



**August Bank Holiday Weekend  
23rd, 24th, 25th August 2014**

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Dear Exhibitor

The committee invites you to take part in our annual festival, and I am pleased to be able to tell you that prices for stalls will be the same as last year.

The Cawood Craft Festival attracts over 3000 paying guests plus children over the bank holiday weekend. It takes place around the village incorporating the Vicarage Garden, the Medieval Banqueting Hall (Castle Green), the local Primary School, the Old Boys School and the Church (where competition entries are on display).

Whilst we do not guarantee exclusivity, we do try and limit the number of stalls in each category, so please book or confirm early to avoid disappointment. It would also be appreciated if an EXACT description of the crafts you will be bringing could be stated on the booking form. We too often see stallholders 'tagging on' other items to their stall i.e. jewellery, scarves, cards etc.

Craft and Farm Produce Stalls are available in the vicarage garden, either in a marquee or outdoors, or outside the Banqueting Hall (Castle Green).

Please complete and return the booking form, with your cheque (made payable to Cawood Craft Festival), and retain the attached sheet, which gives you all the information you require for your stall at the festival.

**Places provisionally booked (with no deposit) at this year's festival, will be held until the end of April 2014, so please let us have your confirmation as soon as possible. The final date for entry into our brochure is 18 July 2014.**

To comply with our Insurers requests please can you confirm that you hold public liability insurance, and or the relevant certificates, or CRB checks, on the booking form.

We look forward to seeing you at the festival.

*Carol*



## **Welcome to the Festival**

In common with all outdoor events, we have to comply with various legal Health & Safety requirements in force at the time of the festival. Please would you note the following issues covering your own and the general public's safety.

### **Setting up and Vehicular Access**

The Craft Festival is open to the public between 10.30 and 17.00 on all three days therefore we regret that for safety reasons, stallholders will not be able to move their vehicles in the Vicarage grounds or Castle Green during these times.

Craft marquees and outside pitches in the Vicarage grounds will be available for setting up from 2.00 p.m. on Friday, 0715 on Saturday and 0800 Sunday & Monday.

### **Stalls**

Please ensure that you keep your own stall in such a fashion that it poses no risk to yourself, your fellow stallholders or the general public. For health and safety reasons stallholders are requested NOT to block the spaces allocated between each table in the marquees.

PLEASE CAN I REMIND YOU TO TAKE HOME ALL YOUR UNWANTED CARDBOARD BOXES AND WASTE.

### **Property**

The Cawood Craft Festival organisers and the committee members can accept no responsibility for the loss, damage or theft of stallholders' property. We provide only the legal requirement for public liability insurance. Whilst we now employ a Security Guard who stays at the vicarage overnight, please ensure your own property is adequately insured.

### **Fire**

Fire extinguishers are provided and Fire Exits are clearly marked.

Please evacuate the marquee to the Assembly point, which is clearly marked in the vicarage front garden.

The Old Boys School assembly point is also clearly marked and is by the pumping station.

Please ensure that you familiarise yourself with the fire exits, assembly points and location of fire extinguishers and how to use them.

### **First Aid**

First Aid is provided by St John Ambulance.

### **Electrical Supply**

The electrical supply provided for your use in the marquee is tested annually to ensure it meets BS7671 IEE Regulations complying with Health and Safety rules.

Please ensure that any electrical equipment that you bring to the festival meets the same standards.

### **PARKING**

**There is no parking facility at the Vicarage but parking is available nearby at the main Car Park.**

**We hope you have an enjoyable and successful festival  
if not, tell us; if you do, tell everyone.**



**CAWOOD CRAFT FESTIVAL  
BOOKING FORM - 2014**

Name..... Trading Name .....

Address..... Telephone.....

..... Email address.....

..... I will demonstrate my craft Yes/No

..... I will need the use of an electric socket Yes/No

..... I would like to advertise on the website (add (£5) Yes/No

Exact Description of Craft .....

.....

**I Have A CRB Check for Children's Entertainment** Yes/No Ref No:

**I Confirm I Have Public Liability Insurance** Yes/No

**I Confirm I Hold a Catering License** Yes/No

	No of stalls	Saturday	Sunday	Monday	Fee
<b><u>In a Marquee</u></b> 6'x2' table provided - £80 for 3 days					
Double Fronted Table provided - £120 for 3 days					
<b><u>Outside</u></b> 10'x10' space - £70 for 3 days					
Double Space 10'x20' - £120 for 3 days					
All Catering at either the Vicarage or Castle Green is £150 for 3 Days					
<b>Website advertising</b>	This is £5 per year. Please provide details, letterhead or company card for the design of your advert				
<b>Total</b>	Please make your cheque payable to 'Cawood Craft Festival'				

**If you require a receipt, or confirmation, please enclose a stamped addressed envelope**