

# Christmas Craft Fair Weekend Saturday 21<sup>st</sup> & Sunday 22<sup>nd</sup> November 2020

## Event Information

Thank you for your interest in the **Christmas Craft Fair Weekend, at The Cliffs Pavilion Theatre, Station Road, Southend, Essex, SS0 7RA on Saturday 21<sup>st</sup> and Sunday 22<sup>nd</sup> November 2020.**

I am pleased to invite you to this festive craft fair, which returns for a 4<sup>th</sup> year!

This event is being organised to support and exhibit all locally handmade craft businesses, plus creating the perfect outlet to buy your Christmas gifts and decorations, in the run up to Christmas!

The event will take place in the Admirals and Maritime rooms downstairs, with over 40 stalls on each day.

It will be open to the public between 10am – 3pm (both days), and is free entry.

There will be 4ft and 6ft tables available:

4ft x 2ft 6" - £26

6ft x 2ft 6" - £39

All tables and chairs will be provided.

You can book either one or both days and I am offering a 10% discount for both days booked.

I have a limit of the amount of same craft stalls (e.g. cards) that I will allow at this event and it will be on a first come first served basis.

Leaflets for this event will be available for people to take at my Autumn Craft Fair in October 2020 and my other Christmas Craft Fair on 1<sup>st</sup> November 2020.

The other advertising that I am doing leading up to this event are:

- 5000 leaflets delivered in the local area.
- 200 leaflets will be at the venue.
- A banner on the railings outside the venue, 4 weeks prior.
- An advert in the Echo newspaper for 2 weeks prior to the event, in the Friday edition.
- An advert in the Leigh Times newspaper, prior to the event.
- Various event finder websites and Facebook pages.
- I will 'boost' the event on Facebook for 2 weeks prior to this event.

On the day of the event I will:

- Have an A-board inside at the top of the stairs (leading down to the rooms).
- Have posters downstairs at the venue, showing visitors the way to the rooms.

**Please find the booking form below.**

**If you have any questions, please do not hesitate to contact me.**

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# Christmas Craft Fair Weekend

(At: The Cliffs Pavilion Theatre, Station Road, Southend-on-Sea, Essex SS0 7RA)

Taking Place downstairs in the Admirals and Maritime rooms.

Saturday 21<sup>st</sup> & Sunday 22<sup>nd</sup> November 2020

10am – 3pm (Both Days)

## BOOKING FORM

Name:		Business Name:	
Email:		Phone:	
Paypal Email: (If applicable)			
Address:			
		Postcode:	

Day: (Please circle one or both)	Saturday 21 <sup>st</sup> November	Sunday 22 <sup>nd</sup> November
	(10% discount given for both days booked! Subject to availability.)	
Table size:	4ft x 2ft 6" table (£26.00 each)	Quantity:
	6ft x 2ft 6" table (£39.00 each)	Quantity:
	Please note, if both days are booked the same size and quantities of tables apply to both days.	

Details of items being displayed (Handmade only):

Empty space for item details			
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Electricity Supply:	YES / NO (Please circle ONE)	If 'YES' is circled, please specify what you will be using the electricity supply for:	
Demonstrating:	YES / NO (Please circle ONE)	If 'YES' is circled, please specify what you will be demonstrating:	

**Special Requirements:** (e.g. space next to stall for displays, banners, including any for demonstrations)  
This must include sizes of any additional displays you may be bringing along.

Empty space for special requirements			
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Payment Method: (Please circle ONE option)	Bank Transfer	Paypal	Cheque
Amount Due:			
<i>Payment to be made within 2 weeks of returning this form, and is non-refundable after 24/10/2020.</i>			
Date:		Signed:	
<i>By signing above, I agree to have read and understood the Terms &amp; Conditions.</i>			

**IMPORTANT:** Once you have returned your completed booking form, I will let you know if there is space for your craft. Please return your form as soon as possible so that it's more likely that I can guarantee you a space at this event.

Please return to:  
 Email: [contact@louisesevents.co.uk](mailto:contact@louisesevents.co.uk) OR Miss L. Dallow, 48 Woodlow, Thundersley, Benfleet, Essex, SS7 3RH  
 Thank you.

## IMPORTANT INFORMATION

### On the day:

- Access to the event for stallholders will be from 8:30am.
- There is access to a car park under the Cliffs Pavilion where all stallholders are allowed to unload from first, and is the easiest and shortest access to the rooms. Please note, this is a Pay & Display carpark, if you wish to park there all day.
- There is also a large carpark just off Shorefield Road, and is only a short distance away from the theatre, this is also a Pay & Display carpark.
- Please note, that there are roads around the area which are now "Permit Holders Only", however there are still roads which have free parking and no other parking restrictions.
- If you park away from the Cliffs Pavilion you are then able to bring your cars back for loading at the end of the event.
- There is an onsite café upstairs, which will be serving drinks and food.
- Stall holders are requested not to pack away until the end of the event. This is because the event runs until 3pm so there may still be customers arriving and if stall holders are packing away it gives the impression the event is finished. Furthermore, as there is high demand for stalls, it is only fair to ask that the selected stall holders participate fully. If there is any reason why a stall holder needs to leave early, please contact me as soon as possible.
- If both days have been booked, you will need to pack away your stalls at the end of the first day and take everything with you; because you will be unable to keep your stalls set-up overnight, due to the rooms being used in the evening for other functions.

Many Thanks, Louise.