



Saturday 1st December and Sunday 2nd December 2007
9.30am - 4pm

TRADER BOOKING FORM

Contact Name _____

Address _____

Post Code _____

Telephone No. _____

E-mail _____

Type of Trade: _____

Stall Booking Requirements:

Trade Table

1 x 5ft x 2.5ft Table (Please Tick)

2 x 5ft x 2.5ft Table (Please Tick)

No. of Chairs

Power Required? (Please Tick)

Additional Requests

Payment - Please tick appropriate Box

Cheque enclosed. Please issue me with a receipt. (Payable to 'Gateshead Council')

Cash on entry. Please note stall must already be reserved

I Have read and Understood the terms and conditions (attached)

Please post /fax or email completed form to:

Gateshead City Learning Centre

6 Keelrow

The Watermark

Gateshead

NE11 9SZ

(0191 460 2900) Tel

e.mail

jbrookes@ictgateshead.org

(0191 460 2900) Fax

Terms and Conditions

1. The deadline for trader bookings is 31 October 2007
2. The craft fair will take place on Saturday 1st December 2007 and Sunday 2nd December 2007
3. The event will begin at 9.30am and finish at 4.00pm.
4. Traders must reserve a place before the event. Walk Ups will not be allowed.
5. Traders can access the building from 8am on both days.
6. Traders who are attending both days will be allowed to leave their stall set up overnight.
7. Traders are not expected to leave before 4pm.
8. The event is NOT suitable for car booters nor market traders.
9. Gateshead CLC has the right to remove any trader from the fair if deemed necessary.
10. The craft fair will be held in Unit 13, Keelrow, The Watermark, Gateshead.
11. Bookings will be confirmed within 14 days of application.
12. The cost for each stall is £20 per stall per day.
13. Fees are not subject to VAT.
14. Gateshead CLC reserves the right to cancel the event and we will inform you in writing if the should happen.
15. Stall positioning / location will be allocated at random.
16. Please arrange for the disposal of your own rubbish after the event, any rubbish left will be subject to a charge.
17. Details and directions to the fair will be sent out to you 1 week prior to the event.
18. The event will not be licensed thereby preventing all stall holders from selling or giving away alcoholic products.
19. The event will be advertised in the local press,local radio,and in public buildings within Gateshead at least 1 month prior to the event.
20. Gateshead CLC has no responsibility for goods that are sold by traders.
21. Please note the building has no disabled access to the top floor.