



## 2024 GUILDFORD CRAFT FESTIVAL BOOKING FORM

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



Please complete, sign and return with your bacs deposit or cheque (£45.00). (Block Capitals Please)

Bacs details: Sort Code: 60-10-14 Account: 56388330.

**PLEASE PUT YOUR NAME AS REFERENCE.**

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_ Instagram Account: \_\_\_\_\_

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 ARE SUBJECT TO VAT

<input type="checkbox"/>	Thursday	13 June	(£41.67 + VAT)	<input type="checkbox"/>	Cover	(£25.00 + VAT)
<input type="checkbox"/>	Friday	14 June	(£41.67 + VAT)	<input type="checkbox"/>	Cover	(£25.00 + VAT)
<input type="checkbox"/>	Saturday	15 June	(£41.67 + VAT)	<input type="checkbox"/>	Cover	(£25.00 + VAT)
<input type="checkbox"/>	Thursday	20 June	(£41.67 + VAT)	<input type="checkbox"/>	Cover	(£25.00 + VAT)
<input type="checkbox"/>	Friday	21 June	(£41.67 + VAT)	<input type="checkbox"/>	Cover	(£25.00 + VAT)
<input type="checkbox"/>	Saturday	22 June	(£41.67 + VAT)	<input type="checkbox"/>	Cover	(£25.00 + VAT)

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. ☐ I/we have enclosed verification of Public & Product Liability insurance. ☐

*By signing and or sending a deposit you are abiding by the RCA Rules & Regulations*

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

#### CHECK LIST— HAVE YOU:-

**Signed the booking form?**

**Paid deposit?**

**Enclose Photos/Samples if new to R.C.A?**

**Taken a photocopy of this Booking Form?**

#### 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

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.
15. Covid-19 - Current at date of event, regulations will apply.