

THE ELMBRIDGE MUSIC FESTIVAL BOOKING FORM

the **RCS**herriffTrust
advancing the arts in Elmbridge

85-89 High Street, Walton on Thames Surrey KT12 1DZ

Tel : 01932 229996

arts@rcsherrifftrust.org.uk

www.rcsherrifftrust.org.uk

Please answer all questions. If unsure please contact Sam Thompson on 01932 229996

1 YOUR DETAILS please enter in BLOCK CAPITALS

NAME		TRADING NAME	
ADDRESS		TEL	
		MOB	
		E-MAIL	
POST CODE		WEB ADDRESS	

2 YOUR CRAFT please tick the appropriate box

Is your product made by you? A member of your family or company? A third party?

Please give a full description of stock you will be displaying.

3 FREE DEMONSTRATING SPACE – we actively encourage demonstration

We may provide three feet of demonstration space at no extra charge for craftsmen willing to do substantial demonstrations of their craft throughout the day. Please tick the appropriate box:

I would like demonstration space	I do not require demonstration space
Please tell us here what you will demonstrate...	

4 ORDER and PAYMENT

I wish to book 15ft x 12ft Stall space(s) at £30 each Total amount payable: £

Your cheque - made payable to 'The RC Sherriff Rosebriars Trust' – must be enclosed with this booking form

5 YOU AGREE – by submitting this booking...

I acknowledge that I have read and understood the Terms and Conditions of Booking and that I (or my agent acting on my behalf) agree to abide unreservedly by them.

	Signature:	
	Print Name:	
	Date:	

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TERMS & CONDITIONS OF BOOKING (January 2010)

1 RC SHERRIFF TRUST GUARANTEE

The RC Sherriff Trust guarantee to promote the Festival in a professional manner. The Festival will be well advertised in local press and publications. Leaflets, posters and other publicity may also be made available. Providing there are no objections from local authorities the Festival will be signposted.

2 STOCK OFFERED FOR SALE

RC Sherriff Trust will only accept bookings from exhibitors whose stock is acceptable. Anyone wishing to book should send photographs of their stock or provide a web address where their stock may be viewed. The RC Sherriff Trust will vet applications to ensure a reasonable standard of workmanship and to avoid excessive duplication of any one kind of craft. When booking please describe the craft(s) that you will be displaying, these will be the only crafts you will be permitted to display. **Any stallholder displaying goods other than those on their original application form may be asked to remove them immediately.**

3 EXHIBITORS ARE REQUIRED TO DO THE FOLLOWING

All exhibitors must be set up by the advertised start time. Access may be gained from 8:30am or earlier as advised on your confirmation. You are not to clear away until the advertised finishing time. All stands or stalls are to be set up in an attractive manner with a suitable table covering to cover the top of the table and reach the floor at the front and two sides. Your car must be parked sensibly and you must comply with our stewards requests to move cars or boxes etc. if we consider them to be in the way. Exhibitors should check that their table is erected correctly and must not do anything to encroach upon gangways, exits or other exhibitors access. You must leave your stand area clean and tidy at the end of the day. Rubbish may be left behind providing it is in a box or bag. You should specify if you require electricity and will be bringing a generator when booking.

4 DEMONSTRATIONS

The RC Sherriff Trust may be able to provide extra space for demonstrating the craft being exhibited at no extra charge. Any extra space provided must be used for this purpose, not as extra display space, and substantial demonstrations should be given throughout the day. If you would like demonstration space please state your requirements when booking. You will be advised whether or not you have been allocated demonstration space before the event.

5 BOOKINGS

ALL BOOKING FEES MUST BE PRE-PAID. Payment will be accepted by cash or cheque. If you choose to pay by cheque (which should be payable to 'The RC Sherriff Rosebriars Trust') you may send a cheque for the full amount that is bankable immediately or a post dated cheque for £30 per booking which is dated 1st May 2010. We can advise you of stand, space and stall availability over the phone but will not accept bookings by phone. All bookings must be submitted on our current booking form accompanied by full payment as indicated above. Forms can be sent by post, emailed or downloaded from our Website. Any bookings not submitted on our forms or not accompanied by correct payment will be returned immediately. The RC Sherriff Trust reserves the right to refuse or cancel any booking without giving a reason.

6 CANCELLATION OF BOOKINGS

Cancellations will be accepted up to ONE calendar month before the date of the festival. Any booking cancelled at less than ONE month's notice before the Festival, for whatever reason, will forfeit the total booking fee. Cancellations may be advised by phone but must be confirmed in writing. If you are not going to attend a booking that you have made you must let us know as soon as possible. Once you have notified us of a cancellation in writing we will confirm the cancellation back to you in writing. If you do not receive an acknowledgement of cancellation from us you should telephone us to check that we have received your written cancellation.

7 DISHONOURD CHEQUES PAYMENTS

If your bank refuses to honour a cheque that you have given as payment for a booking we will levy an administration charge. This charge is £10 every time a cheque is returned unpaid.

8 LIMIT OF LIABILITY

The RC Sherriff Trust will do everything in our power to ensure that you have a successful Festival but cannot be held responsible for damage or theft of your stock, failure of press advertisements to appear, inclement weather, astrological incompatibility or anything else beyond their control. RC Sherriff Trust does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept that you cannot hold The RC Sherriff Trust responsible for any losses you sustain. If in the reasonable opinion of RC Sherriff Trust (or any third party organiser) it is necessary to cancel an event because of prevailing weather conditions or any other reason no refund of booking fee or any other payment will be forthcoming. The RC Sherriff Trust carries £10,000,000 of public liability insurance.

Thank you for your booking

You can contact us at www.rcsherrifftrust.org.uk or email arts@rcsherrifftrust.org.uk
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