



“NORWICHRISTMAS” Booking Form 2010
1st - 12th December

(Please complete the form clearly)

*** Date:**.....

***Name(s)**

***Trading Name:**

***Address:**

.....

***Post Code** ***Tel/mobile number:** **Email:**

Description of Products to be sold on the day: (Norfolk Craft Fairs have the right to refuse bookings without explanation):

.....

No of spaces required : This includes Heating, Tables, Chairs and Security for after hours. **Table cloths are charged at £10 extra each** (you may provide your own - these must be either black or dark blue and must be floor length. A light cloth may be used on top of the base cloth. Backdrops available in the Forum only, but you may bring your own in the Marquee). **All Cheques to be made payable to “Sharron Manley”**

COSTS: THE FORUM: Plot = 2.44m x 1.83m (8ft x 5ft) @ **£780 per space for 12 days.** (Weekly bookings are available @ £515 per week and daily rates for 3rd-5th December @ £80 per day). Price includes: Half-price parking, backdrops, tables, and chairs.

DEPOSIT £280 plus 2 x post dated cheques for balance with bookings dated 16th August & 1st October 2010.

I enclosed cheque number for the ***Deposit:** £

Plus two Post-dated cheques no: for the *** Balance :** £

Cheques to be made payable to “Sharron Manley”.

I will require “HALF PRICE PARKING” (PLEASE NOTE: Tickets will not be issued if not booked in advance)

Norfolk Craft Fairs does not provide Public Liability Insurance or cover for theft, accident, loss of earnings or damage to your stock and recommend that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept and that you cannot hold Norfolk Craft Fairs responsible for any losses or injuries that you sustain or cause.

Please accept this as my/our application for booking this event organized by Norfolk Craft Fairs and I/We have read and accept the Standard Terms and Conditions attached.

SIGNED

DATE:

CHECK LIST: Please tick this sheet and return with your booking form.

EXHIBITOR's NAME: Telephone number :.....
(Please tick check boxes and sign below)

All receipts will be issued once full payments have been received. In the meantime your booking will be confirmed in writing as proof of booking.

I attached the following documents for this booking and have kept copies for my own records :-

1. I have booked the FORUM
2. Cheque for /£ non-refundable Deposit (All cheques made payable to : "Sharron Manley")
3. 2 x Post-dated cheques for the balance. £ (non-refundable once cashed)
4. I paid by Credit Card : Authorisation Code:
5. A current copy of my Public Liability Insurance Certificate enclosed
6. I have booked an extra space for this event
7. I will require half price parking for the Forum for days (Tickets will be issued on the day)
8. I will needNorwichchristmas" Exhibitor's Badge £1 each
9. I will requiretable covering at £10 each (you can provide your own but must be black or dark blue)
10. I will require "Half Price Parking" (Half price parking is available for this period but advance booking required, you will not be entitled to this if you don't book it in advance)
11. The electrical appliances that I bring with me have been PAT Tested by a qualified electrician and I have a copy of the certificate if required: (appliances less than a year old do not need to be tested)

The Total cost of Bookings £

Deposit £280 plus 2 cheques for the balance enclosed £

Please Read: You must provide your own cloth. Black or dark blue cloth must be used as a base cloth and another cloth for the top as long as this does not cover the base cloth. You will be provided with one table and one chair in the marquee and Log Cabins.(You can bring an extra chair if you wish but any extra tables must fit within the space) Any electrical appliances must have a PAT certificate unless it is within a year old. Security and heating are included in the cost.

IMPORTANT INFORMATION. YOU ARE ADVISED NOT TO PACK UP BEFORE THE ADVERTISED TIMES OF TRADING AND YOU MUST ENSURE THAT YOUR STAND IS MANNED AT ALL TIMES.

SPOT CHECKS will be carried out periodically to ensure everyone's safety and that standards are complied with.

I have read and accept the Terms and Conditions set by Norfolk Craft Fairs.

Signed

Date:

Please return completed forms signed together with your payments to:-

**Sharron Manley, Norfolk Craft Fairs
Stone Cottage, 56 Fen Street
Old Buckenham
Norfolk
NR17 1SR**