

Tempsford Show

Saturday 1st September 2018

14.00 to 17.30

**The Stuart Memorial Hall
Tempsford**

BOOKING FORM

Name

Address

.....

Tel No: E-mail address:

Product Description

Number of tables x £20 each Amount £

All stallholders require public liability insurance (one off payment available from most insurance companies)

Special requirements
(we will try our best to fulfil them)

Please return to: Geoff Phipps
 54 Station Road
 Tempsford
 Sandy, Beds
 SG19 2AU

Tel: 01767 641192

With a copy of the booking form and a cheque for £20 per table this will confirm your booking. Payable to The Stuart Memorial Hall.

Set up: 13.00

Do not disassemble your stall prior to 17.30

The Stuart Memorial Hall is a charity, Number 200249

Conditions of Booking

Tempsford Show

The event will be held at The Stuart Memorial Hall, Tempsford. It will be advertised through relevant local media, website and Social Media pages. There will be an extensive campaign to display posters in local high street shop windows in the area.

Allocation of Tables

In order to provide an opportunity for a wide range of arts and crafts at the show, bookings will be limited to one table per stall holder. You may bring additional display item; however, these must fit within your area and not cause a hazard or impede the movement of other stallholders or visitors. The organisers will allocate the position of tables in advance to ensure visitors enjoy a variety of craft tables in each area. The location will only be altered should there be a concern over Health and Safety.

Return of a booking form does not guarantee the offer of a stall.

Stallholders Obligations

- All tables must be set up by the advertised opening time.
- Access to the site can be gained from 8:00am on 1st September.
- The show will be open to the public from 2:00pm - 5:30pm.
- Stallholders must not clear away until the advertised finishing time.
- Do not leave your stall unattended.
- You must leave your area clean and tidy at the end of the day.
- You should specify if you need electricity for equipment when booking (this may not be available).
You should supply your own extension lead.

Payment

Full payment is required in advance of the event and will be accepted by cash or cheque. Cheques should be made payable to The Stuart Memorial Hall. A condition of your stall booking is that you make a donation to the raffle but you keep any profits that you make.

Cancellation of Bookings

Cancellations will be accepted up to TWO weeks before the date of the show but will be subject to a £5 administration fee. The fee will be forfeited if a cancellation is received less than two weeks before the show.

Parking

Limited parking is available. All vehicles will be parked at the risk of the owner so, please ensure your vehicle is safely secured when you leave it.

Limit of Liability

We will do as much as we can to ensure that you have a successful and enjoyable day but cannot be held responsible for damage or theft of your stock, interruption of power or services or anything else beyond our control. We do not provide insurance cover for theft or damage to your stock and recommend that you adequately insure yourself against all risks. It is a condition of the booking that you understand and accept that you cannot hold Tempsford Stuart Memorial Hall for any losses you sustain. It is recommended that all stallholders own their own Public Liability Insurance.

Refreshments

Refreshments will be available throughout the day.

Signed:.....

Date:.....