

# CHRISTMAS CRAFT MARKET

Saturday December 7<sup>th</sup> 2019

Assembly Rooms, High Street, Dedham,  
CO7 6HJ



## PLEASE ENTER YOUR DETAILS IN CAPITALS

NAME		TRADING NAME	
ADDRESS		TELEPHONE	
		MOBILE	
		E MAIL	
POSTCODE		WEBSITE	
FACEBOOK		TWITTER	

## PRODUCTS

Please give a full description of the products you will be selling. Your booking will be taken on the basis of the information you give here & you may not be able to sell something that you have not listed. Please note that all products must be handmade.

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## PLEASE TICK WHICH MARKETS YOU WISH TO ATTEND

Event	Date	PRICE	POWER (£5 extra)	TICK
CHRISTMAS CRAFT MARKET	SAT DECEMBER 7th 2019	£35 (plus £5 for power)	YES/NO	

## YOU AGREE – BY SUBMITTING THIS FORM

I have read & understood the Terms & Conditions of booking and I agree to abide unreservedly by them. Please sign and date, or if completing this form electronically, please enter your name below.

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## Payment

Payment can be made by BACs: Suffolk Market Events, HSBC, Sort Code 40 43 23 Account 81447769.

**Please advise by email when a payment is made.**

Or by cheque payable to Suffolk Market Events & posted to the address at the bottom of this form.

## **SUFFOLK MARKET EVENTS TERMS & CONDITIONS**

Before you submit a booking for any of our events, please read these conditions and sign and date the box.

### **BOOKINGS**

To secure a place at either event the full pitch fee must be paid at the time of booking.

Payment will be accepted by cheque or BACs.

All bookings must be submitted on this booking form accompanied by payment as indicated above. No places are reserved if the bookings are not submitted on this form or not accompanied by correct payment.

Suffolk Market Events reserves the right to refuse or cancel any booking without giving a reason.

### **DISHONoured CHEQUES**

If your bank refuses to honour a cheque that you have given as payment for a booking fee then an administration fee of £10 will be charged. This will be charged every time a cheque is returned and no exceptions are made.

### **YOUR COMMITMENT TO AN EVENT**

Details about each event will be sent out to all traders at least two weeks before the event. All traders must read these guidelines, be set up by the required time and not break down a stall until the specified time.

### **ELECTRICITY**

Please tick the box if you require electricity. There is an extra charge of £5 for power and you will need to supply your own extension cable. There are a limited number of sockets so late bookings may not have access to power.

### **INSURANCE**

Suffolk Market Events is not responsible for any loss, theft or damage to your property or stock at any of the events. All stallholders must carry adequate insurance and provide a copy of their PL Insurance to Suffolk Market Events at the time of submitting the booking form. Any food producers must also provide their Certificate of Premises inspection from the local authority at the time of booking.

### **CANCELLATION POLICY**

Cancellation more than 4 weeks before the event: a refund will be paid (minus a £15 admin fee), *on the condition that Suffolk Market Events is able to find an appropriate replacement producer* to take the pitch. If no suitable replacement producer is available, then no refund will be given.

Cancellation less than 4 weeks before the event: no refund will be given.

Events are subject to cancellation or rescheduling at the discretion of Suffolk Market Events and/or the organisation responsible for the whole event. We reserve the right at any time and without prior warning to change the venue, date or time of the event. If the event does go ahead with changes made, and you are unable to attend, no refund will be given and Suffolk Market Events will not be liable for any additional loss or damage resulting from such changes.

If the event is cancelled in its entirety, due to circumstances beyond our control including extreme weather then we shall have no liability for losses or costs which you may incur due to such cancellation but we shall refund 50% of your booking payment. We may change the terms upon which we make events available from time to time without notice to you and any subsequent booking requests you may make will be subject to those changes.

Please ensure you have signed and dated the box on this form as acceptance of these Event Booking Terms and Conditions.

Suffolk Market Events reserves the right to cancel bookings deemed not to comply fully with these terms and conditions.

### **Our Right to Vary these Terms and Conditions**

We have the right to revise and amend these terms and conditions from time to time to reflect changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.

This event is made available by Suffolk Market Events, Wyatts, Wyatts Lane, Little Cornard, Suffolk, CO10 0NT

Tel: 07704 627973

[Justine@suffolkmarketevents.co.uk](mailto:Justine@suffolkmarketevents.co.uk)

[www.suffolkmarketevents.co.uk](http://www.suffolkmarketevents.co.uk)