

# HALLMARK ANTIQUE & COLLECTORS FAIRS

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94 BRIDGWATER DRIVE, WESTCLIFF ON SEA, ESSEX, SS0 ODH

Set up times for each fair are

8.00am to 9.30pm

## IMPORTANT TERMS AND CONDITIONS

BY ATTENDING THIS AND ANY FUTURE EVENT YOU AGREE TO HAVE  
READ AND UNDERSTOOD THE TERMS AND CONDITIONS LISTED BELOW

1. **TABLES:** (one table is 6ft x2'3" plus 2 chairs) we do permit a small table to be added to your stall, providing it does not cause any inconvenience to others, should any problems occur the extra table must be taken away. **EXTRA SPACE IS A BONUS NOT A RIGHT**
2. **OPENING /CLOSING:** All events open at 9.30am to the public and trade and close at 4.30pm (unless otherwise stated) all aisles must be kept clear of boxes and stallholders should not begin packing any earlier than 30 minutes before the advertised closing time of the fair. The public are paying to see a full fair and without their support there would be no fair. (Any stallholders packing earlier than advertised will not be welcome at any H/F in the future.
3. **PARKING:** At certain venues you will be requested to transfer your vehicles after unloading to a designated area.
4. **ADVERTISING:** Will be by means of poster display, banners, wide distribution of handbills, trade magazines, newspapers and wherever possible radio.
5. **DIRECTIONAL SIGNS:** All main routes to venues will be clearly indicated; Signs will be supplied by H/F .
6. **LIABILITY:** An exhibitor taking a stand at a H/F event shall agree to indemnify the organizer against all claims for (1) Damage to third party property an bodily injury caused by the negligence on the part of the exhibitor and (2) Loss or damage to exhibitors property whilst in transit and at the event. HALLMARK FAIRS carry £5 million public liability insurance but this does not take into account **STALLHOLDER/EXHIBITOR LIABILITY** that is your responsibility. H/F cannot be held responsible for the interruption of power and services, failure of press advertisements to appear or disruption in part or whole of any event beyond their control.

7. **GENERAL REQUIREMENTS:** stall holders are required to provide a suitable table covering, the stall must not be moved from the position designated by the organizer nor any additional table of equal size erected, other than that listed on the plan without prior consent of the organizer or his representative. Exhibitors may not attach anything to the walls or ceilings in a manner which may Damage to the buildings fabric. Stallholders will be deemed liable for any damage to tables. Clamps must not be overtightend.
- 8 **RUBBISH:** Stallholders are requested to take away all of their rubbish at the end of an event.
9. **GRESSING:** the medieval buildings can be cool at any time of the year. Please dress accordingly (no dogs allowed on site).
10. **BOOKINGS:** it has previously been our policy to be lenient with pre-payment but we are no longer able to be so. Stallholders canceling due to "illness" having not paid but turning up at other events has changed that for everyone. In future ALL bookings must be accompanied by a minimum £10 per table deposit and a post dated cheque for the balance 30 days prior to the event or you can pay full balance by credit card over the phone.
11. **CANCELLATION:** refunds are given if a booking is cancelled within 10 days of the date of the fair. There is no charge for moving your booking to another of our fairs provided we are notified within 10 days prior to the fair date. Stallholders who do not attend a fair they have booked will still have to pay the stall fee in full.

**YOU ARE REMINDED THAT ATTENDANCE AT HALLMARK ANTIQUE AND COLLECTORS FAIRS WILL BE DEEMED AS ACCEPTANCE OF ALL THE ABOVE TERMS AND CONDITIONS**