

DORCHESTER CHRISTMAS CRACKER

CRAFT STALL APPLICATION FORM

CORN EXCHANGE
Thursday 7th December 2017

All bookings are subject to the terms and conditions attached. By completing and submitting this form, you confirm that you have read, understood and accept these terms & conditions.

Business name	
Contact name	
Business or home address	
Postcode	
Telephone queries/event day contact	
Email	
Website	
Social media links	

Products description/stall details If you don't have a business website or social media, pictures would be useful	
Electrical access required? Please state what this will be used for	Yes/no
Charity? Charity number? Community group?	
Any other notes or questions	
Do you have any special additional needs/requirements? Details	Yes/no

Applications must be made via this form. Receiving your application form does not guarantee a craft table.

Venue address

Corn Exchange, Municipal Buildings, High Street East, Dorchester, Dorset, DT1 1HF.

Please send your application form to
 karen@kwbusinessassist.com
 07968 199303



Terms and Conditions

Public Opening Times

The Christmas Craft Fair will be open to the public from 16:00 – 20:00.

Set up times

Stall holders can arrive after 14:30. On arrival committee members will show you to your table. Any table unclaimed at 15:30 will be re-allocated. Please let us know if you are unable to attend or are going to be late.

Booking form Deadline

Friday 22th September 2017. Bookings may close prior to this if stall spaces have been filled.

Cost

£17.50 per stall.

Change in booking system

New application booking. This is so that we can prioritise local craft stall holders, allocate stalls fairly and try to meet all electrical requests.

Hall and stall details

Your table is 6' x 2.5' (182.9cm x 76.2cm). Additional tables or displays that will obstruct the public's walkway are not allowed.

There are no electrical points for individual stalls. If you wish to use electricity for additional lighting etc. please let us know on the booking form. All hall lights will be on.

There are 30 stall spaces in the hall. They will be arranged around the edges and a smaller circle of stalls mid-hall. We are unable to guarantee a specific area. If a specific area is favoured, please add to the notes and we will endeavour to accommodate your request.

Dorchester & District Chamber for Business accepts no liability for loss or damage of equipment, stock, cash or any other property of craft stall holders.

Parking, setting up and leaving

There is no parking available next to the Corn Exchange.

Cracker committee members will be there to help you unload. Unloading is permitted on the double yellow lines on North Square, please ensure you do not block the road completely. Dorchester Council car parking on the day is usually free from 15:30. You will need to unload and park your car/van in one of the Dorchester car parks.

The event will close at 20:00, Cracker committee members can help to load vehicles.

Payments and refunds

When/if your application is accepted payment in full must be made within 14 days by BACS or PayPal to confirm your table (a 50p additional charge is required for PayPal payments). Please do not delay payment, we cannot guarantee to hold your place. Payments are non-transferable, stall subletting is not permitted. Unsuccessful applications will be contacted and details will be added to a contact database for next year. Demand for stall space is always high.

Refunds for cancellations can be made prior to 1st November.

The committee has absolute discretion to reject any applications and has the right to cancel bookings and repay any fees.

Products

No alcohol related products must be sold at this event. No goods other than those stated on the application form may be displayed or sold without prior approval of the Committee.

Privacy

You consent to Dorchester & District Chamber for Business (Dorchester Christmas Cracker) gathering and processing your personal data for the purposes of managing your booking. Your booking and contact details will be used to send further details of this event and to inform you when bookings are open for future events. If you do not wish to receive future correspondence after this event please let us know in the booking form notes.

Timings

The above timings may vary slightly. Further detailed information will be sent nearer the event date.