



## Booking Form 2017

If you would like to make a booking to join us at the Alton Craft Markets, please print and complete the form below and post it to us, along with the relevant payment – **cheque made out to Alton Lions**

**Posted to Carole Samuda - 84a Queens Road, Alton, Hants GU34 1HX.**

Please **ensure** you read the **TERMS AND CONDITIONS** carefully before making a booking, with regard to payments, refunds and what crafts are welcome at the market.

|                         |  |  |
|-------------------------|--|--|
| Your Name               |  |  |
| Business / Craft Name   |  |  |
| Address                 |  |  |
|                         |  |  |
|                         |  |  |
| Telephone Numbers       | Day  |  |
|                         | Evening  |  |
|                         | Mobile   |  |
| Email Address           |  |  |
| Website Address         |  |  |
| Type of Crafts for Sale | The type of craft for sale <b>MUST</b> be filled in. Please see our <b>TERMS AND CONDITIONS</b> for more details of what is, and what is not acceptable. <i>(Please continue on a separate sheet if necessary)</i> |  |

Our policy is to keep the cost of the pitches as good value as possible. With this in mind we are happy to offer discounts to stallholders that attend the market regularly. We offer a **5% discount** if two markets are booked at the same time and a **10% discount** if three or more are booked. To qualify for the discounts the stalls must be paid for, in full, at the time of booking. Discounts are **not** available on the cost of the tables. You can book and pay for as many tables as you need. If, after paying for multiple markets the booking is subsequently cancelled then any discount applied will be withdrawn.

Below is a list of market dates, please complete as appropriate.

| 2017 Dates   | Tick to book | Own gazebo £15 | Gazebo required £35 | Table £4.50              | Total for each Market |
|--|--------------|----------------|---------------------|--------------------------|-----------------------|
| March 11   |              |                |                     |                          |                       |
| April 8  |              |                |                     |                          |                       |
| May 13   |              |                |                     |                          |                       |
| June 10  |              |                |                     |                          |                       |
| July 8   |              |                |                     |                          |                       |
| August 12  |              |                |                     |                          |                       |
| September 9  |              |                |                     |                          |                       |
| October 14   |              |                |                     |                          |                       |
| November 11  |              |                |                     |                          |                       |
| December 09  |              |                |                     |                          |                       |
|  |              |                |                     | Subtotal of booking fees | £                     |
| Apply discount for multiple bookings<br>2 Fairs = 5%, discount<br>3 or more Fairs = 10% discount |              |                |                     | Deduct                   | (£ )                  |
| Payment enclosed for   |              |                |                     |                          | £                     |
| <b>I have read and understand the terms and conditions below -</b>                               |              |                |                     | <b>Tick and Initial</b>  |                       |

If you wish to discuss anything on this form please contact Carole on 01420 54 3365 or 0784 718 7046, or by email at [info@altoncraftmarket.co.uk](mailto:info@altoncraftmarket.co.uk). We suggest that all bookings are supported by relevant product liability insurance.

## TERMS AND CONDITIONS

Even if this is not your first booking for the Alton Craft Market please read our **TERMS AND CONDITIONS** carefully, as some changes have been made.

### Craft Stalls

All stalls must have a gazebo. If you are bringing your own gazebo the cost is £15 per pitch. If you require us to provide a gazebo, the price is £35 per pitch.

In exchange for a fully paid booking you will be entitled to occupy the space or table allocated to you for the duration of the market. The precise location of your pitch will be assigned to you on the day, and whilst we do our best to comply with requests, no particular space can be booked in advance. It may be possible, but unlikely, that you can book a gazebo on the day – if you arrive without one, and we have none spare, you will be unable to take up your pitch and will forfeit your fees.

### Discounts

We are happy to offer discounts for stallholders who book multiple dates. If you book, and pay for two markets you will be offered a 5% discount. If you book, and pay for 3 or more fairs a 10% discount will be offered. The discounts are for pitches and gazebos only.

### Tables

The price for tables is £4.50 each, no discounts are offered as we hire the tables from Alton Community Centre. These are picked up from the centre at 9am on the morning on the market and are available from then until the finishes at 3pm. The tables are booked on the Thursday evening from the Alton Community Centre, after they are booked we are unlikely to be able to add any more.

### Cancellations

A lot of organisation goes into making this craft market as successful as possible and we are prepared to be flexible, but we have to be realistic. All cancellations made with at least 2 weeks notice will incur a £5 administration fee. Cancellations made later, or if a stallholder fails to attend on the day, the fees will not be refunded except in exceptional circumstances. Please confirm any cancellations in writing as soon as possible. (Email to [info@altoncraftmarket.co.uk](mailto:info@altoncraftmarket.co.uk) is fine). Please remember the market is run on behalf of the Alton Lions and **ALL** the fees are used for charity works. Refunds cannot be made immediately and have to be referred to the Lions accounts process for clearing.

### Craft Descriptions

**ALL crafts displayed on your stall must be hand made by you.**

We make great efforts to retain the 'made by me' principles of the Alton Craft Market. Please ensure that ALL items on your stall are handmade by you, we do not allow **ANY** bought in craft. This includes any items 'hand made' by others in the UK or other countries. The items should be substantially made or assembled by the stallholder. With this in mind, buying items and then putting them in a box, or bag, for example, is not considered handmade or assembled. If however the item e.g. a scarf, candle, montage, or card, is made/assembled by you and requires bought packaging, canvas, framing for finishing, this is considered acceptable. Any items made by others as self-assembly kits, purchased items, which are then framed, etc do not conform to the terms. If unclear please contact us.

A photo of your craft should accompany your bookings to help us maintain our high standards and allow us to arrange the stalls. Please ensure you give us as much information as possible about the type of craft you are looking to display and sell. This is to allow us to ensure a variety of products. We reserve the right to refuse the display of products we have not been informed of, either on the grounds of duplication, or poor quality. This could result in the loss of any payment made. We reserve the right to ask for further details and pictures of your craft items to help with organization. Please note if you change the nature of your product offering during the year, e.g. a majority of framed pictures to a majority of picture cards we would like to know in advance. This will impact on where you may be placed in the market. We aim not to place like stalls together, however this relies on us knowing as much about your products as possible.

Stalls are allocated on a first come first served basis. We are happy to allow some duplication of stalls (up to 3 of the same type of craft), but if the number of stalls is low we reserve the right to reduce the number of duplicated stalls so that there is still a good *variety* of crafts.

We are happy for crafters to share a stall, so long as both types of craft are notified to us so we can ensure that we have sufficient *variety*.

# Alton Craft Market



## Damage

We cannot be held responsible for any loss or damage to goods whilst exhibiting, loading and/or unloading. This is an outdoor market. Please remember to bring sufficient protection for your good in the event of all weather types that may effect you. You should ensure that you have sufficient insurance cover to meet your legal responsibilities. Please be aware of the specific 'safety' requirements that may apply to your products, e.g. soaps, toys etc.

## Set up and Put Down

All stalls must be completely set up before the market opens at 10am. No stall must be dismantled before the close of the market at 3pm, unless otherwise advised by the organisers. Any stallholder dismantling before the end of the market will not be invited to book future events and refused further bookings at Alton Craft Market. Please remove your vehicle from the market area as soon as possible. Car Parks are very close to the market for speedy return after unloading. The market area is a pedestrian zone where access to the general public and yourselves must be maintained at all times for emergency purposes.

## General

Alton Craft Market has a good reputation with crafters and local shoppers alike. We would like to ensure that this continues. We have noticed that there have been a number of items 'creeping in' that are not hand-made – with that in mind we ask that you do not put us in a position whereby we have to ask you to leave the market and refuse any further bookings from you. Whilst we will do this – it is unpleasant for both us and you. If you have any queries at all about what is acceptable, please feel free to contact us on [info@altoncraftmarket.co.uk](mailto:info@altoncraftmarket.co.uk) – or by phone on 01420 543365.

We look forward to another successful year of high sales of quality crafts.

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