



## Ashlyns Craft Fair 2010

for parents, teachers and students

### Stall Holder Booking Form

I would like to book a table at the Ashlyns Craft Fair on Sunday 21st November 2010 and enclose a cheque made payable to Ashlyns School Association for:

- £25 for full table (typically 11 or 12 foot, minimum c9 foot)
- £17 for 6 foot table
- plus £3 for electricity (if required)

Stall holder's name \_\_\_\_\_

Name of business \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Tel no. \_\_\_\_\_

E-mail \_\_\_\_\_

Description of craft as you would like it to appear in the programme (max 38 characters including spaces)

Do you require electricity? Yes/No Other requirements/requests?

I agree to the conditions relating to the Craft Fair (please see separate page), and confirm that I am selling hand-crafted items made by myself.

Signature \_\_\_\_\_

Please return form plus payment (see cheque details above) to:

Sue Edwards  
13 Covert Road, Northchurch, Herts, HP4 3RR  
Telephone: 01442 866275  
email: asa @ ashlyns.herts.sch.uk

### *For Office Use Only*

Cheque/cash amount	
Date paid	
Stall no.	
Electricity required	
Full or 6 foot table	
Receipt no.	

# **ASHLYNS CRAFT FAIR**

## **SUNDAY 21st NOVEMBER 2010**

Organised by the Ashlyns School Association

### **Info reminder**

Prices for the Craft Fair stalls are as follows:

- A full table (typically 11 or 12 foot, minimum is c9 foot) is £25, and a 6 foot stall is £17. Electricity, if required, will cost £3.

Stalls will be allocated on a first come, first served basis.

The fair is from 11am – 4pm, setting up from 9am. Details of arrival arrangements, maps etc will be sent out 3 - 4 weeks before the fair.

We will be organising extensive advertising to ensure a good response from the public. Refreshments and lunches will be available for purchase, and stall holders are entitled to two complimentary coffee or tea tickets per stall.

Provided you book sufficient time in advance, your name, phone number and craft description (as detailed on your booking form) will be printed in the programme.

If you have any queries, please contact me on the number below or by email.

We look forward to seeing you on the day.

Sue Edwards  
13 Covert Road, Northchurch, Herts, HP4 3RR  
Telephone: 01442 866275  
email: asa @ ashlyns.herts.sch.uk

### **CONDITIONS FOR ATTENDING ASA CRAFT FAIR**

- Merchandise should be hand-crafted items made by the stall holder in person, not commercially manufactured articles. *If in any doubt about this, please contact Sue – we want to keep the integrity of this event intact as a craft fair, where the stall holders' own talents are on show. When you sign the booking form, you are agreeing to abide by these conditions.*
  - Stalls will be allocated on a first come, first served basis.
  - Although every effort is made to give the table positions requested, no guarantee can be made to do this.
  - Please check your table position carefully on the plan which will be sent to you several weeks before the date of the Craft Fair.
  - Full refunds can only be made if the stall is cancelled three weeks before the day of the Craft Fair.
  - Every effort will be made to meet the requirements of the stall holder if at all possible.
  - All electrical appliances brought by the stall holder must be fully tested and in good working order.
  - Stall holders must bring their confirmation letter and register at the specified entrance before setting up their stalls.
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- Please note that we are no longer able to accommodate rails.

*Ashlyns School Association, a group of parents and teachers, is a registered charity and supports the school through fundraising and providing assistance at school events.  
Charity Registered Number 289788*