

CRAFT & GIFT SHOW BOOKING APPLICATION FORM 2010

PLEASE COMPLETE THIS BOOKING FORM AND RETURN TO: AZTEC SHOWS, SOUTH HOUSE, 48 SOUTH STREET, ROCHFORD, ESSEX, SS4 1BQ. OR FAX TO 01702 542163.

COMPANY & PRODUCT INFORMATION

Contact Name	Email																			
Company Name	Website																			
Address	<table border="1"> <tr> <td colspan="3">DETAILS OF PRODUCTS SOLD: (YOU WILL BE ASKED TO REMOVE ITEMS NOT DETAILED)</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="2">Hand Made?</td> <td>Yes</td> <td>No</td> </tr> </table>		DETAILS OF PRODUCTS SOLD: (YOU WILL BE ASKED TO REMOVE ITEMS NOT DETAILED)															Hand Made?		Yes	No
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Hand Made?		Yes	No																			
Postcode																					
Tel.																					
Fax																					

BOOKING INFORMATION

Show Dates 2010	Venue	Stand Size Required* (e.g. 3m x2m Craft; see fair descriptions)	Stand Price (see brochure)	Electricity Required? Inside only (please tick)	Electricity Price	TOTAL COST
13 - 14 Feb	Southend Spring Fair		£		£20.00	£
27 - 28 Feb	Brentwood Spring Fair		£		£20.00	£
2-5 Apr	Suffolk Spring Garden Show		£		£20.00	£
9 -11 Apr	East of England Garden Show		£		£20.00	£
16 – 18 Apr	Newark Garden Show		£		£20.00	£
1 – 3 May	Southend Spring Garden Show		£		£20.00	£
7 – 9 May	Norfolk Spring Garden Show		£		£20.00	£
14 – 16 May	Essex Garden Show		£		£20.00	£
21 – 23 May	Cambs Garden Show		£		£20.00	£
11 – 13 June	South East Essex Garden Show		£		£20.00	£
3 – 4 July	Southend Robin Hood Country		£		£20.00	£
20 – 22 Aug	Norfolk Summer Garden Show		£		£20.00	£
28 – 30 Aug	Southend Summer Garden		£		£20.00	£
3 – 5 Sept	Suffolk Autumn Garden Show		£		£20.00	£
9 – 10 Oct	Robin Hood Country Suffolk		£		£20.00	£
16 – 17 Oct	Robin Hood Country Newark		£		£20.00	£
30/31 Oct	Newark & Notts Gift & Food		£		£20.00	£
30/31 Oct	Colchester Festive Craft & Gift		£		£20.00	£
6/7 Nov	Brentwood Festive Craft & Gift		£		£20.00	£
13/14 Nov	Southend Festive Craft & Gift		£		£20.00	£
20/21 Nov	Wood Green Festive Gift		£		£20.00	£
20/21 Nov	Norfolk Festive Gift		£		£20.00	£
5 Dec	Brentwood Festive Gift		£		£20.00	£

TOTAL COST OF BOOKING	£
TOTAL DEPOSIT REQUIRED (£40 for each fair booked –please note this is non refundable)	£
TOTAL OUTSTANDING (to be paid one calendar month prior to show by post-dated cheque or credit/debit card)	£

TERMS OF PAYMENT

Please tick: (please make cheques payable to AZTEC)

Cheque Card Cash

Card Number:

The deposit due (£40 per show booked) will be taken immediately for all credit card bookings and the final outstanding balance for each show will be taken one calendar month prior to the show using your credit card details as above. Cheque bookings - Please enclose a cheque for total deposit due (£40 per show booked) and a post-dated cheque for the outstanding amounts dated one calendar month prior to each show. All cheques made payable to AZTEC. **Bookings are subject to the Terms & Conditions**

Expiry Date: / Issue #:

Start Date: / Sec #:

Signature:

Date:

BOOKING TERMS & CONDITIONS OVERVIEW

Below is an overview of booking terms – we strongly recommend that you take time to peruse them. Please contact us on 01702 549623 for full T&C's.

1. Your payment process must be set at the time of booking. If you are paying your deposit by cheque we require a post dated cheque dated one calendar month prior to the show date at the time of booking. If you are paying by credit or debit card you agree to us using your current card to make the final payment one calendar month prior to the show. We do not send out reminders payments are taken on the require date without further notice. Cheques cannot be accepted 15 days prior to a show date.
2. You are required to keep within your space allocated. A 6ft x 6ft or a 3m x 2m space includes one table. Demonstration space cannot be allocated on the day of the fair and any exhibitor using this space for selling and not demonstrating will not be permitted this space again. **IF YOU REQUIRE ELECTRICITY this must be booked in advance – please bring your own PAT tested extension lead.**
3. We reserve the right to ask you to remove any goods not listed on your booking form or considered unsuitable.
4. Please cover your table with a tablecloth, which must reach the floor and make an effort to decorate your stand in an appropriate manner. All stallholders are requested not to pack away unit the advertised closing time. Boxes or trolleys are not to be taken through the hall while the fair is open.
5. Check on arrival that your table is correctly and safely opened, as Aztec Shows is not liable for any damages or breakages. Stallholders are reminded of the importance of obtaining their own insurance.
6. At no time must the aisles be blocked by goods. You must not move your table forward or place any goods or tables of any kind in the public walkways.
7. To comply with the Trading Standards regulations all stallholders must ensure that all goods are clearly priced. Please wear your WRISTBANDS at all times during the fair.
8. **Cancellations:** Cancellations will be accepted up to ONE calendar month before the fair but will be subject to a £15 administration charge. Any booking cancelled with less then ONE calendar month's notice before the fair for whatever reason will forfeit the total stall fee paid even if we re-let the stall. Cancellations may be advised by phone but must be confirmed in writing. **All deposits are non-refundable.** **Failure to attend:** Please note that all fairs must be pre-paid. If for any reason you have not paid in full for a fair and subsequently fail to arrive, the stall rent will still be due and an invoice will be issued and forwarded to you for the amount outstanding.
9. We do not guarantee that you will be the only Exhibitor selling goods the same or similar to your own. We do not offer exclusivity.
10. The maximum electricity load that you are permitted to draw for lighting purposes is 400 watts. If you exceed this load you may be instructed to disconnect lights on the day if the venue's circuit becomes overloaded. Aztec Shows cannot be held responsible for any loss of power.
11. Exhibitors are responsible for the safety of your stand and refer you to section 4 above. Exhibitors are totally responsible for every object displayed by them including liability for all claims arising out of handling of objects. We strongly recommend that you have your own public liability insurance. Exhibitors shall indemnify Aztec Shows LLP against all claims, damages or expenses arising from any incident, which may occur at a fair. Acceptance of the above shall be condition of entry to the event. Aztec Shows LLP will not assume any responsibility whatsoever for any loss, damage, abandonment or cancellation of any event.