



ASHLYNS CRAFT FAIR 2018

Stall Holder Booking Form

I would like to book a table at the Ashlyns Craft Fair on Sunday 18th November 2018 and enclose a cheque (made payable to 'Ashlyns School Association') for:

- £38 for a full table (typically 11 or 12 foot, minimum c9 foot)
- £28 for a 6 foot table
- plus £3 for electricity (if required)

Stall holder's name _____

Name of business _____

Address _____

Website _____ Tel no. _____

E-mail _____

Description of craft as you would like it to appear in the programme (max 38 characters including spaces)

Do you require electricity? Yes/No Other requirements/requests?

I agree to the conditions relating to the Craft Fair (please see separate page), and confirm that I am selling hand-crafted items made by myself.

Signature _____

Please return form plus payment (see cheque details above) to:

Ashlyns School Association - Craft Fair
Ashlyns School, Chesham Road, Berkhamsted,
Hertfordshire, HP4 3AH
Telephone: 01442 863605

If you would like to pay by bank transfer, please email:
craftfair@ashlyns.herts.sch.uk

For Office Use Only

Cheque/cash amount	
Date paid	
Stall no.	
Electricity required	
Full or 6 foot table	
Receipt no.	

ASHLYNS CRAFT FAIR

SUNDAY 18th NOVEMBER 2018

ORGANISED BY THE ASHLYNS SCHOOL ASSOCIATION

Info reminder

Prices for the Craft Fair stalls are as follows:

- A full table (typically 11 or 12 foot, minimum is c9 foot) is £38, and a 6 foot stall is £28. Electricity, if required, will cost £3.
- Stalls will be allocated on a first come, first served basis.
- Only one business can feature on each stall
- The fair is from 11am – 4pm, setting up from 9am. Details of arrival arrangements, maps etc will be sent out shortly before the fair.
- We will be organising extensive promotion to ensure a good response from the public
- Refreshments and lunches will be available for purchase, and stall holders are entitled to two complimentary coffee or tea tickets per stall.
- Provided you book sufficient time in advance, your name, website or phone number and craft description (as detailed on your booking form) will be printed in the programme.
- If you have any queries, please contact us on the number above or by email: craftfair@ashlyns.herts.sch.uk

CONDITIONS FOR ATTENDING ASA CRAFT FAIR

- Merchandise should be hand-crafted items made by the stall holder in person, not commercially manufactured articles. *If in any doubt about this, please contact us* - we want to keep the integrity of this event intact as a craft fair, where the stall holders' own talents are on show. When you sign the booking form, you are agreeing to abide by these conditions.
- Stalls will be allocated on a first come, first served basis.
- Although every effort is made to give the table positions requested, no guarantee can be made to do this.
- Please check your table position carefully on the plan which will be sent to you a couple of weeks before the date of the Craft Fair.
- Full refunds can only be made if the stall is cancelled three weeks before the day of the Craft Fair.
- Every effort will be made to meet the requirements of the stall holder if at all possible.
- All electrical appliances brought by the stall holder must be fully tested and in good working order.
- Stall holders must bring their confirmation letter and register at the specified entrance before setting up their stalls.
- We cannot accommodate rails or additional display areas (except by prior arrangement) and cannot allow material to be fixed to the building's walls.

Best Regards

Ashlyns School Association Craft Fair team