



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

Guildford Craft Festival

12 - 20 June 2020

Welcome to the Guildford Craft Festival, which is held on the attractive cobbled High Street, in the wealthy Surrey town of Guildford.

The Guildford Festival is a large collection of art, craft, choral, theatrical and social events that take place during June and July. The launch of the Craft Festival takes place on Friday 12th June, as this is a good trading day.

Held annually since 1983, the Guildford Craft Festival is the centrepiece of the town's Summer Festival and it is acknowledged by many regular standholders to be one of the most profitable and enjoyable events in their year.

The Rural Crafts Association is a national organisation promoting craftwork at major events in the UK.

During the town's Summer Festival, sites for up to 30 stands are made available from top to bottom of the famous cobbled High Street. Nine days consecutive trading in the South East's premier shopping street presents an unparalleled opportunity to craft workers of all kinds.

Bookings are made in 3-day slots or all 9 days, please put an X through the days required and complete the details on the form attached, return to the RCA with a deposit of £150.00. An invoice for the booking will be sent 6 weeks prior to the Festival start date.

We must be aware of the shop windows facing the road we are occupying, in the past some exhibitors have put up a blank wall onto the pavement, facing the shops, apart from missing potential customers on the pavement, this gives a blank wall facing the shop windows - this is not allowed this year. Security is an issue, particularly on the Saturdays and we suggest two members of staff to allow all trading sides to be safely watched. If a wall is necessary it must be a totally clear plastic wall and face down the High Street NOT onto the pavement.

Each stand has a maximum space of 3 metres wide preferably 2.5 metres deep - please do let us know if your stand is going to be larger and we will do our best to fit you in.

Charitable organisations need only complete the name and address section and mark the days required; return to us ASAP please.

1. After the High Street is closed to traffic at 10.00am, each morning (9.00am Sats.) standholders' vehicles are allowed access to unload stock and set up stands. Do not enter the High Street prior to 10 o'clock, deliveries are still taking place to the shops. Please unload your vehicle and remove it first, as quickly as possible, then do your display.
2. Trading continues throughout the day, standholders benefiting from Guildford's usual daily influx of shoppers and office workers increased by extensive publicity for the whole Festival and the Craft Festival in particular.
3. Standholders' vehicles are again allowed sole access to the High Street at 5pm (Sats. 6pm) in order to clear the roadway for normal traffic to resume at 5.30pm (6.30pm Sats.).
4. **You have to have your whole stand and stock loaded into your vehicle by 5.30pm (6.30pm Sats.).**
5. Reserved vehicle parking in the Bright Hill car park (10 minutes walk away) is available **by prior booking**

only, the council this year is charging £7.80 per weekday, £10.40 per Saturday and £2.50 on Sunday per vehicle including VAT, this is a guaranteed parking space, especially useful for vans as there is no height barrier. Alternatively you can pay on the day in any car park, we have been advised that it is £1.30 per hour - do remember Guildford is a very busy town. Sunday parking is £2.50 per 6 hours.

DAILY ARRANGEMENTS

SELECTION OF STANDS

The Guildford Craft Festival will give priority to British craft workers, although it has always been the policy to present the widest possible variety of high quality, and “interesting” stands. A limited number of spaces are also provided for Guildford town shops, high quality products that do not conflict with our exhibitors and fund-raising organisations. A limit will be put on the number of certain crafts to avoid over-duplication, please return your booking form ASAP.

PUBLICITY

Since it started in 1983, the Festival has grown to be the most popular event in Guildford’s year and it regularly attracts visitors from much farther afield. This existing popularity is reinforced annually by advertising in all relevant Borough Council and Regional Tourist Board publications, newspaper advertising, editorial coverage in local newspapers and with posters.

FREE ENTERTAINMENT

On Saturdays (family day in town) a programme of music and street circus is presented in the High Street. As regular standholders know, this attracts thousands of extra people into the normally busy market area. Throughout the High Street, buskers can be expected - but radio and cassette players are banned from stands unless playing “appropriate” music at moderate volume.

COVER

This is an open air High Street so you will need to provide your own cover in case of rain, if this is a problem we have sourced a 3 metre x 3 metre pop-up canopy that has adjustment on the legs to allow for uneven ground and is waterproof. The cost of hiring a pop-up is £25.00 + VAT per day.

ADDITIONAL INFORMATION

BOOKING SYSTEM

Individual days can be booked, however priority when allocating space will be given to those who book ‘three day’ slots or consecutive days. Special reduced rates apply to the three-day ‘package’ - see booking form. Charities and fundraisers can book by the day @ £25.00 plus VAT but with no provision for parking.

LONG VEHICLES AND TRAILERS

Due to the narrow High Street, vehicles larger than a standard Transit van and vehicles towing trailers can cause potentially dangerous obstructions. Excepting those for whom special arrangements have been agreed previously, your (single) vehicle must not exceed 15ft x 6ft (4.5m x 1.8m).

PAYMENT

Please send a deposit of £150.00 with your booking, a receipt will be sent with your acknowledgement of booking and an invoice will be sent 6 weeks prior to the start of the Festival.

INSURANCE CERTIFICATE

Please send a copy of your public and product liability certificate with your booking form.

DATES, PRICES & TIMES

All prices subject to vat

| | | | |
|---|--|--|-----------------|
| FRIDAY 12 JUNE 10am - 5pm £85.00 | SATURDAY 13 JUNE 9am - 6pm £85.00 | SUNDAY 14 JUNE 10am - 5pm £45.00 | 3 days: £195.00 |
| MONDAY 15 JUNE 10am - 5pm £55.00 | TUESDAY 16 JUNE 10am - 5pm £55.00 | WEDNESDAY 17 JUNE 10am - 5pm £55.00 | 3 days: £150.00 |
| THURSDAY 18 JUNE 10am - 5pm £85.00 | FRIDAY 19 JUNE 10am - 5pm £85.00 | SATURDAY 20 JUNE 9am - 6pm £85.00 | 3 days: £235.00 |
| All 9 days single charge: £565.00 | | | |



2020 GUILDFORD CRAFT FESTIVAL BOOKING FORM

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

FOR OFFICE USE ONLY

| | |
|------------------------------|------------------|
| Ref: _____ | Deposit: Yes/No |
| Date: _____ | MC: Yes/No |
| Insurance Certificate: _____ | Yes/No |
| Index Card: Yes/No | Email: Yes/No |
| Database: Yes/No | Accounts: Yes/No |

Please complete, sign and return with your bacs deposit or cheque (£100.00). (Block Capitals Please)

Bacs details: Sort Code: 60-10-14 Account: 56388330. PLEASE PUT YOUR NAME AS REFERENCE.

Name (Mr. Mrs. Miss. Ms.) Surname _____ Forename _____

Business Name _____

Address _____

County _____ Postcode _____

Tel No: _____ Mobile No: _____

Email Address _____

Description of craftwork (precise please) _____

LIST OF DAYS - please x the box required

Please note: any mark in any box constitutes a booking.

SHOW AND COVER PRICES SUBJECT TO VAT, CAR PARKING PRICES INCLUDE VAT

| | | | | | |
|--|-----------|--------------------------------------|----------|--------------------------------|-----------|
| <input type="checkbox"/> All 9 days | (£565.00) | <input type="checkbox"/> Car Parking | (£70.10) | <input type="checkbox"/> Cover | (£225.00) |
| <input type="checkbox"/> Fri, Sat & Sun | (£195.00) | <input type="checkbox"/> Car Parking | (£20.70) | <input type="checkbox"/> Cover | (£75.00) |
| <input type="checkbox"/> Friday 12 June | (£85.00) | <input type="checkbox"/> Car Parking | (£7.80) | <input type="checkbox"/> Cover | (£25.00) |
| <input type="checkbox"/> Saturday 13 June | (£85.00) | <input type="checkbox"/> Car Parking | (£10.40) | <input type="checkbox"/> Cover | (£25.00) |
| <input type="checkbox"/> Sunday 14 June | (£45.00) | <input type="checkbox"/> Car Parking | (£2.50) | <input type="checkbox"/> Cover | (£25.00) |
| <input type="checkbox"/> Mon, Tues & Weds | (£150.00) | <input type="checkbox"/> Car Parking | (£23.40) | <input type="checkbox"/> Cover | (£75.00) |
| <input type="checkbox"/> Monday 15 June | (£55.00) | <input type="checkbox"/> Car Parking | (£7.80) | <input type="checkbox"/> Cover | (£25.00) |
| <input type="checkbox"/> Tuesday 16 June | (£55.00) | <input type="checkbox"/> Car Parking | (£7.80) | <input type="checkbox"/> Cover | (£25.00) |
| <input type="checkbox"/> Wednesday 17 June | (£55.00) | <input type="checkbox"/> Car Parking | (£7.80) | <input type="checkbox"/> Cover | (£25.00) |
| <input type="checkbox"/> Thur, Fri & Sat | (£235.00) | <input type="checkbox"/> Car Parking | (£26.00) | <input type="checkbox"/> Cover | (£75.00) |
| <input type="checkbox"/> Thursday 18 June | (£85.00) | <input type="checkbox"/> Car Parking | (£7.80) | <input type="checkbox"/> Cover | (£25.00) |
| <input type="checkbox"/> Friday 19 June | (£85.00) | <input type="checkbox"/> Car Parking | (£7.80) | <input type="checkbox"/> Cover | (£25.00) |
| <input type="checkbox"/> Saturday 20 June | (£85.00) | <input type="checkbox"/> Car Parking | (£10.40) | <input type="checkbox"/> Cover | (£25.00) |

I/WE HEREBY APPLY FOR THE ABOVE STAND SPACE & AGREE TO ABIDE BY THE RULES & REGULATIONS OF THE RURAL CRAFTS ASSOCIATION. (Please read before signing).

Signed _____ Date _____

**CHECK LIST— HAVE YOU:- Signed the booking form? Paid deposit or enclosed cheque?
Enclose Photos/Samples if new to R.C.A. Taken a photocopy of this Booking Form?**

1. Only craftsmen and women 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 UNTIL THE SPACE IS RELET; THE ONUS IS ON 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 space MUST be made by the 'due date' on the invoice. As administrative costs are kept to a minimum, details (i.e. invoice) for the event will be sent out approximately 6 weeks prior to the show and car park tickets will only be sent on receipt of payment.**
7. Stands must be open and manned for the duration of the show and dismantled and cleared from the High Street by the times specified.
8. The layout plan of the street cannot be altered without permission of the Steward.
9. 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. Should the Exhibition be abandoned through war, fire 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.
10. 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 nuisance to other Exhibitors, including such equipment as loudspeakers, microphones, amplifiers, musical instruments etc.
11. 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.
12. As from 1990, EU craftsmen and women will be integrated into our events. The above rules and regulations apply to them.
13. Exhibitors are expected to conform with the General Information given in the Guildford Information Sheets.
14. As part of our adherence and commitment to the General Data Protection Regulations (GDPR), please note that by signing the booking form 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.