

Terms and Conditions

Booking and Payment

- All bookings must be made using Norfolk Craft Fairs booking forms and will not be accepted unless they are correctly completed, signed and accompanied by the correct fee or fees.
- By signing the official booking form you acknowledge full acceptance of these Terms & Conditions.
- Minimum payment of 50% must accompany the official booking form and balance must be paid in full at least 28 days prior to each event.
- Norfolk Craft Fairs reserve the right to decline any Exhibitor application without reason. For guidance it is the policy of Norfolk Craft Fairs to decline an application from any applicant whose work is not considered to be of an acceptable standard or conflicts with the Terms & Conditions
- Should full payment not be received within 28 days of the event, Norfolk Craft Fairs reserve the right to offer stalls to alternative clients. Any deposit paid may be withheld.
- Space is let to the exhibitor stated on the official booking form, and is not transferable between venues or exhibitors (or sub-let) unless with the prior written agreement of Norfolk Craft Fairs.

Cancellation

- In the event of a cancellation **by the exhibitor**, Norfolk Craft Fairs reserves the right to withhold all or part of the booking fee.
- In the event of the cancellation, abandonment, limitation or postponement of any fair organised by **Norfolk Craft Fairs**, including interruption or cessation of power supply, there will be no claim against Norfolk Craft Fairs and they cannot be held responsible for loss of earnings as a result of any of these circumstances nor any other action by any third party beyond their control. Part or all of bookings fees may be retained to cover expenses incurred.

Day of the Fair

- Exhibition space is for 7 feet by 4 feet (assumes a table of 6ft x 2ft 3").
- Exhibitors must adhere to the times specified for opening and closing of the fair and ensure they have allowed sufficient time for setting up and clearing away. No display may be cleared before the end of fair unless with the express prior permission of Norfolk Craft Fairs.
- Exhibitors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment they may bring in addition to the tables provided.
- Exhibitors must maintain adequate shared access with their neighbours.
- The only goods permitted for sale will be those stated on the official booking form. Norfolk Craft Fairs reserve the right to ask for the removal of any items not considered acceptable.
- All tables must be suitably covered to the ground.



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Insurance

- All Exhibitors are responsible for arranging their own Public Liability Insurance and a current copy must be available for inspection at any time.
- Norfolk Craft Fairs are not responsible for Exhibitors' property whilst attending the fair.
- Exhibitors are responsible for any and all damage or injury to persons or property caused by any of their exhibits, any act or omission by them or their servants, agent or contractors. Exhibitors shall indemnify and hold without blame Norfolk Craft Fairs in respect of all liabilities, proceedings, damages, cost demands and expenses brought or made against or incurred by Norfolk Craft Fairs, in relation to or arising from any acts or omissions of the Exhibitor.

Health and Safety

- All Exhibitors must comply with all requirements of The Local Environmental Health Authority, The Local Authority, The Police and the Fire Service. Failure to do so, or in the event unacceptable behaviour of an Exhibitor (representative or staff), will result in the Exhibitor being required to leave the site and no refund of booking fees will be made.
- If any electrical appliances (including extension cables) are used, these must have a current safety certificate (Portable Appliance Testing) displayed that has been completed by a qualified electrician. Exhibitors with appliances not meeting this requirement will be asked to have them removed.
- Exhibitors must ensure that their goods and packaging comply with current legislation.
- Appliances, leads and other equipment should be safely stored so as not to be a danger to others.
- Exhibitor must remove all rubbish, packaging and waste at the end of the fair. Failure to do so may incur an extra charge.

**Sharron Manley
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