



RHS Garden - Hyde Hall, Essex

FRIDAY 3RD TO MONDAY 6TH MAY 2019

Dear Artist/Designer Maker

We would like to invite you to join us as an exhibitor at the 2019 Essex Craft & Design Show in the beautiful setting of RHS Garden Hyde Hall. This is our tenth year at this venue and our first show of 2019 will be a four day event over the May Bank Holiday weekend.

The event hosts over 80 exhibitors and is held in floored marquees located near the visitor centre and main entrance. There is also space to accommodate art/craft demonstrations and outdoor exhibitors; if your product is suitable for either or both of these options then please telephone us to discuss the stands available.

Please note that we do not accept bought in work on any of our exhibitor's stands.

For 2019 we are changing the layout and pricing structure for the stands. Enclosed is an example floor plan to explain each category of stand: A, B, C or D. When applying you need to tell us your 1st and 2nd choice of stand size as, while we will make every effort to accommodate your first choice, this will not always be possible.

Next year also sees a slight increase in the stand fees as this will mean we can add flooring to the marquees (2018 was a particularly muddy year!).

HOW TO APPLY

To take part in this event, please complete and return the enclosed application form along with your deposit cheque. If you have not exhibited with us before (or have changed what you sell), you will also need to send us photographs of your work (please see the 'deposit & cancellation' section at the bottom of the next page for payment details).

OTHER SHOWS IN 2019

The application forms for our other 2019 shows will be available on our website at the end of this year. We will email you when they are available.

We hope you will apply to become part of our May 2019 show. If you have any questions then please contact us or visit our website www.essexcraftanddesignshow.com.

Regards

David Shields & Jan Simon
Event Organisers

p.s. please note **our new postal address** at the bottom of this page.

OUR PRIVACY POLICY

You are receiving this letter because you have exhibited with us before or asked to join our exhibitor mailing list.

Your address will not be used for any other purpose or passed to any third party. A privacy statement is on our website.

If you no longer want to receive event details from us please email: info@beachhutevents.co.uk requesting to be removed from our exhibitor mailing list.



GENERAL INFORMATION

HOW TO BOOK

Please read the following information and the terms & conditions before completing the Application Form, even if you have exhibited with us before. Please enclose photographs of your work, preferably on a CD or by email, (including your display) with your application along with a SAE if you would like them returned. Your work cannot be considered for use in publicity material unless we receive good quality digital photographs – these should be digital on CD or by email. All files should be a .jpg

STANDS

Tables and chairs are **NOT** included in the stand price as we have to hire them in. All tables and chairs must be booked on your application form and paid for within the balance payment. The stand size booked includes your access. It will not be possible to attach anything to the walls of the marquee. If you need to 'hang' your work as part of your display it will be necessary for you to bring your own free-standing display boards. All exhibitors must provide floor length stall covers. These must be clean and ironed.

ELECTRICITY & LIGHTING

Electricity is an additional cost and **must** be booked in advance; if you leave this section of the application form blank electricity will not be available for your stand.

You will need to bring your own lighting and extension cables. The use of high wattage appliances such as electric kettles and fan heaters is strictly forbidden. For health & safety reasons the RHS insists that all electrical equipment used on their premises is PAT tested. Any equipment without a valid PAT test cannot be used.

SETTING UP - To be confirmed.

OPENING TIMES

The show will be open from 10am to 5pm. However, as the Garden stays open after this time it is likely that there will still be customers viewing the show after we have officially closed, so we would like to ask for your patience and request that you do not pack up your stand too promptly.

SOCIAL MEDIA

You can find us on:

facebook: essexcraftanddesignshow

twitter: @essexcraft

instagram: essex_craft

DOGS

Dogs are not allowed in the garden at any time, including set-up and breakdown of the show, the only exceptions are registered support dogs.

SMOKING

Smoking is not allowed in any of the buildings on site.

DEPOSIT & CANCELLATION

Please sign and return the enclosed booking form along with a deposit cheque of £50 with the current date (payable to Beach Hut Events). We will invoice you for the balance of the stand fee which will be due for payment by 1st February 2019. If you need to make your deposit payment by bank transfer, please email jan@beachhutevents.co.uk to make the necessary arrangements.

The cancellation fees for this event are:

Cancellation occurring:

More than 3 months before the event

More than 2 months and less than 3 months

Less than 2 months

Cancellation charge:

Deposit

50% of the total charge

100% of the total charge



TERMS & CONDITIONS

Goods

1. We only permit goods which are the original work & design of the exhibitor. If you are a 'new' applicant please send colour photographs of your work. Photographs must include one of your display as it will be presented at the Essex Craft & Design Show.
2. We do not accept 'representatives'. We expect the artist/designer-maker, whose goods are being exhibited, to personally attend the event.
3. 'Kits' are not permitted unless they are made up by the exhibiting artist/designer-maker and contain the materials necessary to make up goods as shown on the display.
4. Only those goods detailed on the application form may be displayed for sale on your stand. You will be asked to remove any such additional goods. **Under no circumstances will 'bought in' goods be permitted.**
5. The organisers reserve the right to refuse any future bookings if the standard of work and display fail to meet those originally presented.

Applications

6. All applications must be made on a current Essex Craft & Design Show Application form. No bookings will be accepted without a completed application form and the necessary deposit.
7. Telephone or email applications are not acceptable.
8. All cheques should be payable to 'Beach Hut Events'. Any returned cheques will carry a fee of up to £25.
9. The deposit cheque must have the current date. You will be invoiced for the balance payment due. If we are unable to accept you at the show, your deposit cheque will be returned.
10. If we are unable to allocate you the stand size/type of your choice, we will endeavour to allocate a suitable alternative. Positioning of stands is at the discretion of the organisers.
11. If you do not receive an acknowledgement of application and receipt for monies sent within 28 days, please contact us.
12. As an exhibitor you are not entitled to withhold any payment in whole or in part on the grounds that you have a claim, counter claim or set off against the organiser.
13. Under no circumstances may space booked be sublet.

Cancellation by the Exhibitor

14. In the event that the exhibitor:
 - a. Requests that it cancels its stand booking after acceptance by the organiser; or
 - b. Fails to meet any of the payment obligations in the contract for the stand; or
 - c. Fails to occupy the space allotted to it by the opening time on the first day of the event.

Then the organiser reserves the right to treat the contract for the stand as being cancelled, apply the following cancellation charges and to re-allocate the space booked to another exhibitor.

Cancellation occurring:

More than 3 months before the event
More than 2 months and less than 3 mths
Less than 2 months

Cancellation charge:

Deposit
50% of the total charge
100% of the total charge

15. Under no circumstances will deposits be transferred.
16. No refunds will be made if stand sizes are reduced after booking has been confirmed and receipted.
17. If the event has to be cancelled, interrupted or curtailed due to circumstances beyond the organisers' control, the organisers shall not be liable to make good any loss incurred by any party booked for the event.

Stands/Display

18. If you have any special requirements please discuss these with us before applying and indicate your requirements on your application form. There is no wall space available in the venue.
19. The venue information gives the total area of your stand and the cost of that area. The area as booked is your total area for display, demonstration and access and may be used in the most effective way for your work. Any additional tables, rails, display boards etc., of your own, must be positioned within your booked space.

20. They must not obstruct your own access, gangways, the general view or hide the exhibits or displays of other exhibitors. It will not be possible to extend the booked area on the day of the show.
21. If your display extends beyond your allocated space we may, at our sole discretion, charge you for the additional area.
22. Please supply neat and tidy table coverings. Packaging under your table must not be visible to the public. The presentation of each stand is as important as the overall presentation of the show.
23. Entry to the venue will not be permitted before the unloading time stated for the event. Please ensure your stand is completed and gangways cleared well before the opening time.
24. Use of inflammable, explosive or otherwise dangerous materials or equipment is strictly prohibited.
25. Fixing to the walls of the venue of any display material or goods is strictly prohibited.
26. Please ensure that your area is kept clean and tidy during the event and that your area is left clean and all debris removed or suitably disposed of at the end of each day. Any excessive rubbish left will carry a fee.
27. Vehicles **MUST** be removed from unloading areas as soon as unloading is completed and **BEFORE** display is set up.
28. No exhibit or display shall be packed, removed or dismantled before the advertised closing time of the event without the express permission of the organiser. Breach of this provision means that you will be liable to pay an additional third of your Stand fee as compensation for the detraction to the Event's appearance.
29. You will comply with any requirements imposed on the organiser by the event venue owner.

Electricity

29. Electricity is available but must be booked and paid for in advance.
30. Please bring your own extension leads and multipanels.
31. The use of radios, tape recorders or any similar equipment, during the event, is strictly forbidden. Do not use ANY electrical equipment that has not been allowed for within your booked wattage limit.

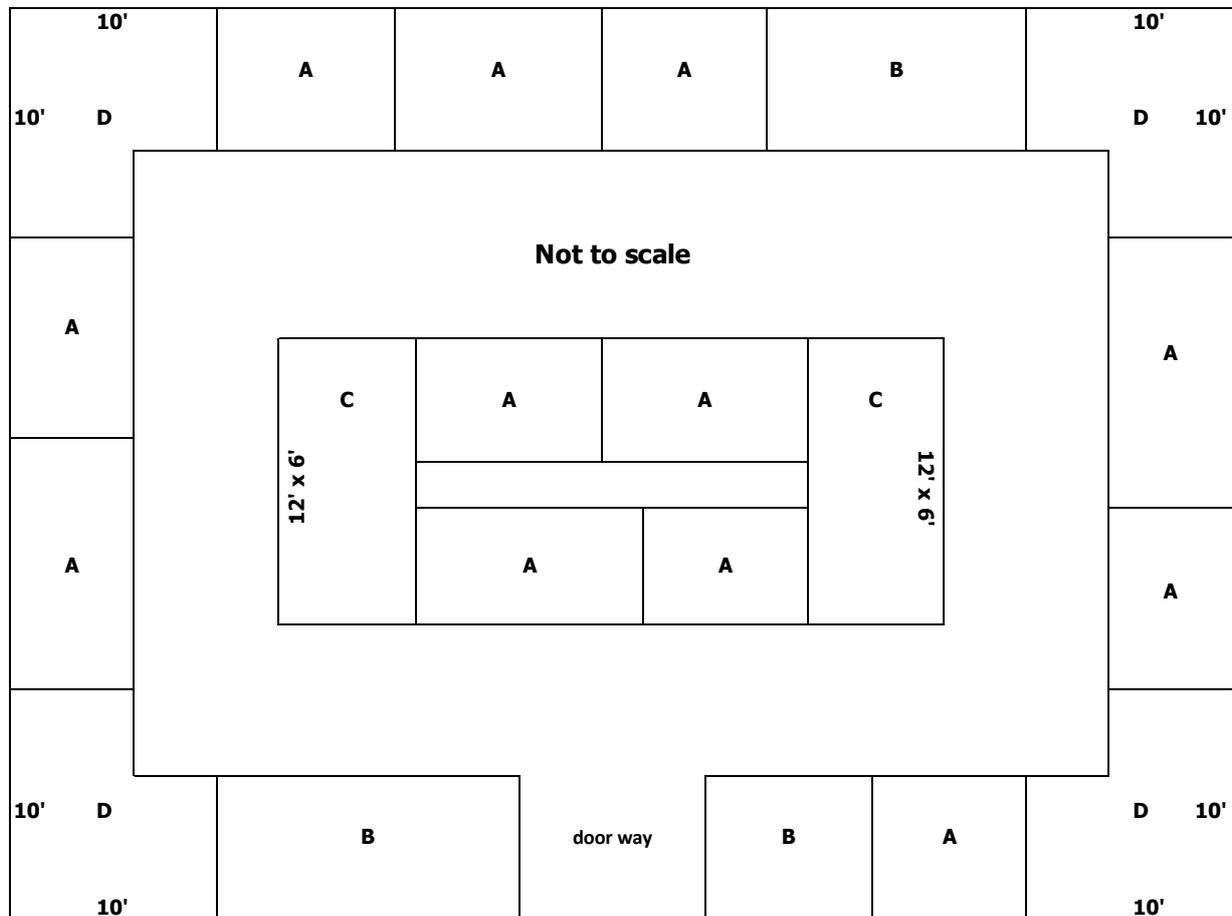
Liability

32. For reason of Health & Safety:
 - a. No exhibitors animals are permitted within the venue (except guide/support dogs)
 - b. Smoking is not permitted within the venue at any time.
 - c. Lit candles cannot be used anywhere in the venue
33. To comply with the 'Electricity at Work Act 1989' – all electrical equipment, including light fittings, extension leads and working tools, should be tested for electrical safety and a certificate of compliance obtained. Certificates/documents should be available for inspection. (e.g. PAT tested)
34. The exhibitors will be liable for any loss or damage occasioned to the fabric of the venue or any equipment therein or injury to other persons, as a result of their negligence.
35. The organisers cannot be held responsible for the well-being of stock or persons whilst travelling or during the event. The Essex Craft & Design Show is insured for public liability but all exhibitors must carry their own insurance for public liability and are strongly advised to also cover the well-being of themselves and stock whilst at the show and in transit. Goods are left overnight at your own risk.
36. The distribution of leaflets or other documents on behalf of persons or events not contracted to The Essex Craft & Design Show is not permitted.
37. The Essex Craft & Design Show reserves the right to substitute, waive or change, without notice, any details of the show or booking conditions and procedures.
38. Exhibitors are expected to conform with all instructions given in the General Information section of the application pack.
- 39. A signed application form is a contract and assumes that these terms & conditions have been read.**

PLEASE NOTE: Stalls must be set up and supervised by 9.30 am and remain open until the publicised closing time on both days (unless notified differently by the event organisers). No packing up until after the official show closing time.



EXAMPLE MARQUEE FLOOR PLAN



This diagram is an example only designed to show the various stand sizes available. It will not be the final layout of any of the marquees and is (most definitely) not to scale.

THE OPTIONS AVAILABLE ARE:

Stand size A has one selling side, is 6' deep and can be:

8' x 6' or **10' x 6'** or **12' x 6'**

Stand size B is either side of the entrance to the marquee, is 6' deep, has two selling sides and can be:

8' x 6' or **10' x 6'** or **12' x 6'**

Stand C is at the end of stands in the centre of the marquee, has three selling sides and is **12' x 6'**

Stand D is in the corner of the marquee and is an 'L' shape stand.

It measures **10' x 10'** at the back of the stand and is ideal if you want visitors to 'walk into' your stand space.

Please refer to the application form on the next page for the prices of each stand option.

Remember to tell us your 1st & 2nd choice.



APPLICATION FORM – RHS HYDE HALL – 3RD TO 6TH MAY 2019

NAME:		EMAIL:	
BUSINESS NAME:		WEBSITE:	
ADDRESS:		FACEBOOK PAGE:	
		TWITTER ACCOUNT:	@
POST CODE:		INSTAGRAM:	
TELEPHONE:			

TYPE OF CRAFT:	
DESCRIPTION:	

YOUR STAND REQUIREMENTS

STAND CATEGORY	STAND SIZE	COST £	TICK PREFERRED STAND SIZES	WRITE IN YOUR 1ST & 2ND CHOICE
A ONE SELLING SIDE	8' x 6'	345		
	10' x 6'	415		
	12' x 6'	485		
B TWO SELLING SIDES by door	8' x 6'	365		
	10' x 6'	435		
	12' x 6'	505		
C THREE SELLING SIDES end of row	12' x 6'	525		
D CORNER 'L' SHAPE	10' x 10'	485		

at back of stand

Tables No. of 6' (1.8m) tables @ £10 per table

&

Chairs No. of chairs @ £5 per chair

Electricity Yes No

If you require electricity there is a charge of £10
– you must provide your own extension cables.

PAYMENT

Please make your £50 deposit cheque payable to 'Beach Hut Events' and return this form with it to:

Beach Hut Events, 282 Leigh Road, Leigh-on-Sea SS9 1BW

We will invoice you for the balance of the stand fee. If you need to make your deposit payment by bank transfer, please email jan@beachhutevents.co.uk to make the necessary arrangements.

I apply for the above stand space and agree to abide by the terms & conditions of The Essex Craft & Design Show.
I confirm that all work for sale is made by myself

Signed Date

PLEASE NOTE THAT THIS APPLICATION FORM IS A BINDING CONTRACT ONCE SIGNED.

PLEASE KEEP A COPY OF THIS BOOKING FORM AND THE TERMS & CONDITIONS FOR YOUR OWN RECORDS