

## Louise's Events - TERMS & CONDITIONS 2021

### Booking Form:

1. I am unable to accept booking forms that are incomplete and I am unable to 'hold' bookings if a form returned is not completed in full.
  - a. Bookings are taken on a first come first serve basis. I will confirm if I have space for your type of craft on return of your completed form.

### Handmade:

2. You may only book a stall if you sell **handmade** items (for example: hand-sewn, hand-painted, hand-knitted, hand-baked, hand-drawn etc). These items must be made by yourself, close family/friend or business partner (if working in partnership with someone.)  
By **completing and signing** the booking form, you **agree** to this term.

### Products:

3. The items listed on your booking form are what you are allowed to sell and this is to prevent excessive duplication of products. You may be unable to sell any other items not listed.
  - a. You must **expand** on the category/s of products you make, and please avoid generic terms: i.e. 'gifts', 'textiles', 'art', 'jewellery' etc.
  - b. I am not responsible for any items brought along to an event that haven't been specified on your form at the time of booking, which may be similar to another stallholder.

### Electricity:

4. Electricity supplies are **limited**. I will try to accommodate your requests as best as I can but **cannot guarantee**.
  - a. If you require electricity you **must** state what you will be using the electricity supply for. Failure to specify this may mean I am unable to give you access to electricity on the day of an event.
  - b. Any stallholders using the venues electricity supply must have **all** electrical equipment **PAT** tested, and hold a valid test certificate.

### Special Requirements:

5. I will try to accommodate all 'Special Requirements' as best as I can but **cannot guarantee**.
  - a. The sizes of **all** displays that you will be bringing along that do not fit onto the table, **must be specified**. Failure to specify these sizes may mean I am unable to accommodate these on the day of an event.
  - b. Any extra displays brought along to an event that have **not** been included on your booking form, may be asked to be removed.
  - c. Failure to specify **any** requirements at the time of booking may mean I am unable to accommodate them, which may lead to disappointment on the day of an event.

### Food Allergies:

6. Please specify if you have any food allergies, that I need to be made aware of.
  - a. In the event that an allergy is severe, I will not allow any food stalls to sell products containing these allergens; and I will also notify all stallholders who will not be allowed to bring any snacks/foods containing these allergens.

### Payments:

7. All payments must be made in full within **4 weeks** of me receiving your completed booking form. (This time frame would normally be 2 weeks, however due to the Coronavirus pandemic I am able to extend the time frame to 4 weeks for any bookings made up until 31<sup>st</sup> March 2021.)
  - a. If I have not received your full payment within this time frame, unfortunately I will have to give your place to the next person.
  - b. Payments are **non-refundable or transferable** 4 weeks before the date of any event. (See individual booking forms for dates.)

### Insurance:

8. Please be aware that I have Insurance as an event organiser but this **does not** cover stallholders as well.

### End Of An event:

9. Stallholders must not pack away before the end time of an event, due to it giving the impression to visitors that an event has finished. If stallholders do pack away early, they may lose their place at their next event.

### Event Cancellations:

10. In the event that one of my craft fairs need to be cancelled due to unforeseen circumstances, such as extreme weather or the venue cancelling my booking, any payments made are **non-refundable**. No matter when the payment has been made to book a stall, even if payments have been made outside of the 4-week non-refundable terms before the date of any event.

### Refunds:

11. If refunds need to be made you will be refunded the way that you made your original payment.

### Signed Booking Forms:

12. You must date and sign the booking form in the designated area.  
By signing you agree to have read and understood the Terms and Conditions above.
-