



RHS Garden - Hyde Hall, Essex

FRIDAY 4TH TO MONDAY 7TH MAY 2018

OUTDOOR EXHIBITOR APPLICATION

Dear Artist/Designer Maker

We would like to invite you to join us as an exhibitor at the 2018 Essex Craft & Design Show in the beautiful setting of RHS Garden Hyde Hall, Essex (CM3 8ET). This is our ninth year at this venue and for 2018 the show once again will be a four day event.

There will be over 60 craftsmen, artists and designer makers with work including fine art, photography, ceramics, jewellery and many other contemporary crafts including locally produced food. This show is held in marquees and individual gazebos located near the visitor centre and main entrance (at the bottom of the hill).

This venue has excellent outdoor space that can accommodate exhibitors with their own gazebos, particularly those that want to demonstrate their craft but need additional space to do so. The basic stand fee of £100 for these outdoor spaces reflects the fact that they are very weather dependent and that you need to provide your own shelter.

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

EVENT PROMOTION

As usual the events will be heavily promoted throughout the south east including advertising and editorial features in newspapers and relevant magazines. Yellow road signs, posters, banners and postcards will also 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 2018 '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, or have changed your craft/product, 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 2018 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

STAND SPACE

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. You will need to provide your own gazebo for the event. 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.

DOGS

Dogs are not allowed in the garden, 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 £40 with the current date (payable to Beach Hut Events) plus a cheque for the balance of the stand fee post-dated to 1st February 2018.

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, 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 you at the show, 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 months
Less than 2 months

Cancellation charge:

Full refund given
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. 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.

20. If your display extends beyond your allocated space we may, at our sole discretion, charge you for the additional area.
21. 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.
22. 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.
23. Use of inflammable, explosive or otherwise dangerous materials or equipment is strictly prohibited.
24. Fixing to the walls of the venue of any display material or goods is strictly prohibited.
25. 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.
26. Vehicles **MUST** be removed from unloading areas as soon as unloading is completed and **BEFORE** display is set up.
27. 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.
28. You will comply with any requirements imposed on the organiser by the event venue owner.

Electricity

29. Electricity is available but must be booked 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 to 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.**



OUTDOOR SPACE APPLICATION FORM – RHS HYDE HALL – 4TH TO 7TH MAY 2018

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

TYPE OF CRAFT:
DESCRIPTION:

WILL YOU BE DEMONSTRATING YOUR CRAFT DURING THE EVENT? Yes No

YOUR STAND/SPACE REQUIREMENTS

FRONTAGE **METRES** X **DEPTH** **METRES**

PLEASE NOTE THAT VEHICLES ARE NOT USUALLY ALLOWED ON SITE DURING THE SHOWS.

The fixed stand fee for an outdoor space is £100 for the 4 day show. Tables and electricity are an additional cost.

Tables & Chairs	Cost	Enter no. req'd.
No. of 6' (1.8m) tables	£10 per table	
No. of chairs	FREE	

Tables & chairs must be booked in advance

Electricity Yes No
£10 charge
you must provide your own extension cables

TOTAL STAND FEE - Enter figures for tables and electricity if applicable

Stand + **Tables** + **Electric** = **Grand Total**
Current date cheque for **Deposit**
Cheque dated 1st February 2018 for **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
(current date) (1st February 2018)

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