

 **Gladfest Marketplace Expression of Interest 2017**

**Saturday 2nd & Sunday 3rd September 2017**

The event will take place in an undercover outdoor marquee. Only single tables will be available at this event due to high interest. Each space is provided with a single uncovered table (23” x 71”) and up to 2 folding chairs.

When submitting this form, we also ask for two photographs / pictures as examples of the products that will be sold.

To proceed with a reservation, every stall holder must hold a current public liability policy. A copy of a valid certificate will be required when confirming a stall space.

Stall space will cost £80 for two days of trading (9.30am – 6pm) on each day. We will initially be taking bookings for the full weekend period. Requests for a single day of trading will be considered, if an alternative stall can accommodate the space on the opposite day.

**PLEASE NOTE: Due to the overwhelming interest in the hiring of space at the craft fair, we must emphasise that this is only an expression of interest form. Once the closing date of 9am on Monday 15th May 2017 has past, an email will be sent to every applicant with whether we can offer you a space. We will then require full payment in advance, which is non-refundable. We aim to offer a balanced range of stalls. Should we receive many applications for similar crafts, we reserve the right to select in accordance with this. All applications are subject to consideration by the management team and their decision is final.**

Please find a copy of our full terms and conditions below.

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| **Contact name** |  |
| **Trading name (if different)** |  |
| **Preferred telephone number** |  |
| **Email address** |  |
| **Website** |  |
| **Postal address** |  |
| **Description of items for sale**  |  |
| **Price range of items for sale** |  |
| **Please note any additional freestanding items you wish to bring** (including size) |  |

Please return this form to Jane Jones, Operations Manager, Gladstone’s Library, Church Lane,

Hawarden, Flintshire, CH5 3DF jane.jones@gladlib.org (an email form is preferred) by 9am on Monday 15th May 2017.

**Gladfest Marketplace Terms & Conditions**

**Stall payments**

Stalls cost £80.00 (inc. VAT) for two days of trading (Saturday 2nd and Sunday 3rd September). Payment in full must be received by **5pm Monday 5th June**. Stall payments can only be paid by BACS or by card over the phone. If the issuer of your payment card does not, for any reason, authorise payment to us, we will not be liable for any delay or missed deadlines. Gladstone's Library reserves the right to withdraw the offer of a stall from any exhibitor who has not paid in full by this date.

**Cancellation**

Payments for stalls are non-refundable and non-transferable.

Exhibitors must keep their stands open and attended by knowledgeable staff throughout the period of the event opening times. Set up is permitted from 1 – 5pm on Friday 1st September and from 8am on Saturday 2nd and Sunday 3rd September. Closing / dismantling of stalls must not take place prior to 6.30pm on Saturday and 5pm on Sunday.

Exhibitors must not move or swap their allocated space with other exhibitors.

Exhibitors may not sub-let space within the area allocated to them.

The organiser reserves the right to move stands and reallocate space previously notified to exhibitors and to cancel and/or amend the event if required by circumstances outside their control.

Exhibitors will be asked to remove any part of the display outside the limits of an exhibitor’s allocated space.

Exhibitors must not display goods of an inflammable, noxious or obscene nature, and must not proselytise. The organiser will remove any such unsuitable material from the Craft Fair event.

The sale of books or unsealed food will not be permitted. Jarred or fully sealed products will be considered.

Gladstone’s Library is not able to process card payments on behalf of stall holders.

Electricity is not available to any exhibitors and exhibitors may not move or install any lighting or electrical appliance.

Gladstone’s Library does not accept any liability for loss or damage to stock whilst on the premises. For this this reason, applications cannot be processed unless exhibitors have ample public liability insurance and provide copies of the relevant documents with this booking form. The organiser reserves the right to withdraw the offer of a stall from any applicant who does not return suitable public liability insurance documentation with the booking form.

Exhibitors are advised to protect their work at night as condensation is an uncontrollable condition created in marquee space. Please protect your work from damp conditions, especially overnight. Please note that condensation can occur at any time, day or night.

The marquee is not a lockable area and security of the space cannot be guaranteed. Any products left on display overnight will be left at the stallholder’s risk.

Gladstone’s Library reserves the right to reject applications from exhibitors who have previously contravened any of Gladstone’s Library’s Terms and Conditions.

Whilst the organiser takes every effort to ensure that exhibitors details are correct in the promotional material for Gladstone's Library's Craft Fair events, the organiser cannot accept responsibility for any errors printed and the organisers shall have no liability to exhibitors for any claims resulting from such errors.

Promotion of the event is part of our ongoing regular marketing activity. If you also promote the event via your own networks, please do so in a positive and professional manner. All printed promotional material must be approved by our Marketing Manager. Please send any material produced to Amy Sumner at amy.sumner@gladlib.org or Gladstone’s Library, Church Lane, Hawarden, Flintshire, CH5 3DF.

All exhibitors should give full co-operation to the official photographer in attempting to achieve coverage and promotion for the event.

Parking on site is restricted.

**Health and Safety**

All exhibitors have a responsibility to ensure the health, safety and welfare of themselves and others. Gladstone’s Library shall not be held responsible by any exhibitor or their staff/agents or members of the public for any injury or loss due to negligence or unsafe displays.

Exhibitors are expected to comply with relevant legislation in respect of Trading Standards, Health and Safety and Environmental Health. A Food Standards certificate will be required for any stall selling food related products.
No animals are allowed on the premises exception of animals that aid individuals with a disability.

The playing of music via cd player, phone or another electronic device is not permitted. This includes those wishing to show film or video footage.