

## **RHS Garden - Hyde Hall, Essex**

**SATURDAY 6<sup>TH</sup> & SUNDAY 7<sup>TH</sup> AUGUST 2011**

Dear Artist/Designer Maker

We would like to invite you to join us as an exhibitor at the 2011 Essex Art & Design Show. This event is taking place on Saturday 6<sup>th</sup> and Sunday 7<sup>th</sup> August 2011 in the beautiful setting of RHS Garden Hyde Hall, Essex (CM3 8AT).

This is our second year at this venue. There will be over 50 artists and designer makers with work including fine art, photography, ceramics, jewellery and many other contemporary crafts. This show will be held in the Event Barn and a number of marquees, all of which are on hard standing; we also aim to have outdoor exhibits such as sculpture and demonstrations.

For the visitors, admission to the event is included with normal garden entry to RHS Hyde Hall and free for RHS members. We will not be charging an additional entry fee for the show.

### **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, and postcards will also help promote the show.

It will be advertised to all RHS members in their members' magazine and is part of Essex County Council's "Essex Summer of Art" initiative.

For more information about RHS Hyde Hall take a look at [www.rhs.org.uk/hydehall](http://www.rhs.org.uk/hydehall)

### **HOW TO APPLY**

To take part in this event, please complete and return the enclosed application form. If you have not exhibited with us before, 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 new event. If you have any questions then please contact us or visit our website [www.essexartanddesignshow.co.uk](http://www.essexartanddesignshow.co.uk)

Regards

**David Shields & Jan Simon**  
Event Organisers

# the essex art & design show

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## 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 included in the stand price; but there are a limited number available so all tables must be booked on your application. The stand size booked includes your access. It will not be possible to attach anything to the walls of the venue. 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 included in the stand price 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.

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. For health & safety reasons the RHS insists that all electrical equipment used on their premises is PAT tested. Any equipment without a valid PAT test cannot be used.

### SETTING UP

The venue will be open on Friday 5<sup>th</sup> August between 12 pm and 4 pm for setting up. 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

The show will be open from 10am to 5pm. However, as the Garden stays open until 6pm it is likely that there will still be customers viewing the show after 5pm, so we would like to ask for your patience and request that you do not close down your stand too promptly.

### DOGS

Dogs are not allowed in the garden, the only exceptions are registered support 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 30<sup>th</sup> 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

## 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 venue.
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 venue 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 venue 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 venue (except guide/support dogs)
  - b. Smoking is not permitted within the venue at any time.
  - c. Lit candles cannot be used anywhere in the venue
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. (e.g. PAT tested)
34. The exhibitors will be liable for any loss or damage occasioned to the fabric of the venue 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 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 with 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 – RHS HYDE HALL – 6<sup>TH</sup> & 7<sup>TH</sup> AUGUST 2011

<b>NAME:</b>		<b>BUSINESS NAME:</b>	
<b>ADDRESS:</b>		<b>POST CODE:</b>	
		<b>TELEPHONE:</b>	
<b>EMAIL:</b>		<b>WEBSITE:</b>	

<b>TYPE OF CRAFT:</b>	
<b>DESCRIPTION:</b>	

### YOUR STAND REQUIREMENTS

The 'single' stand size is 8' x 5'

Stand size	Cost	Tick size req'd
<b>Single</b>	£145	
<b>Double</b>	£260	

Tables & Chairs	Cost	Enter no. req'd.
No. of 6' (1.8m) tables	FREE	
No. of chairs	FREE	

**Total cost of Stand**

If the size of the table is important to the look and layout of your stand you are welcome to bring your own larger table BUT please remember you are limited to your booked space.

**Electricity**      None required       Total wattage required  watts

Electricity is provided free of charge but must be booked in advance – please supply your own extension cables – all electrical equipment must be PAT tested.

### PAYMENT

Enter figure from total box above

**Stand fee** £  minus **Deposit** £40.00 = **Balance payment due** £

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 30<sup>th</sup> June 2011)