**Summer Craft Markets**

**Every Friday from 10th June until 9th September 2016 10am – 4pm**

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|  | Inside | Outside  Please tick which markets you would like to attend and whether you wish to be located inside or outside.  Due to events already programmed for the venue, there will be no inside stalls on 24/6/16 and 26/8/16.  Please note that outside traders will need to supply their own gazebo or marquee and these should be no bigger than 3m².  Please contact us if you have any additional requirements and we will be happy to assist. |
| 10/06/2016 |  |  |
| 17/06/2016 |  |  |
| 24/06/2016 |  |  |
| 01/07/2016 |  |  |
| 08/07/2016 |  |  |
| 15/07/2016 |  |  |
| 22/07/2016 |  |  |
| 29/07/2016 |  |  |
| 05/08/2016 |  |  |
| 12/08/2016 |  |  |
| 19/08/2016 |  |  |
| 26/08/2016 |  |  |
| 02/09/2016 |  |  |
| 09/09/2016 |  |  |

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| --- |
| Name: |
| Business Name (if applicable): |
| Contact Number: |
| Address:  Postcode: |
| Email: |
| If you have a website, or Facebook page displaying your items with more details etc, we will happily share them when promoting the markets. |
| Facebook Page &/or website address: |

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| Pitch size: 8ft x 3 ft  Please note tables are not included |
| Fee : £15 per pitch if booked more than 4 weeks in advance; £20 per pitch if booked with 4 weeks plus raffle prize in aid of North Devon Theatres' Trust (Registered charity no. 1027553).  Cheques should be made payable to **North Devon Theatres' Trust** |
| Fee Included: |
| Special requests/requirements: |

**Terms & Conditions of Booking**

1. Cancellations from exhibitors will only be accepted in writing. On cancellation North Devon Theatres’ will return 75% of the booking fee if and when the stand is re-let. Any cancellations received within 8 weeks of the exhibition date will not be entitled to a refund.

2. In the unlikely event that for any reason NDTT have to cancel, all exhibitors will have their booking fee returned. Exhibitors will not be entitled to any compensation.

3. Exhibitors should arrive from 7.30am on the day of the market. All stands must be ready by 10am and must be manned throughout the market. The removal of exhibits may only commence after 4pm and may continue until 6pm when all exhibits must be removed from the venue.

4. No liability shall be placed on NDTT for any losses that are incurred by the exhibitors whilst planning for, or preparing for, or in connection with the market and exhibitors shall indemnify NDTT against any such actions, claims, proceedings, costs and expenses arising. Each exhibitor must adequately insure to cover their liabilities. A General Third Party policy of insurance to cover legal liability for negligence for an indemnity of at least £1m must be held and a copy of this policy must be available covering the above date. In the event of any abandonment, postponement or limitation of the use of exhibition premises or any of the services provided therein, there will be no claim against the organisers.

5. Any electrical equipment or appliances etc being used at the exhibition must have a valid PAT Certificate, proof of which must be supplied at the time of booking or a request for PAT testing on the day. Your application for electrical services will not be confirmed without this documentation. No petrol, spirit, or other flammable liquid is permitted within the exhibition premises unless previously approved in writing with NDTT. Flameproof and fireproof materials must be used for all stand construction, including decorative drapes. NDTT will not be liable for any theft, loss or damage to persons or property that exhibitors, their agents, contractors, workmen or staff may cause or sustain from any cause whatsoever. Exhibitors must insure themselves against such contingencies. NDTT reserve the right and if necessary, remove at the exhibitor’s expense, any exhibitor which they may regard as unsuitable or for which there is insufficient accommodation, or which in the opinion of the organisers is likely to be dangerous or detrimental to the exhibition. The organisers reserve the right to restrict various categories of business and the number of sites being taken by one particular business. Exhibitors must only promote their own particular product or service from their stand. It is not permitted for companies to share or promote other companies. Failure to comply with these policies will result in exclusion from future exhibitions. Checks will be carried out at the event.

I have read, understood and accept the Terms and Conditions of the booking

Signed ……………………………………………………………………………

Date ……………………………………………………………………………..

Print ………………………………………………………………………………

Please return with payment to: Summer Craft Markets, c/o The Marketing Dept, The Landmark Theatre, The Seafront, Ilfracombe, North Devon, EX34 9BX

For any queries, or further information, please contact our marketing team

e: [marketing@northdevontheatres.org.uk](mailto:ellie.denyer@northdevontheatres.org.uk) t: 01271 865655