



# 2017 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.**

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 £27.00 - non-refundable.

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

**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) \_\_\_\_\_

WebAddress: \_\_\_\_\_

**Precise description of work (not "as previous", jewellery, artist  
 etc.**

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.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

### 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).**

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*

*Suffolk Show*

*Royal Bath & West Show*

#### JUNE

*Royal Cornwall Show*

*South of England Show*

*Bramham Int. Horse Trials*

*Royal Highland Show*

***Guildford Festival (Please tick the box if you would like to book)***

*(Guildford booking form sent separately)*

*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*

*Yorkshire Crafts for Christmas*

*Loseley House Christmas Fair*

*Burghley House Christmas Fair*

#### FOR OFFICE USE ONLY

Customer Reference: \_\_\_\_\_

Date Received: \_\_\_\_\_

Membership Received (£60.00/£27.00) Yes/No

Index Card Yes/No Email Yes/No

Datebase Yes/No Accounts Yes/No

#### TYPE OF STANDS PREFERRED

See page 10 in the year planner for  
 stand descriptions

***These choices act as a guide only,  
 we cannot & will not guarantee 1st  
 choices especially corners (B).***

1st choice

2nd choice

3rd choice

## 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 craftsperson can only sell German work etc. etc.
17. Exhibitors are expected to conform with the General Information given in the Year Planner.