



**Greenlands Farm Village
Christmas Fair
Booking Contract
£85.00**

Saturday 12th – Sunday 13th November 2011

**Wyn Abbot Promotions, The Pottery, Greenlands Farm Village, Tewitfield LA6 1JH
info@wynabbot.com, Tel: 01524 784197 www.wynabbot.com,**

Company Name
Contact Name :..... Position
Address
..... Postcode
Telephone number(s)
Email Address
Website Address

Please give details of services or products you would like to promote at the event			
			<i>Please Tick Preferences</i>
		Yes	No
Electricity Required for Spotlights			
Are you able to circulate flyers / info about the event	Via Email Via Posters		

I wish to pay a deposit of: £.....	Cheque (enclosed) Please make payable to Greenlands Farm Village	Card
Full amount of: £.....		

Credit / Debit Card Payment Please debit my Visa / Maestro / Switch											
Valid From	/	/	Expiry Date	/	/						
Issue number				Security number							

Terms & Conditions

Payment:

A deposit of £25 is required at the time of booking and final payment is required by the **1st October 2010** Deposits are **non refundable**.

Cancellation:

Cancellations should be made in writing and full payment will be required for cancellations received 5 weeks or less prior to the event.

Insurance:

All exhibitors must have adequate insurance in respect to all liabilities including public and product liability for the whole period of the event – this includes the periods of the setting up and closing down of the stands.

Wyn Abbot Promotions & Greenlands Farm Village shall not be liable for any claims arising from bodily injury, death, damage to or loss of property caused by the exhibitor or any person or company acting on their behalf.

In signing this booking contract the exhibitor will indemnify Wyn Abbot Promotions & Greenlands Farm Village in respect of each and every such claim and all actions, claims, costs, proceedings and demands in respect thereof.

A copy of your insurance policy should be forwarded either with this form or with your final payment prior to the event.

Security: The venue is a marquee therefore not locked overnight and stock will be left at owners discretion however; stock can be stored in a locked room overnight. Wyn Abbot Promotions & Greenlands Farm Village shall be under no liability whatsoever for any loss or damage.

Event Disruption

Wyn Abbot Promotions & Greenlands Farm Village will be under no liability to the Exhibitor in respect of any actions or claims, losses or expenses whatsoever if the event is cancelled, postponed or has to be abandoned for reasons outside of the organisers control e.g. war, national emergency, civil disturbance, inevitable accident, explosion, fire, storm, labour dispute, strike, lock-out, etc.

Exhibition Stands

Tables are provided however own stands may be used and the following should be observed:

Wyn Abbot Promotion and Venue Managers reserve the right to exclude any exhibit or display materials which contravene security, fire or safety regulations.

Exhibitors will not display exhibits in such a way that restricts access to neighbouring stands or causes a Health & Safety risk to the public.

Display stands should be detailed on the booking form.

Exhibitors Responsibilities:

Exhibitors will undertake to act in accordance with the law, and indemnify Wyn Abbot Promotions & Greenlands Farm Village in relation to advice given and/or claims made in connection with a product or service they offer.

Stand Management

The Venue is open to the public between 10 am – 4 pm, initial setting up of the stand should be in place by no later than **10am on the Saturday** of the event and needs to be dismantled no later than **5.30 on the Sunday** of the event

The event will take place in a heated barn which will be locked overnight

All work on for sale should be the Artist (s) own work

Housekeeping and Image

Greenland’s Farm Village which houses this event insists on a professional and prestigious image to their customers and items:

- All signage shall be presented in a professional manner, either computerised or neatly crafted.
- Any item that is considered to be pornographic, smutty or offensive in nature will not be allowed.
- Products, personal items, boxes, surplus stock etc. should be kept out of sight
- The use of windows and walls etc. for signage is prohibited.
- Exhibitors must ensure that the exhibition area is kept clean and free of refuse at all times and are responsible for the removal of the refuse. (*designated bins are in situ*)
- Exhibitors are not to cause a nuisance within the centre to members of the public, other exhibitors, shop tenants, contractors or members of GFV Management Team.
- No obstruction of the malls, walkways and exits can be accepted at any time.
- Additional tables and or free standing display units should be requested prior to the event

Parking

Once unloaded all vehicles should park at the furthest end of the car park.

I/we have read and understood the Terms and Conditions and agree to comply to them.

Print Name.....

Signature.....

Date.....

Please complete & return the full form to Wyn Abbot Promotions, The Pottery, Greenlands Farm Village, Tewitfield, Carnforth Lancs LA6 1JH