



Thirsk Christmas Fayre

BOOKING FORM

Friday 29th Nov - Sunday 1st Dec 2019

PLEASE READ OUR TERMS & CONDITIONS BEFORE COMPLETING THIS FORM

Name of Business :

Contact Name:

Address:

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Telephone No: Mobile:

Email Address:

Business Facebook Page (This will be shared on our Facebook Page):

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PLEASE INDICATE BY CIRCLING THE SESSIONS YOU REQUIRE add x2 if double space is required

	Table Size	Friday Evening 4-7.30pm	Saturday 10-4pm	Sunday 10-4pm
PRICE PER TABLE / SPACE PER SESSION	6ft x 26inches	£30	£40	£30

Should you require twice as much space please double the information in the table above.

Please note the space allocated should include space required for clothes rails, fridges or other display materials.

Please tell us if you require electricity:

YES	NO
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Please indicated what you will be selling to ensure we do not place you next to a similar Business.

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Instructions for setting up etc will be sent to you, if you do not receive them by the 30th October please contact us.

I enclose a cheque for £ FULL AMOUNT TO BE PAID ON BOOKING
CHEQUES SHOULD BE MADE PAYABLE TO THIRSK CHAMBER OF TRADE LADIES GROUP

I AGREE TO THE TERMS AND CONDITIONS

Signed : Date:

Please return this form and payment to: 33a Market Place, Thirsk YO7 1HD

FOR ENQUIRIES PLEASE CALL Kerry Hopkinson 07791 344321 OR EMAIL INFO@THIRSKCHRISTMAS FAYRE.COM

Thirsk Christmas Fayre – terms and conditions of booking 2019.

1. LOCATION: Tables will be in position before exhibitors arrive. The tables must not be moved by Traders at anytime. Stand spaces are allocated by the Organisers as far as possible on a first come-first served basis relating to the requirement for a power supply and size booked using the booking form. Any special requests to be near to or away from other exhibitors should be noted on the Booking Form but no guarantee of such move is given.

2. WALL POSITION + POWER SUPPLY: A wall position with access to a power supply (13 amps) is only guaranteed on a first come-first served basis. None of the tables located at the centre of the venue have an available power supply. Cables must not be laid across gangways or exits. There is no extra charge for power consumption.

3. TIMING: Setting-up and dismantling times will be confirmed nearer the event. Traders must NOT breakdown their displays before an announcement by Thirsk Christmas Fayre staff before packing up.

4. REFRESHMENTS: Food and drink will be available for purchase from the café throughout the day.

5. FOOD AND DRINK SELLING: Food and drink should NOT be taken in for serving to visitors without prior permission. If you are wishing to sell food and drink, all regulatory food hygiene certificates are required at the time of booking. If you do not hold a valid food and hygiene certificate and are serving food and drink, the Organisers have the authority to stop you trading at the Fayre at any time. No exhibitor is permitted to sell, receive donations for, or giveaway Mulled Wine.

6. RESTRICTION: No exhibitor is permitted to operate any form of tombola or raffle at the event.

7. LICENSING: The Town Hall is now a licenced premises so we are covered for the sale of alcohol. However please indicate on your booking form if you wish to sell alcohol.

8. REPRESENTATIVES: Stand spaces will only accommodate limited numbers of people at once: namely 1 to 3 people. Stands must not be shared or sub-let and your representatives and guests must not promote or distribute literature in the Fayre on behalf of any other businesses or organisations.

9. STAND FURNITURE: No additional furniture is allowed in the venue, unless permission has been agreed at the time of booking.

10. ELECTRICAL EQUIPMENT: No music, recorded speech, television, videos, projectors, CDs, DVDs or games may be played with sound in the exhibition, as it may interfere with other Exhibitors. Silent computer displays are acceptable. Portable electrical appliances and cables must be covered by PAT Test Certificates

11. LITERATURE: Traders must not distribute any literature, posters etc., around the venue, refreshment areas or lobbies, etc - only from their own stands. Non-exhibitor's sales literature is also prohibited in the Fayre.

12. PAYMENT TERMS: Payment upon booking or by 30th October 2019 at latest if agreed, or the space may be relet. In the unlikely event of cancellation of the Fayre due to unforeseen circumstances, our full liability will be limited to refunding the fees paid, less a £15 administration charge per booking. If a Trader wishes to cancel their booking for any reason, all fees paid up to 31st August will be refunded less an administration charge of £15. Thereafter all fees are due and are non-refundable.

13. LIABILITY: Traders' staff shall comply with all applicable Health & Safety and Fire Regulations, including any relating to the premises which are displayed in the premises. Thirsk Christmas Fayre, Thirsk & District Business Association, Thirsk Ladies Group and Thirsk Town Hall accept no responsibility whatsoever for any injury, loss or damage to exhibitors' staff and equipment or for any disruption to electricity, water, drainage or sewage services for whatever reason. **Traders should arrange adequate insurance cover for themselves, their staff, products and equipment and for consequential claims or third party losses.**

Traders shall also indemnify the aforesaid Organisations from and against all expenses, liabilities, losses, claims or proceedings whatsoever arising as a result of personal injury to or the death of any Visitor or Venue or Association.