



2018 BOOKING FORM

Rural Crafts Association, Station Lane,
 Brook Road, Wormley, Godalming, Surrey, GU8 5UA
 Tel: 01428 682292
 Email: rca@ruralcraftsassociation.co.uk

PLEASE REMEMBER TO TAKE A COPY FOR YOUR RECORDS.

IMPORTANT INFORMATION

A signed booking form is a contract and we assume that you have read the rules.

CANCELLATION: THE FOLLOWING RULES APPLY. CANCELLATIONS MUST BE RECEIVED IN WRITING AT THE ASSOCIATION'S WORMLEY ADDRESS.

THE FULL STAND FEES WILL BE CHARGED AND MUST BE PAID UNLESS THE SPACE IS RELET (THE ONUS IS ON YOU (THE EXHIBITOR) TO CHECK IF THE SPACE HAS BEEN RELET).

Please complete, sign and return to us by email or post.

No bookings will be processed until membership payment has been received £60.00 if booking more than 1 show. One show booked is £28.50 - non-refundable.

BACS Details: Sort Code: 60-10-14-Account No.: 56388330

Show	Metres Required	Grey Shell Scheme	Tables	Caravan Y/N
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MAY

Badminton Horse Trials (£400.00 deposit required at time of booking, this is returned if no place offered)

Craft

Food Option 1

Food Option 2

Chatsworth Int. Horse Trials

Pub in the Park (Marlow)

Suffolk Show

Royal Bath & West Show

JUNE

Royal Cornwall Show

South of England Show

Bramham Int. Horse Trials

Pub in the Park (Bath)

Guildford Festival (Please tick the box if you would like to book)
(Guildford booking form sent separately)

Royal Highland Show

Royal Norfolk Show

JULY

Great Yorkshire Show

CarFest North

The Game Fair

AUGUST

Festival of British Eventing

Southport Flower Show

CarFest South

Burghley Horse Trials

SEPTEMBER

Chatsworth Country Fair

NOVEMBER

Kent Crafts for Christmas

Loseley House Christmas Fair

PLEASE NOTE: ANY MARK IN ANY BOX CONSTITUTES A BOOKING.

Please put your meterage required in the first column, if required a tick in the second and third and if tables are required put the amount in column four. Caravan/camping is available at most events - see planner pages for charges.

BLOCK CAPITALS PLEASE

Title: _____ Forename: _____

Surname: _____

Business Name: _____

Address: _____

County: _____ Post Code: _____

Tel: _____

Mobile: _____

Email: (should be entered using the correct case) _____

Web Address: _____

Twitter: _____ Instagram: _____

Precise description of work (not "as previous", jewellery, artist etc.)
 Description of work: _____

I/we hereby apply for the above stand space and agree to abide by the rules and regulations of the Rural Crafts Association as printed within this document. Please tick box to say you have read the Rules & Regulations and GDPR overleaf.

Signed _____ Date _____

TYPE OF STANDS PREFERRED	1st choice	2nd choice	3rd choice
See page 9 in the year planner for stand descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
These choices act as a guide only, we cannot & will not guarantee 1st choices especially corners (B).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR OFFICE USE ONLY			
Customer Reference:	_____		
Date Received:	_____		
Membership Received (£60.00/£28.50)	Yes/No	Email	Yes/No
Index Card	Yes/No	Accounts	Yes/No
Datebase	Yes/No		Yes/No

RULES AND REGULATIONS

1. Only exhibitors who are approved by the RCA can take space in the programme of events.
2. Application for space at an exhibition is to be considered acceptance of these rules and regulations.
3. ***The Association reserves the right to refuse bookings without giving a reason.***
4. A signed booking form is a contract and assumes that these rules have been read.
5. **CANCELLATION - IMPORTANT - THE FOLLOWING RULES APPLY.**
 - i. **CANCELLATIONS MUST BE RECEIVED IN WRITING AT THE ASSOCIATION'S WORMLEY ADDRESS.**
 - ii. **THE FULL STAND FEES WILL BE CHARGED AND MUST BE PAID UNLESS THE SPACE IS RELET (THE ONUS IS ON YOU (THE EXHIBITOR) TO CHECK IF THE SPACE HAS BEEN RELET.**

DURING THE SHOW SEASON ENQUIRES CAN BE DEALT WITH BY TELEPHONE (01428 682292) OR EMAIL (RCA@RURALCRAFTSASSOCIATION.CO.UK) BETWEEN 9:00AM AND 3:00PM MONDAY TO FRIDAY.
6. Payment for the stand (and caravan if applicable) **MUST** be made by the 'due date' on your invoice. As administration costs are kept to a minimum, details (i.e. invoice) for each show will be sent out approximately 6 weeks prior to the show and **tickets will only be sent out on receipt of payment.**
7. Stands must be open and manned for the duration of the show and up to the announcement by the manager or steward each evening.
8. The layout plan of the marquee cannot be altered without the permission of the manager or steward.
9. Caravans and vehicles must comply with the arrangements made at each show. As caravan arrangements vary from show to show it would be helpful to us if you could let us know whether you intend to bring one; the charges vary from NIL to £90.00 per show.
10. We are essentially an Association devoted to the well-being of British crafts and will give priority to British makers at all events. However we live in a world where communication and transport allow the swift passage of work from other countries and we allow such work providing it conforms to the following conditions:
 - i. The work on show does not directly clash with British-made crafts at the same event.
 - ii. The work on show is of a standard compatible with the crafts pavilion we present to the public. Decisions in both cases are made by the standards committee.
11. Space cannot be sub-let without the approval of the Association.
12. It is a condition of exhibiting that the Exhibitor will keep the organisers indemnified in respect of any loss or damage caused by the Exhibitor or his/her servants to the organisers or third parties. The Exhibitor will accept all risks of every kind whether to persons or property and make good any damage.
13. Should the Exhibition be abandoned through war, fire, flood or any other cause, the organisers shall not be liable in any way and they shall be entitled to retain all sums paid by the exhibitor.
14. The Organiser reserves the right to restrict the display, demonstration or the running of mechanical or other equipment when the Organiser may consider it to be a nuisance to other Exhibitors, including such equipment as loudspeakers, microphones, amplifiers, musical instruments etc.
15. Notwithstanding anything in these Rules and Regulations, the Exhibitor shall in every respect comply with all relevant regulations issued by the Local Authority, the Fire Authority, the Police and the Landlords of the premises on which the Exhibition shall take place.
16. As from 1990, E.U. craftsmen and women will be integrated into our events. The above rules and regulations apply to them with the obvious exception of No. 10; in their case the work must be from each exhibitor's country of origin. Thus a German craftsman can only sell German work etc. etc.
17. Exhibitors are expected to conform with the General Information given in the Year Planner.
18. As part of our adherence and commitment to the General Data Protection Regulation (GDPR), please note that signing the booking form means you are giving your consent for us to continue communicating with you for information purposes. Our team will collect, securely store and only use your details to send information such as space availability, show information etc.