

Northern Crafts 2020- General terms and conditions (July 2020)

Please read and accept before booking any events

At booking:

- All **events require payment of an administration fee**. The normal administration fee per event is £10. The administration fee is non-refundable and non-transferable and forms part of the overall stall fee stated on the booking form. Provisional bookings are not confirmed until the administration fee has been received.
- A provisional booking may be **held for 5 days** from requesting the table to allow payment to reach us, however at busy times bookings are taken on a first to pay basis. To secure a table we recommend BACS payment at the same time as the booking request to avoid disappointment.
- All administration fees are **non-refundable and non-transferable**, unless an event is cancelled directly by us, for example but not limited to, if insufficient bookings were taken for the event to be viable. **If an event is cancelled for reasons beyond our control, administration fees are non-refundable in all cases**. In such cases, for example but not limited to; sudden venue closure, restrictions on public movement or gatherings, dangers to public health, pandemics, severe flooding or fire damage at a venue, civil unrest, natural disasters.
- For cancellations beyond our control (which may lead to Frustration of Contract), any fee paid above the initial administration fee (i.e. the balance payment) will be credited to future events.
- Any refunds made as a result of cancellations as a direct result of us will be made by BACS. To issue a refund we will require your bank details.
- Full payment for fairs is required **2 weeks prior** to the event. When the balance is not paid within this period, your table may be resold and you will **forfeit your administration fee** and place at the fair. Cancellations made within this 2 week period are still liable for full payment. We may use your deposits for future fairs to cover the cost of your stall if cancelled within 2 weeks of the fair date.
- Any requests for particular places at a venue will be considered, but cannot be guaranteed. We will however try to accommodate requests if possible.
- All stallholders attend fairs at their own risk and we do not accept responsibility for damage to stock, personal injury or harm to health caused by attending the fair.

At Fairs:

- **An event may be closed at any point during the day in the interests of public safety e.g. in the event of expected flooding, civil unrest, terror threat, pandemic or other reasons beyond our control. In this case all**

stall fees are non-refundable and we will not be held responsible for any losses or costs you incur as a result of early closure.

- Tables are allocated in advance.
- Tables approximately 5/6ft by 2/3ft are provided along with 2 chairs. You will need to bring your **own table covers**.
- You **may or may not** be able to place your own small table/display unit in front or to the side of your allocated stall. Please be considerate if using additional tables/displays and ensure access to adjacent stalls is maintained. The amount of space available varies from one event to another. At busy fairs, especially at Christmas, **room for extra displays may not be available**. In this case you may want to consider hiring an extra table if you require more display space.
- Please **do not leave any rubbish** behind at the venue at the end of the fair.
- In venues where electricity is available, venues may ask stall holders for an up to date PAT certificate for their appliances. If you **require electricity** please make sure you mention this on your booking form. Electricity cannot be guaranteed.
- Northern Crafts has **Public Liability Insurance** for its events but this does not cover individual stallholders or their products. Stallholders may be asked on the day to sign a disclaimer if they do not have their own insurance cover (recommended).
- If you are unable to attend on the day please contact me by phone, text message or voicemail if necessary, so that I can reallocate the tables.
- Please **do not start to pack away your stall until the published end time** of the fair/market. Doing so may result in cancellation of future bookings and the your loss of any administration and stall fees you have paid.