



Brasenose Christmas Fayre

Booking Terms & Conditions

Goods for sale

- All stall displays, stands and artwork must be safe, inoffensive, and portable.
- Brasenose Christmas Fayre has the right to ask Exhibitors to remove any of their exhibits and to make alterations to their display if they are deemed unsuitable, create a hazard or for any other legitimate reason.
- Failure by the Exhibitors to take remedial action on this last point may result in the promoters of Brasenose Christmas Fayre asking the Exhibitor to leave and to refuse admission without refund of fees for future fairs.
- All artwork and personal belongings are the responsibility of the Exhibitor.

Garden Marquee pitch

- Allocated space: One 3m x 2.5m space (one bay)
- Tables and chairs are NOT provided.
- Exhibitors may begin setting up from 8am and should have their stalls completed for public opening at 10am
- Packing up of stalls is not permitted before 4.00pm
- Sharing of stalls is only allowed subject to all Exhibitors being approved to exhibit through the normal Expression of Interest procedure.
- No adhesive tape, drawing pins, or fixings of any description are permitted on the walls of the marquees.
- Electrical installations may only be used with prior agreement and may be subject to extra charge.
- We recommend that all electrical equipment be PAT certified for use.
- No naked flames are permitted.

Outdoor Space arrangements

- Size of outdoor space is limited to 9m² (3m width x 3m length) and will be allocated by the promoters.
- Exhibitors who book space for the Brasenose garden will need to bring their own table(s) and are permitted to erect temporary gazebos.
- We strongly advise Exhibitors to plan for inclement weather to protect themselves and their goods and possessions. Please note we do not offer any gazebos or other weather protection.
- Outdoor Exhibitors may only change to an indoor stall on a "first come, first serve" basis, subject to available space and a £5 surcharge. (We cannot guarantee that we can provide an indoor space in the event of poor weather)
- Exhibitors may begin setting up from 8am and should have their stalls completed for public opening at 10am
- Packing up of stalls is not permitted before 4.30pm
- Sharing of stalls is only allowed subject to all Exhibitors being approved to exhibit through the normal Expression of Interest procedure.
- No electricity will be provided in the garden.

Booking procedure

- Bookings are only accepted after an Expression of Interest Form has been received and approved by the Brasenose Christmas Fayre promoters.
- Not all applications will be successful, as we need to have a good mix and quality of arts and crafts. Brasenose Christmas Fayre reserves the right to refuse applications without having to justify its decision.
- All bookings will be taken on a first come, first served basis.
- Bookings will only become effective when Brasenose Christmas Fayre receives your booking form and payment.
- Allocation of spaces at the venue is at the sole discretion of Brasenose Christmas Fayre
- Confirmation of your booking will be sent by email.
- Should the Fayre become over-subscribed, applications will be placed on a waiting list and Exhibitors informed no less than one week in advance of the fair if a cancellation has been received.
- Receipts for payment of stall will be issued if required. Please ask.

Insurance

- Brasenose Christmas Fayre provides public liability insurance to cover running of the fair, but all Exhibitors are also recommended to take out their own insurance to cover loss or damage to their own goods and possessions. We request that you provide a certificate of insurance.
- Brasenose Christmas Fayre cannot be held responsible for injury or accident caused by an Exhibitor's product or exhibit, loss of profits, for damage or theft of Exhibitors' stock or interruption of power or services.

Loading and unloading

- No parking facilities are available at the Brasenose Christmas Fayre.
- Those stopping outside the building to load and unload their vehicles do so at their own risk.

Cancellations

If for whatever reason, the fair has to be cancelled, or your stall is no longer available, a full refund will be made to you.

Exhibitor Cancellation Policy:

- -Cancellations must be received in writing
- -No refund is possible if the cancellation is made less than one month before the fair date. Notification of more than one month will receive a 50% refund.
- -Space cannot be re-let without prior approval from Brasenose Christmas Fayre

Contact on the Day – Sian – stagebrasenose@gmail.com – 07962 778984

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