrees to abide by the health and safety conditions as set for Teignmouth Pavilions   The craft fair is intended to showcase goods made locally and hand crafted. Any exceptions to this will need to be agreed by the manager. Some latitude is allowed, as long as non crafted goods do not exceed more than 20% of the table.  Stand allocations will be made taking into account the nature of the craft. |
| I agree to the conditions above :  Signed (Exhibitor) Date |
| **Return the form to** [boxoffice@pavilionsteignmouth.org.uk](mailto:boxoffice@pavilionsteignmouth.org.uk) **or drop off at the box office.** |