

ruskinglasscentre

Thank you for your interest in our **CHRISTMAS CRAFT FAIR at the Ruskin Glass Centre**, Stourbridge,

On Saturday 28th & Sunday 29th November 2015.

This years Fair will be aimed at high quality artists, designer/maker, craftspersons, who design and make their own work and want a unique, warm & friendly selling opportunity, within a craft complex with a strong heritage of glass making.

We would like to let you know that this year's Christmas Craft Fair applications are now being accepted.

We are expecting this to be a very popular event so it is likely to be booked up quickly, therefore please do not delay in returning your application form and stand fee. Our panel will be assessing applications as they arrive.

We are looking for a range of products from many disciplines, showing a unique, exciting and creative display of work, for sale at affordable prices.

The Christmas Craft Fair will include 2 cafes offering seasonal food, Choirs & hopefully live entertainment all within the Ruskin Glass Centre Complex, including the Webb Corbett Visitor Centre & 16 tenant shops/studio's. All craft stands are indoors with electric points available on request.

We shall be undertaking various marketing throughout the year linking with our Christmas Craft Event with a plan including:

- Local press cover, Stourbridge, Dudley and Halesowen News
- Posters, flyers for makers, (A5 flyers)
- Craft and Design magazine Event listing & on line Guide
- Advertisement on Local Radio, BRIDGE radio covering Stourbridge and outer lying areas
- Social Media postings on Twitter and our Facebook page
- Outdoor advertising: A3 Banners within Ruskin Glass Centre and also exterior roadside hoarding/flags
- E-mail bulletins/newsletters

All applications are assessed as they are received on a first come, first served basis

If approved by the selection panel, you will have priority notification for Ruskin Glass Centre Craft Events throughout the year in 2016. (This does not guarantee you a booking, but you will be notified before it goes public). All applicants will be notified of the panel's decision by email usually within 4 weeks of receiving the application.

If you have any questions concerning the event or application form, please email sharon.harris@ghc.rmt.org

We look forward to receiving your application.

Best wishes

Sharon Harris
Head of Operations
Ruskin Glass Centre Ltd

(This application pack contains 5 sheets)



Booking Terms & Conditions - Ruskin Glass Centre Christmas Fair Saturday 28th - Sunday 29th November 2015

Bookings, Payments & Cancellations

1. The Application Booking Form must be completed in FULL and returned to Sharon Harris at The Ruskin Glass Centre. Full payment of £65 is required with each application. Please include 2 cheques, made payable to 'The Ruskin Craft Association'. First cheque with current date for £25 – non-refundable deposit, second cheque (balance of stand cost) for £40, postdated to 31st October 2015. Cheques will only be cashed when application is successful, if unsuccessful, the cheques will be destroyed.
2. Separate businesses must book separately. Sub-letting of space is not permitted.
3. Bookings will only be accepted from exhibitors who make all crafts, art or other works themselves, and/or are able to demonstrate their particular craft during the event. Only activities / products stated on your booking form, will be allowed.
4. Ruskin Glass Centre Limited reserves the right to refuse or cancel any booking. If a booking is declined, written/emailed notification will be sent to the exhibitor, (cheques will be destroyed.)
5. If an exhibitor wishes to cancel a booking, such cancellation must be made in writing to Ruskin Glass Centre Limited. Cancellations received up until 31st October 2015 will forfeit their deposit. Any bookings cancelled after this time, for whatever reason, will forfeit the total booking fee.
6. Ruskin Glass Centre Limited will send email confirmation to all successful applicants. Further joining instructions and advertising materials will then be sent out 4 weeks before the event.

Liabilities and Insurance Requirements

7. Exhibitors must hold their own Public Liability Insurance with a minimum of two million pounds of cover per claim. Exhibitors must ensure that their Public Liability Insurance is valid for the dates of the event.
8. Evidence of insurance must be sent to Sharon Harris, Head of Operations at The Ruskin Glass Centre with return of the Application Booking Form and booking fee. Any exhibitor who fails to provide satisfactory evidence will not be allowed to set up their stand and will forfeit the full booking fee.
9. If separate Product Liability Insurance or other legislative certification is required for a particular craft, art or activity, this should be mentioned on the application form and additional evidence of such insurance should be provided.
10. At all times whilst on the site, exhibitors must ensure that their designated stall and its surrounding area, all equipment and all or any other property is kept in a condition that is safe for anyone who may reasonably and foreseeable come into contact with it or be affected by it.
11. Every exhibitor shall participate in the event entirely at their own risk in every respect including personal injury to themselves/staff or helpers or to any other traders or to members of the public. Exhibitors' insurance cover must include loss of or damage to property belonging to them or any other person, as a result of occupancy of a stand allocated at this event and transit of goods to and from the event. The exhibitor shall at all times indemnify Ruskin Glass Centre Limited against all injury or loss or damage sustained as a result of their actions or negligence – during set up, during trading and during dismantling and removal of their stand and Ruskin Glass Centre Limited accepts no liability and will not be liable for any loss, damage or costs arising directly or indirectly in this regard.
12. The exhibitor shall make good any damage to premises or fixtures or fittings at The Ruskin Glass Centre that may result from their participation in the event caused by their act or by the act of staff or helpers.

Equipment and Lighting

13. Ruskin Glass Centre Limited will allocate stands to exhibitors who require electricity on a 'first come, first served' basis. If an exhibitor requires electricity, this should be stated on the Application Booking Form, along with a list of all electrical items, which will be used by the exhibitor during the event. Any electrical items not listed cannot be used on site.
14. All electrical equipment must be PAT tested and **display a valid test sticker**. The only exception to this requirement is where an electrical item is less than 12 months old (please bring the original purchase receipt to the event to prove the age of the equipment).
15. Ruskin Glass Centre Limited reserves the right to refuse the use of any equipment on site. This includes, but is not limited to, personal kettles and/or heaters.
16. Gas shall not be used on site without the prior written permission of Ruskin Glass Centre Limited. If an exhibitor intends to use any gas equipment, details of such equipment must be included on the Application Booking Form.

During the Event

17. Security: The Ruskin Glass Centre will be locked and alarms will be set overnight but the site is not patrolled. Any items left on site overnight are left entirely at the risk of the exhibitor.
18. Exhibitor vehicle access will only be permitted during the set up and take down of the event and for brief off-loading of stock on the two event days. Stalls must not be dismantled before the event has ended. Trolleys must not be used while members of the public are within The Ruskin Glass Centre. The permitted hours for set up and take down will be advised to the exhibitor.
19. All exhibitor vehicles must vacate the public car park at The Ruskin Glass Centre 30 minutes before the event opens, unless a Blue Badge is displayed. Exhibitor vehicle access will not be allowed between 9.30am and 4.15pm. The exhibitor accepts that, if the site is still busy with visitors at 4.15pm, entry for exhibitor vehicles may be delayed for safety reasons.
20. The event will start at 10.00am and will finish at 4.00pm each day.

Limit of Liability

21. Ruskin Glass Centre Limited shall not be liable for damage or theft of stock, interruption of power or services, failure of press advertisements to appear, inclement weather, or anything else beyond its control. It is a condition of booking that the exhibitor understands and accepts that Ruskin Glass Centre Limited cannot be held responsible for any losses sustained by an exhibitor.

Code of Conduct

22. Abusive or aggressive behaviour towards Ruskin Glass Centre Limited staff, other exhibitors or members of the public will not be tolerated under any circumstances. Cooperation between all parties is required at all times.
23. Exhibitors are expected to adhere to the Ruskin Glass Centre Limited's site policies, including site Health and Safety requirements and the no smoking policy (which applies to all areas within The Ruskin Glass Centre). Designated smoking areas are available on-site.



Application Booking Form – Christmas Craft Fair 2015

All information will be treated in strict confidence

CONTACT DETAILS (which may be included in the event promotion, unless stated otherwise)

Your Trading Name

Title Contact name

Address

.....

..... Post Code.....

Website

E-mail address

Telephone Mobile.

Which social media do you use? Facebook Twitter

Type of craft/art.....

Please give a brief description of your work (include the type of raw material and basic process)

.....

.....

.....

Are your products personally designed and manufactured by you? Yes No

Artists – all prints and reproductions must be clearly labelled, to differentiate from original works.

If NO, please give further details:

.....

Please state the type of items you intend to sell on your stand (only the type of items listed will be permitted)

.....

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.....

To support your application please supply photographs of your work & stand, and/or links to your website.

Do you agree that your images can be used for our publicity purposes?

Yes No

Price range of your products - from £ to £

Please list the shows you have attended during the last 2 years

.....

Would you like to demonstrate your work on the stand?

Yes No

If yes, what do you demonstrate, and how much **extra** space is needed?.....

.....

Can you confirm that you have Public Liability Insurance of at least £2 million cover

Yes No

(Please send a copy of your current certificate with this application form)

If your business has other legislative requirements (e.g. Food Hygiene Certificate, Cosmetic & Soap products, Face Painting etc) please give further details:

.....

Stand requirements

Floor space will be sold in blocks of approx. 8' wide x 4'-6' deep, and costs £65 for the 2 days.

1 table and 2 chairs are included within this price, but you must provide your own **floor length** table covering.

Electricity points can also be requested, but cannot be guaranteed.

Please let us know your requirements:

I require 1800mm x 600mm table(s)

or

I will bring my own table/display stand

I enclose 2 CHEQUES, one cheque for £25 (deposit) and another postdated (31st October) cheque for £40

(Balance of stand cost) Payable to **Ruskin Craft Association**

(Cheques will only be cashed once your application has been successful, or destroyed if unsuccessful)

Would you like to request an **ELECTRICITY POINT** at the event?

Yes No

If so, please list the equipment that will be used:

.....

I can confirm this equipment has been PAT tested?

Yes No

Please use this space (& overleaf) to mention how you intend to advertise your attendance at the event, and provide any additional information to support your application:

.....

I have read the terms and conditions of booking and confirm I understand and agree to adhere to them.

Signed: _____ Print name: _____ Date: _____

Please return this completed form, with your cheques and evidence of insurance to;

Sharon Harris, (Christmas Fair), The Ruskin Glass Centre, Wollaston Rd, Stourbridge, West Midlands DY8 4HF