

**Ceramic & Print Arts fair**

**2019**

**Saturday 9th November 10.00am till 16.00pm**

Name……………………………………………………………………………………….. Mobile number………………………………………………………………………………..

Address………………………………………………………………………………………………………………….………………………….....................................................

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Email…………………………………………………………………………….……………………………………………………………………………………………………………………

Website/Facebook Page (or attach photos if no link available) ……………......….………………………………………............................

Items to be sold………………………………………………….........……………………………………………………………………………………………………………………….

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Charge - £**15 per table.**

**Below are the types of payment we accept**

**- Post** – Please make cheques payable to ‘Culture Coventry’ and send to the address given below

* **Paypal** – Please provide your Paypal email address and a Paypal invoice will be issued. A £1 surcharge will be added to this payment method.

 Paypal email…………………………………………………………………………@..........................................

* **Credit/debit card** – If you wish to pay using a credit or debit card, please provide a daytime contact number on the form and we will call you to make the payment over the telephone. Credit cards incur a £1.00 surcharge.

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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 have any other requests, please note what you will need and we will do our best to meet your requirements (e.g. plug sockets for electrical items, space for a display stand or clothes rail)***

Signed………………………………………………………………………………………….Dated……………………………………………………….

**Please email this form to:**

events@culturecoventry.com

 or post to Ceramic & Print Art fair, The Herbert Art Gallery & Museum, Jordan well, Coventry, CV1 5QP

**TERMS & CONDITIONS**

* **Payment terms**

Craft stalls must be paid for **before** the event by the 1 October. We will remind you of this closer to the time.

Cancellation policy:

* Less than 21 days notice of cancellation – no refund will be given
* More than 21 days notice of cancellation – 50% refund will be returned
* **Unloading and Loading**

**Stallholders will be able to set up from 8.30am.**

There are no parking spaces outside the Herbert’s entrance on Bailey Lane so it is a matter of pulling up and bringing your items into the building as quickly as possible before moving your car to a parking space. We will help as much as possible. If you can pack items into boxes and bags it is easier to move quickly and also easier to store safely whilst you are off-site parking your car. Please bring your own trolleys if you can.

* **Car Parking**

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

We suggest you use Gosford Street Car Park as their Saturday rate is only £1.00 for the day <http://www.coventry.gov.uk/directory_record/11436/gosford_street>.

* **Provided for you**

You will be provided with a 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.

We will pay for advertising in the newspaper and magazines.

* **Required from you**

The more you can help us advertise this event the better. There will be leaflets to promote the event, please contact us if you are available to hand any out. A Facebook event page will also be set up, please like, share and interact with this.

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

Traders should be ready to trade by **10.00am.** No trader should dismantle their display before **4.00pm**.

Any electrical equipment which is brought on site must be tested/certified to the appropriate standards and should carry a current PAT testing label if over 1 year old. Electrical leads for external use must be fitted with 16A plugs. Electrical equipment should be for display purposes only. A member of the Herbert team will perform a quick visual inspection of electrical equipment, help you to find the correct socket, and secure your cable to prevent trip hazards.

All Stallholders have a duty of care to ensure their own Health & Safety, we remind you to consider the safety of members of the public in the vicinity of your stall.

* **Culture Coventry 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 and no responsibility will be accepted by Culture Coventry Ventures Ltd for any transactions.

Culture Coventry Ventures Ltd reserves the right to cancel all or part of the event or to ask stall holders to leave the event if any terms and conditions are breached.