CRESSING TEMPLE, BRAINTREE, ESSEX

SATURDAY 23RD & SUNDAY 24TH SEPTEMBER 2017

Dear Artist/Designer Maker

We would like to invite you to join us as an exhibitor at the 2017 Essex Craft & Design Show. The event is taking place on Saturday 23rd and Sunday 24th September 2017 at the unique and historical setting of the Cressing Temple Barns, Braintree, Essex (CM77 8PD).

This will be our tenth year at Cressing and the 13th century barns provide a unique and historical setting for over 60 craftsmen, artists and designer makers to showcase and sell their own work with all stands undercover.

Reduced rates are available for exhibitors who can show their work outdoors; the grounds of Cressing are particularly suitable for artist demonstrations or installation work; please telephone us to discuss the outdoor spaces available.

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

For more information about Cressing Temple take a look at www.visitparks.co.uk/places/cressing-temple

EVENT PROMOTION

As usual the events will be heavily promoted throughout the south east including advertising and editorial features in newspapers and relevant magazines. This event will also be advertised to all RHS members in their members’ magazine. For more information about RHS Hyde Hall take a look at www.rhs.org.uk/hydehall

Yellow road signs, posters, banners and postcards will help promote the shows and we use the usual social media – you can find us on:

facebook: essexcraftanddesignshow
twitter: @essexcraft
instagram: essex_craft

We are also proud to be included as part of Essex County Council’s “Essex Summer of Art” initiative. The Essex Craft & Design show is included in the 2017 ‘Summer of Art’ brochure which has County wide distribution backed up by extensive press and radio coverage.

HOW TO APPLY

To take part in this event, please complete and return the enclosed application form. If you have not exhibited with us before, you will also need to send us photographs of your work (please see the terms and conditions for payment details).

We hope you will apply to become part of our 2017 show. If you have any questions then please contact us or visit our website www.essexcraftanddesignshow.com.

Regards

David Shields & Jan Simon
Event Organisers
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 (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 photographs – these should be digital on CD or by email. All files should be a .jpg.

STANDS
Tables are NOT included in the stand price as we have to hire them in. All tables must be booked on your application form and paid for within the balance payment. The stand size booked includes your access. The Barns are listed buildings; consequently you will not be able to attach anything to the walls or beams etc. If you need to ‘hang’ your work 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 available but must be booked in advance; if you leave this section of the application form blank electricity will not be available for your stand.

This event is being staged in 13th century barns and the overhead lights are definitely not designed to illuminate the exhibition space that brightly (they tend to be very yellow). Consequently please ensure you book electricity if lighting is important for the presentation of your work; 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.

SETTING UP
The venue will be open on Friday 22nd September. Set up times to be confirmed.

The barns will be open from 7.30am on Saturday and 8.30am on Sunday. All exhibitors must be fully set up and in their places by 9.30am each day and remain open until 5.00pm on both days.

Please allow yourself plenty of time to set up your stall – all vehicles must be off site and parked in the allocated parking areas no later than 30 minutes before public opening time.

OPENING TIMES
Cressing Temple is open to the public from 10am to 5pm. The entrance fee is £3.50, concessions £2.50 and accompanied under 16s free.

DOGS
Dogs and other pet animals are not allowed in the grounds or the Barns of Cressing Temple during the event except 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 £40 (payable to 'Beach Hut Events') plus a cheque for the balance of the stand fee post-dated to 23rd June 2017.

The cancellation fees for this event are:

<table>
<thead>
<tr>
<th>Cancellation occurring:</th>
<th>Cancellation charge:</th>
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</thead>
<tbody>
<tr>
<td>More than 3 months before the event</td>
<td>Deposit</td>
</tr>
<tr>
<td>More than 2 months and less than 3 months</td>
<td>50% of the total charge</td>
</tr>
<tr>
<td>Less than 2 months</td>
<td>100% of the total charge</td>
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the essex craft & design show  
www.essexcraftanddesignshow.com

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. All 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, the necessary deposits and relevant balance cheques.
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. The balance payment must also accompany your application. If we are unable to accept your application, your deposit and post-dated 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  
Under no circumstances

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.

Electricity
20. Electricity is available but must be booked in advance.
21. Please bring your own extension leads and multiplugs.
22. 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
23. 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
24. 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)
25. 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.
26. 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.
27. The distribution of leaflets or other documents on behalf of persons or events not contracted to The Essex Craft & Design Show is not permitted.
28. 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.
29. Exhibitors are expected to conform with all instructions given in the General Information section of the application pack.

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 official closing time on both days (unless notified differently by the event organisers). No packing up until after the official show closing time.
APPLICATION FORM – CRESSING TEMPLE – 23RD & 24TH SEPTEMBER 2017

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

TYPE OF CRAFT: 
DESCRIPTION: 

YOUR STAND REQUIREMENTS

<table>
<thead>
<tr>
<th>Stand type</th>
<th>Cost</th>
<th>Tick size req’d</th>
<th>Tables &amp; Chairs</th>
<th>Cost</th>
<th>Enter no. req’d.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 8’ x 4’ by door</td>
<td>£195</td>
<td></td>
<td>No. of 6’ (1.8m) tables</td>
<td>£5 each</td>
<td></td>
</tr>
<tr>
<td>B = 8’ x 5’ in middle</td>
<td>£195</td>
<td></td>
<td>No. of chairs</td>
<td>FREE</td>
<td></td>
</tr>
<tr>
<td>C = min. 8’ x 8’ by wall</td>
<td>£255</td>
<td></td>
<td></td>
<td></td>
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Total cost of Stand

Total cost of tables & chairs

Electricity

Yes ☐ No ☐

Electricity is provided free of charge for 2017 but must be booked in advance – you must supply your own extension cables.

TOTAL STAND FEE - Enter figures from total boxes above

Stand £ ☐ + Tables £ ☐ = Grand Total £ ☐
Deposit £ ☐
Balance due £ ☐

PAYMENT

Please make your cheques payable to ‘Beach Hut Events’ and return this form with them to:
19 Leighcliff Buildings, Leighcliff Road, Leigh-on-Sea, Essex. SS9 1DJ.

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.

CHECK LIST:

Have you: Signed this form ☐ Enclosed photos ☐ Deposit cheque ☐ Post dated balance cheque ☐
(co current date) (dated 23rd June 2017)

PLEASE KEEP A COPY OF THIS BOOKING FORM AND THE TERMS & CONDITIONS FOR YOUR OWN RECORDS
CRESSING TEMPLE - THE BARNS – MAIN SHOW (NOT TO SCALE)

STAND TYPES

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<tbody>
<tr>
<td>A</td>
<td>8’ x 4’</td>
<td>This is by the main entrance to the barn. With space for a 6’ table set against the wall. Chair is at the side &amp; not behind. All stands must be freestanding – you cannot attach anything to the walls.</td>
</tr>
<tr>
<td>B</td>
<td>8’ x 5’</td>
<td>Centre of the building. With space for a 6’ table. Chair is behind or at the side.</td>
</tr>
<tr>
<td>C</td>
<td>Min. 8’ x 8’</td>
<td>By the wall. A larger &amp; more flexible space - contact David for details. All stands must be freestanding – you cannot attach anything to the walls.</td>
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