

Cressing Temple, Braintree, Essex

SATURDAY 24TH & SUNDAY 25TH SEPTEMBER 2011

Dear Artist/Designer Maker

We would like to invite you to join us as an exhibitor at the 2011 Essex Art & Design Show. The event is taking place on Saturday 24th and Sunday 25th September 2011 at the unique and historical setting of the Cressing Temple Barns, Braintree, Essex (CM77 8PD).

This is the 7th successful year of the Essex Art Show and our fourth year at Cressing. This exciting event in the Essex arts calendar gives over 70 artists and designers the opportunity to showcase and sell their own work. Our wide range of exhibitors includes fine art, photography, ceramics, jewellery and many other contemporary crafts. For the public, it is the ideal opportunity to buy a piece of original art or craft and meet the artist who created the work.

JEWELLERY QUARTER

We will once again have our separate "Jewellery Quarter". Set in one of the smaller barns at Cressing Temple, this dedicated area creates a stunning show within a show.

For the visitor this has the appeal and benefit of a show dedicated to contemporary jewellery; for you as the jeweller it means there is more opportunity for you to exhibit but by being a show within a show it has the advantage of attracting a broader range of visitor.

EVENT PROMOTION

As usual the event will be heavily promoted throughout the south east including advertising and editorial features in newspapers and relevant magazines. Yellow road signs, posters, banners, postcards and complimentary tickets will also help promote the show.

We are also proud to be included as part of Essex County Council's "Essex Summer of Art" initiative. The Essex Art & Design show is included in the 2011 'Summer of Art' brochure which has a 35,000 County wide distribution backed up by extensive press and radio coverage.

HOW TO APPLY

To take part in this prestigious event, please complete and return the enclosed application form, you will also need to send us photographs of your work (please see the terms and conditions for payment details). If your product is suitable for outdoor display or you feel you could offer a demonstration or workshop, please telephone us to discuss the discount in stand fees available.

We hope you will apply to become part of this exciting event. If you have any questions then please contact us or visit our website www.essexartanddesignshow.co.uk

Regards

David Shields & Jan Simon
Event Organisers

the essex art & design show

GENERAL INFORMATION

HOW TO BOOK

Please read the following information and the terms & conditions before completing the Application Form, even if you have exhibited with us before. If you have not exhibited with us before, please enclose photographs of your work (including your display) with your application along with a SAE for their return. Your work cannot be considered for use in publicity material unless we receive good quality photographs – these can be prints or digitally on CD. All files should be a .jpg

STANDS

Tables are NOT included in the stand price. All tables must be booked on your application form and paid for within the balance payment. The stand size booked includes your access. The Barns are listed buildings; consequently you will not be able to attach anything to the walls or beams etc. If you need to 'hang' your work it will be necessary for you to bring your own free-standing display boards. All exhibitors must provide floor length stall covers. These must be clean and ironed.

ELECTRICITY & LIGHTING

Electricity is available at an additional charge but must be booked in advance. Please complete the wattage requirements on your application form; if you leave it blank, electricity will not be available for your stand.

This event is being staged in the 13th century barns of Cressing Temple. Consequently the provision of electricity points is limited, so please apply early if this facility is important to you. You will need to bring your own lighting and extension cables. The use of high wattage appliances such as electric kettles and fan heaters is strictly forbidden.

SETTING UP

The barns will be open from 7.30am on Saturday and 8.30am on Sunday. All exhibitors must be fully set up and in their places by 9.30am each day and remain open until 5.00pm on both days.

Please allow yourself plenty of time to set up your stall – all vehicles must be off site and parked in the allocated parking areas no later than 30 minutes before public opening time.

OPENING TIMES

Cressing Temple is open to the public from 10am to 5pm. The entrance fee is £4.00 (accompanied under 16s free).

DOGS

Dogs and other pet animals will not be permitted in the grounds or the Barns of Cressing Temple during the event except guide dogs.

SMOKING

Smoking is not allowed in any of the buildings on site.

DEPOSIT & CANCELLATION

Please sign and return the enclosed booking form along with a deposit cheque of £40 (payable to 'Beach Hut Events'). In addition send a cheque for the balance of the stand fee post-dated to 24th June 2011.

The cancellation fees for this event are:

Cancellation occurring:

More than 3 months before the event

More than 2 months and less than 3 months

Less than 2 months

Cancellation charge:

Deposit

50% of the total charge

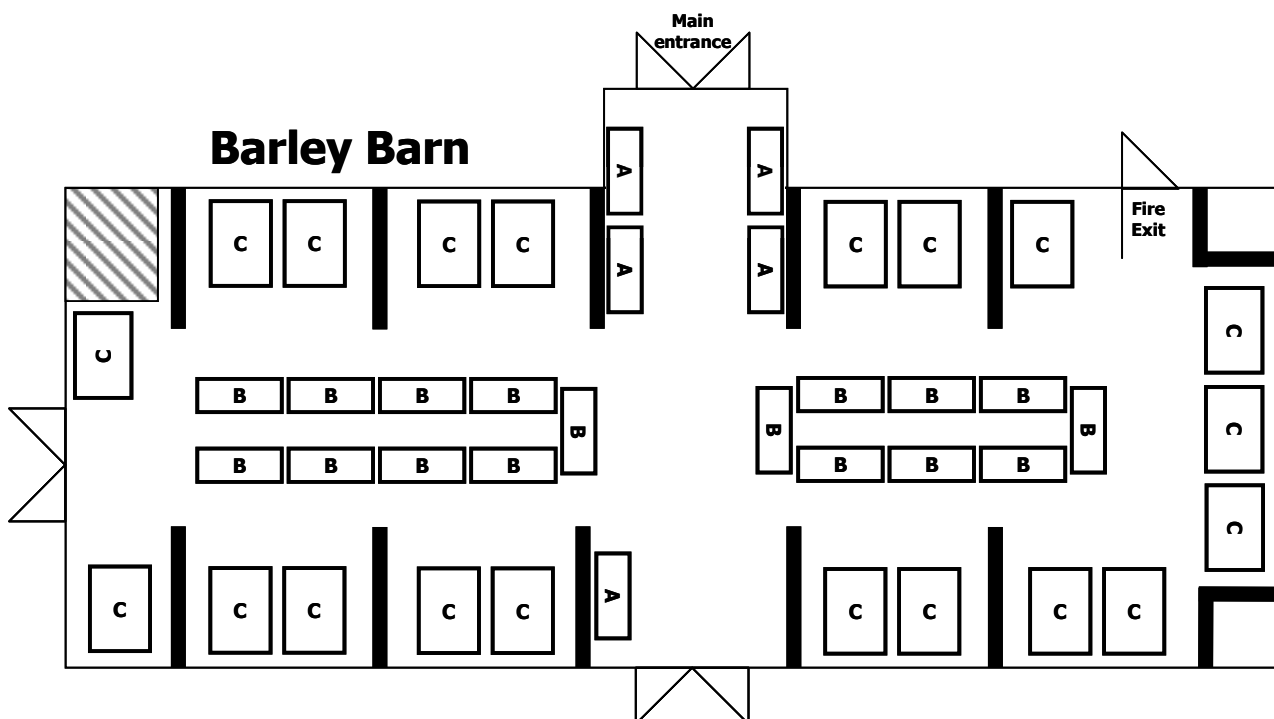
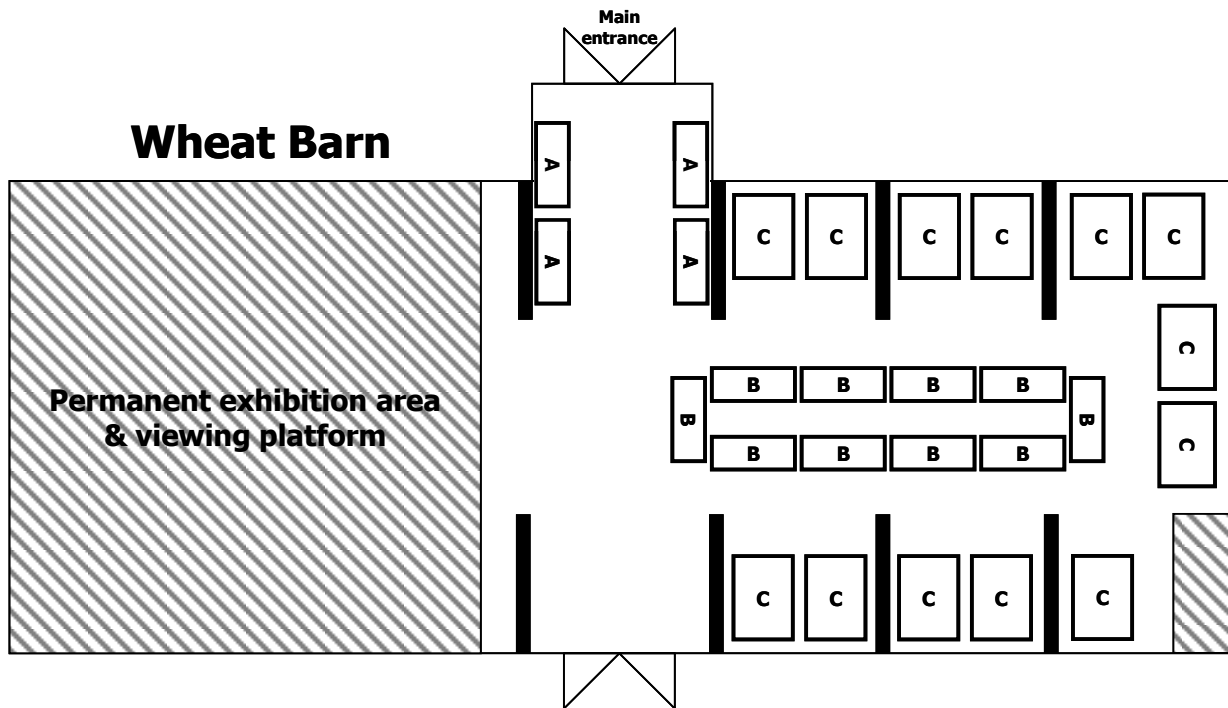
100% of the total charge

the essex art & design show

THE BARNS – MAIN SHOW (NOT TO SCALE)

STAND TYPES

A	8' x 4'	This is by the main entrance to the barn. With space for a 6' table set against the wall. Chair is at the side & not behind. All stands must be freestanding – you cannot attach anything to the walls.
B	8' x 5'	Centre of the building. With space for a 6' table. Chair is behind or at the side.
C	Min. 8' x 8'	By the wall. A larger & more flexible space - contact David for details. All stands must be freestanding – you cannot attach anything to the walls.



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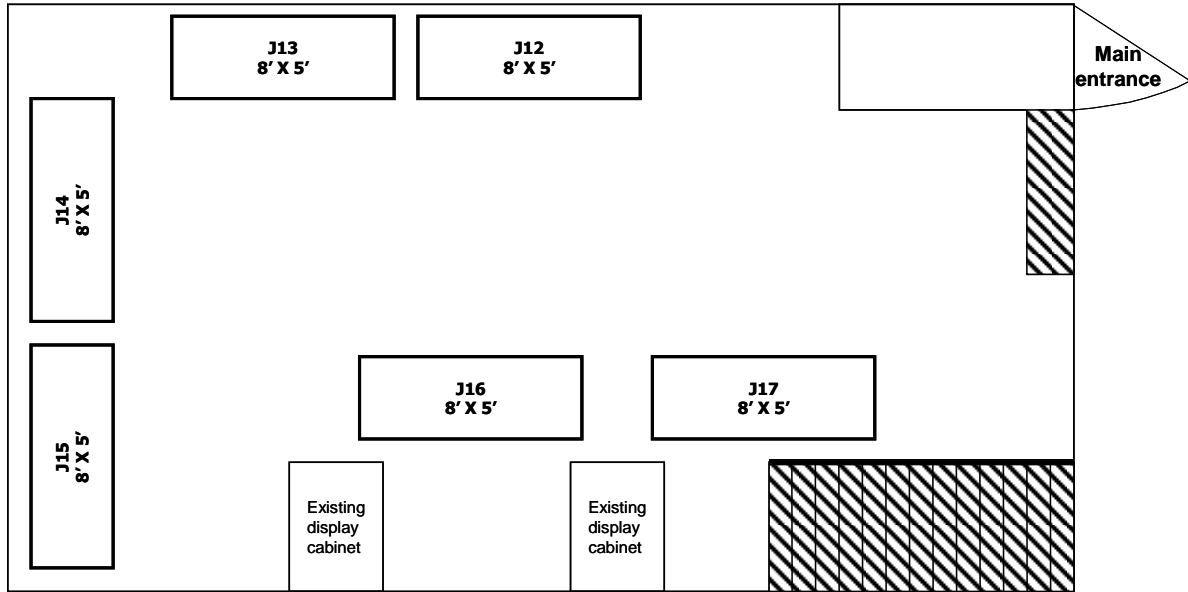
JEWELLERY QUARTER (NOT TO SCALE)

STAND TYPES

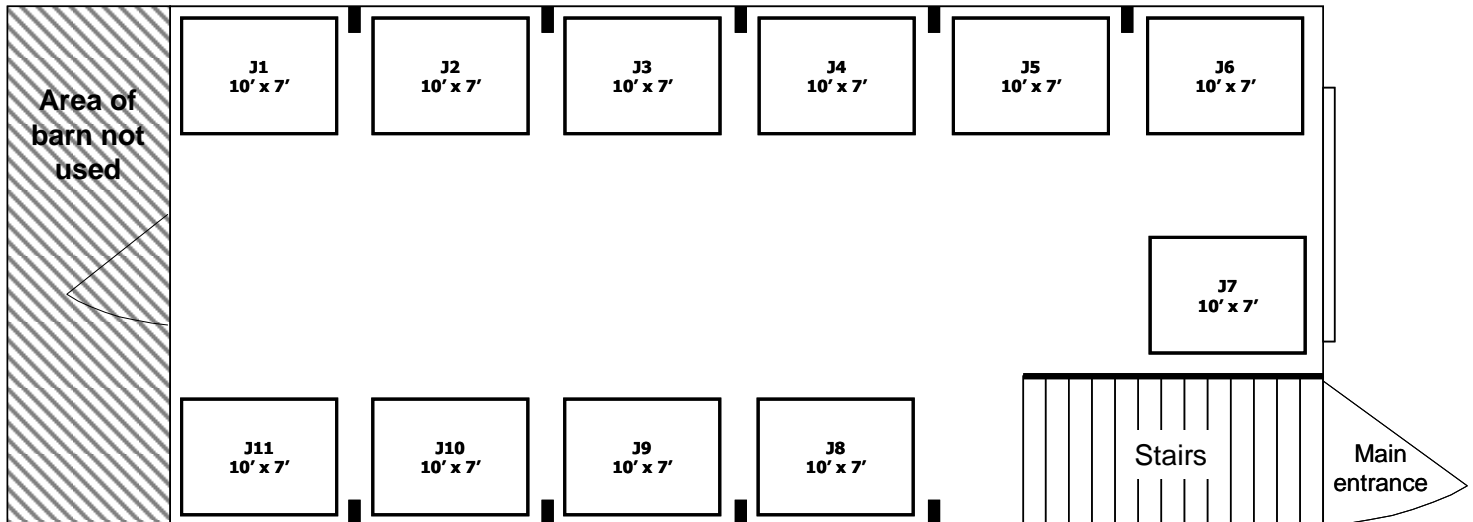
The Court Hall – Downstairs space All stands are 8' x 5'

The Granary – Upstairs space (above Court Hall) All stands are 10' x 7'

The Court Hall (Downstairs)



The Granary (upstairs)



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TERMS & CONDITIONS

Goods

1. We only permit goods which are the original work & design of the exhibitor. If you are a 'new' applicant please send colour photographs of your work. Photographs must include one of your display as it will be presented at the Essex Art & Design Show.
2. We do not accept 'representatives'. We expect the artist/designer-maker, whose goods are being exhibited, to personally attend the event.
3. 'Kits' are not permitted unless they are made up by the exhibiting artist/designer-maker and contain the materials necessary to make up goods as shown on the display.
4. Only those goods detailed on the application form may be displayed for sale on your stand. You will be asked to remove any such additional goods. **Under no circumstances will 'bought in' goods be permitted.**
5. The organisers reserve the right to refuse any future bookings if the standard of work and display fail to meet those originally presented.

Applications

6. All applications must be made on a current Essex Art & Design Show Application form. No bookings will be accepted without a completed application form, the necessary deposits and relevant balance cheques.
7. Telephone or email applications are not acceptable.
8. All cheques should be payable to 'Beach Hut Events'. Any returned cheques will carry a fee of up to £25.
9. The deposit cheque must have the current date. The balance payment must also accompany your application – with your bankers card number on the reverse of the cheque. If we are unable to accept you at the show, your deposit and post-dated cheque will be returned.
10. If we are unable to allocate you the stand size/type of your choice, we will endeavour to allocate a suitable alternative. Positioning of stands is at the discretion of the organisers.
11. If you do not receive an acknowledgement of application and receipt for monies sent within 28 days, please contact us.
12. As an exhibitor you are not entitled to withhold any payment in whole or in part on the grounds that you have a claim, counter claim or set off against the organiser.
13. Under no circumstances may space booked be sublet.

Cancellation by the Exhibitor

14. In the event that the exhibitor:
 - a. Requests that it cancels its stand booking after acceptance by the organiser; or
 - b. Fails to meet any of the payment obligations in the contract for the stand; or
 - c. Fails to occupy the space allotted to it by the opening time on the first day of the event.

Then the organiser reserves the right to treat the contract for the stand as being cancelled, apply the following cancellation charges and to re-allocate the space booked to another exhibitor.

Cancellation occurring:

More than 3 months before the event
More than 2 months and less than 3 months
Less than 2 months

Cancellation charge:

Deposit
50% of the total charge
100% of the total charge

15. Under no circumstances will deposits be refunded or transferred.
16. No refunds will be made if stand sizes are reduced after booking has been confirmed and receipted.
17. If the event has to be cancelled, interrupted or curtailed due to circumstances beyond the organisers' control, the organisers shall not be liable to make good any loss incurred by any party booked for the event.

Stands/Display

18. If you have any special requirements please discuss these with us before applying and indicate your requirements on your application form. There is no wall space available in the barns.
19. The venue information gives the total area of your stand and the cost of that area. The area as booked is your total area for display, demonstration and access and may be used in the most effective way for your work. Any additional tables, rails, display boards etc., of your own, must be positioned within your booked space. They must not obstruct your own access, gangways, the general view or hide the exhibits or displays of other exhibitors. It will not be possible to extend the booked area on the day of the show.

20. If your display extends beyond your allocated space we may, at our sole discretion, charge you for the additional area.
21. Please supply neat and tidy table coverings. Packaging under your table must not be visible to the public. The presentation of each stand is as important as the overall presentation of the show.
22. Entry to the barns will not be permitted before the unloading time stated for the event. Please ensure your stand is completed and gangways cleared well before the opening time.
23. Use of inflammable, explosive or otherwise dangerous materials or equipment is strictly prohibited.
24. Fixing to the walls of the barns of any display material or goods is strictly prohibited.
25. Please ensure that your area is kept clean and tidy during the event and that your area is left clean and all debris removed or suitably disposed of at the end of each day. Any excessive rubbish left will carry a fee.
26. Vehicles MUST be removed from unloading areas as soon as unloading is completed and BEFORE display is set up.
27. No exhibit or display shall be packed, removed or dismantled before the advertised closing time of the event without the express permission of the organiser. Breach of this provision means that you will be liable to pay an additional third of your Stand fee as compensation for the detracting to the Event's appearance.
28. You will comply with any requirements imposed on the organiser by the event venue owner.

Electricity

29. Electricity is available but must be booked in advance.
30. Please bring your own extension leads and multipanels.
31. The use of radios, tape recorders or any similar equipment, during the event, is strictly forbidden. Do not use ANY electrical equipment that has not been allowed for within your booked wattage limit.

Liability

32. For reason of Health & Safety:
 - a. No exhibitors animals are permitted within the barns (except guide dogs)
 - b. Smoking is not permitted within the barns at any time.
 - c. Lit candles cannot be used anywhere in the barns
33. To comply with the 'Electricity at Work Act 1989' – all electrical equipment, including light fittings, extension leads and working tools, should be tested for electrical safety and a certificate of compliance obtained. Certificates/documents should be available for inspection (PAT tested).
34. The exhibitors will be liable for any loss or damage occasioned to the fabric of the barns or any equipment therein or injury to other persons, as a result of their negligence.
35. The organisers cannot be held responsible for the well-being of stock or persons whilst travelling or during the event. The Essex Art & Design Show is insured for public liability but all exhibitors must carry their own insurance for public liability and are strongly advised to also cover the well-being of themselves and stock whilst at the show and in transit. Goods are left overnight at your own risk.
36. The distribution of leaflets or other documents on behalf of persons or events not contracted to The Essex Art & Design Show or Beach Hut Events is not permitted.
37. The Essex Art & Design Show reserves the right to substitute, waive or change, without notice, any details of the show or booking conditions and procedures.
38. Exhibitors are expected to conform to all instructions given in the General Information section of the application pack.
- 39. A signed application form is a contract and assumes that these terms & conditions have been read.**

PLEASE NOTE: Stalls must be set up and supervised by 9.30 am and remain open until 5 pm on both days. No packing up until after 5 pm.

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APPLICATION FORM

NAME:		BUSINESS NAME:	
ADDRESS:		POST CODE:	
		TELEPHONE:	
EMAIL:		WEBSITE:	

TYPE OF CRAFT:	
DESCRIPTION:	

YOUR STAND REQUIREMENTS

Stand type	Cost	Tick size req'd
A	£195	
B	£195	
C	£245	

Tables & Chairs	Cost	Enter no. req'd.	Total cost
No. of 6' (1.8m) tables	£5 per table		
No. of chairs	FREE		

Jewellery quarter	£135	
Total cost of Stand		

Total cost of tables & chairs

Electricity

None required Total wattage required watts

Electricity	Cost	Total Cost
Up to 500w	£30	
Each extra 500w	£20	
Total cost of electricity		<input type="text"/>

TOTAL STAND FEE - Enter figures from total boxes above

Stand	£ <input type="text"/>	+	Tables	£ <input type="text"/>	+	Electricity	£ <input type="text"/>	=	Grand Total	£ <input type="text"/>	
										Minus deposit	£40
										Balance due	£ <input type="text"/>

PAYMENT

Please make your cheques payable to '**Beach Hut Events**' and return this form with them to: Beach Hut Events, PO Box 2153 Leigh-on-Sea, Essex. SS9 1ZA.

I apply for the above stand space and agree to abide by the terms & conditions of The Essex Art & Design Show.

I confirm that all work for sale is made by myself

Signed Date

PLEASE NOTE THAT THIS APPLICATION FORM IS A BINDING CONTRACT ONCE SIGNED.

CHECK LIST:

Have you: Signed this form Enclosed photos Deposit cheque Post dated balance cheque

(dated 24th June 2011)

Please contact us if you require additional postcards or tickets.