



Rural Crafts Association, Station Lane, Brook Road, Wormley, Godalming, Surrey, GU8 5UA
 Tel: 01428 682292 Email: rca@ruralcraftsassociation.co.uk Instagram: ruralcrafts

2024 BOOKING FORM

Please complete, sign and return with your bacs deposit or cheque. (Block Capitals Please)
Bacs details: Sort Code: 60-10-14 Account: 56388330. PLEASE PUT YOUR NAME AS REFERENCE.

PLEASE NOTE: ANY MARK IN ANY BOX CONSTITUTES A BOOKING.

Please put your meterage required in the first column, if required a tick in the second and third and if tables are required put the amount in column four. Caravan/camping is available at most events - see our website for charges.

Show	Metres Required	Grey Shell Scheme	Tables	Caravan Y/N
MAY				
Badminton Horse Trials <i>£450.00 deposit required</i>				
Chatsworth Horse Trials <i>£75.00 deposit required</i>				
Suffolk Show <i>£90.00 deposit required</i>				
JUNE				
Royal Cornwall Show <i>£150.00 deposit required</i>				
Guildford Festival <i>£50.00 deposit required (separate booking form pg.24)</i>				
JULY				
Great Yorkshire Show <i>£180.00 deposit required</i>				
The Game Fair <i>£250.00 deposit required</i>				

Show	Metres Required	Grey Shell Scheme	Tables	Caravan Y/N
AUGUST				
Festival of British Eventing <i>£80.00 deposit required</i>				
Southport Flower Show <i>£175.00 deposit required</i>				
Chatsworth Country Fair <i>£125.00 deposit required</i>				
SEPTEMBER				
Burghley Horse Trials <i>£300.00 deposit required</i>				
Guildford Car Free Day <i>Please tick to receive further information</i> <input type="checkbox"/>				
NOVEMBER & DECEMBER				
Loseley Christmas Fair <i>£190.00 deposit required</i>				
Guildford Christmas Markets <i>Please tick to receive further information</i> <input type="checkbox"/>				

FOOD EXHIBITORS: GREY PANELS WILL BE AUTOMATICALLY ADDED TO YOUR BOOKING UNLESS YOU HAVE A STAND WITH SIDE & BACK WALLS. IF YOU HAVE A FULL STAND PLEASE TICK BOX & WE WILL NOT CHARGE FOR THE PANELS.

BLOCK CAPITALS

Title: _____ Forename: _____ Surname: _____
 Business Name: _____
 Address: _____
 _____ County: _____ Post Code: _____
 Tel: _____ Mobile: _____
 Email: (should be entered using the correct case) _____
 Web Address: _____ Instagram: _____

Precise description of work (NOT "AS PREVIOUS") This is used in website listings and catalogue entries.

Description of work: _____

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 _____

TYPE OF STANDS PREFERRED
 For stand descriptions please see our website (Exhibitors Tab)
THESE CHOICES ACT AS A GUIDE ONLY, WE CANNOT GUARANTEE 1ST CHOICES ESPECIALLY CORNERS (B).

1st choice
 2nd choice
 3rd choice

FOR OFFICE USE ONLY
 Customer Reference: _____
 Date Received: _____ MC
 Index Card Yes/No _____ Email Yes/No _____
 Database Yes/No _____ Accounts Yes/No _____

RULES AND REGULATIONS

1. Only exhibitors 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 UNLESS THE SPACE IS RELET (THE ONUS IS ON YOU (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 stand (and caravan if applicable) MUST be made by the 'due date' on your invoice. As administration costs are kept to a minimum, details (i.e. invoice) for each show will be sent out approximately 6 - 8 weeks prior to the show and tickets will only be sent out on receipt of payment.**
7. Stands must be open and manned for the duration of the show and up to the announcement by the manager or steward each evening.
8. The layout plan of the marquee cannot be altered without the permission of the manager or steward.
9. Caravans and vehicles must comply with the arrangements made at each show. As caravan arrangements vary from show to show it would be helpful to us if you could let us know whether you intend to bring one; the charges vary from NIL to approximately £120.00 per show.
10. We are essentially an Association devoted to the well-being of British crafts and will give priority to British makers at all events. However we live in a world where communication and transport allow the swift passage of work from other countries and we allow such work providing it conforms to the following conditions:
 - i. The work on show does not directly clash with British-made crafts at the same event.
 - ii. The work on show is of a standard compatible with the crafts pavilion we present to the public.
 Decisions in both cases are made by the standards committee.
11. Space cannot be sub-let without the approval of the Association.
12. 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.
13. Should the Exhibition be abandoned through war, fire, flood 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.
14. 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 a nuisance to other Exhibitors, including such equipment as loudspeakers, microphones, amplifiers, musical instruments etc.
15. 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.
16. Exhibitors are expected to conform with the General Information given in the Year Planner.
17. As part of our adherence and commitment to the General Data Protection Regulation (GDPR), please note that signing the booking form means 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. Please see our Private Policy on our website for full details.