



## **BLACKBURN MAKERS MARKET - TERMS AND CONDITIONS - please read carefully**

Date: Saturday 6th December 2014

Time: 11am - 4pm

Venue: Blackburn Old Town Hall, King William Street, Blackburn BB1 7DY

Organiser: Blackburn with Darwen Borough Council, Regeneration Department

Contact: Julia Simpson 01254 588958 / [julia.simpson@blackburn.gov.uk](mailto:julia.simpson@blackburn.gov.uk)

Facebook: Blackburn Makers Market - please like and share

### **BOOKING APPLICATIONS**

To ensure the Makers Market offers a good mix of quality stalls, we ask that any new Makers/Traders submit either images of your work or links to website/Facebook/blogs etc. that shows examples of your work along with your booking form. Booking Applications will be considered on a first-come first, first serves basis. Should the organisers feel that work of the same or similar type is already well represented at the Makers Market, the organiser may not be able to offer you a pitch this time.

A booking will be confirmed by a confirmation e-mail from the organiser.

All bookings are non-transferable between Makers/Traders unless pre-approved by the organiser.

The organisers reserve the right to refuse any application without explanation and promptly return any fees received in full.

By providing an exhibitor photo, you are agreeing to this being used in promotional material.

### **BOOKING FEES**

Single Table Indoor Trading Pitch - £10.00

Double Table Indoor Trading Pitch - £19.00

Half Table Indoor Exhibition Only Pitch - £5.00

Hot Food Outdoor Pitch - £10.00

Booking Applications are welcome from Makers/Traders wishing to share a pitch and fee, as long as details of both (all) Makers/Traders are included on the Booking Application Form.

Exhibition only pitches are offered to Makers/Traders wishing to promote relevant business, shops or organisations (for example Makers, Retailers of handmade products, Maker's supplies, materials and services) without trading. The organiser cannot take responsibility for any exhibitions left without staff.

You will be required to pay the full fee to secure your pitch within two weeks of receiving confirmation of your Booking Application Form the organiser. Payment can be made in person at Blackburn Visitor Centre, Blackburn Market, Church Street, Blackburn or by phone on 01254 669188. Debit/Credit cards accepted.

### **INDOOR TRADERS ONLY**

Single pitches and tables are approx. 4ft wide. Makers/Traders are welcome to bring their own tables, chairs and display equipment. However, on this occasion the operator is able to offer undressed trestle table and chair free of charge subject to availability on a first come first served basis confirmed with booking.

Strictly nothing is to be attached/stuck to the venue walls. The person named on the Booking Application Form will be held responsible for any damage their stall cause to the venue. All stalls must be well presented and tables covered with a cloth or paper. Any additional free-standing displays must fit within or behind the allocated space you have booked and should be detailed on your Booking Application Form.

As exhibitors are limited to the allocated 4ft space, you may wish to book an extra space to ensure adequate room for any additional free-standing displays.

Due to Health & Safety reasons, strictly no items are to be left/displayed at the sides of or in front of the stall. Strictly no

packing away before the advertised closing time. Please make sure you dispose of your own rubbish and ensure that your allocated space is left clean and tidy.

### **ELECTRICITY**

If you require electricity, please indicate this on the Booking Application Form. Electricity is free of charge but must be requested in advance as there is limited availability at the venue. The organiser will endeavour to accommodate all requests for electricity, however it will be provided on a first-come first-served basis.

Access to electricity is limited and we cannot guarantee that there will be a socket directly at your pitch. If you do require electricity, please bring your own extension cable of at least 3 metres. All electrical equipment used must comply with current Safety Legislation.

All risks associated with the use of any electrical equipment by traders/exhibitors rest entirely with themselves. The organiser will not allow any trip hazards i.e. loose cables in walkways, on the floor.

### **CANCELLATION POLICY**

Makers/Traders have seven working days from the date of payment to cancel their booking for any reason. On cancellation of a booking within this period, Makers/Traders will be refunded payment in full.

Any cancellations, for any reason, out-with the cancellation period, and up to two calendar months before the event, will forfeit the booking fee. Non- attendance will forfeit the full amount paid, and may affect future bookings.

In the unlikely event of the Makers Market being cancelled or the venue becomes unavailable due to circumstances out-with our control, we will inform all participating exhibitors at the earliest opportunity and arrange for full refunds to be issued.

### **ITEMS FOR SALE**

Items for sale should be predominantly handmade. The stallholder on the day is not required to be the Maker/Trader but the organiser should be notified if this is the case prior to the event. Items made in the UK, recycled, eco-friendly, vintage or complimentary to the handmade items for sale from the same seller are also acceptable. These items should be detailed on your application booking.

We reserve the right to ask you to remove any items from your display which you have not detailed on your booking form and/or have not been approved.

### **PUBLIC LIABILITY INSURANCE**

It is highly recommended that each Maker has their own Public Liability Insurance. No responsibility will be taken by organiser for any damage, accidents caused or theft of personal possessions.

Outdoor hot food traders MUST provide evidence of their own Public Liability Insurance and necessary food hygiene certificates.

### **ON THE DAY**

If you are going to be late on the day, please telephone the organiser as soon as possible on 07824 153487.

On arrival, the organiser will take a register and direct you to your allocated pitch location.

On arrival at the venue, please familiarise yourself with the Fire Exits. Toilets will be available to traders only.

Makers/Traders will need to request a key from the Town Hall reception to access facilities.

If a Maker/Trader has not arrived at the venue ten minutes before the event start time and has not notified organiser, their pitch may be allocated to another Maker/Trader.

### **OTHER**

By signing your Booking Application Form, you are agreeing to our full Terms & Conditions as detailed above.