



CANDICE

Craft Fair Events

QEGS Wakefield - 2012 Dates

By popular demand we have sought a venue in Wakefield and we have managed to secure 3 dates for 2012.

Spring Craft Fair - Sunday 13th May

Late Autumn Craft Fair - Sunday 28th October

Christmas Craft Fair - Sunday 2nd December

Location

The School is located on Northgate, one of the main approaches to the town centre. The space we'll be utilising is the Sports Hall. *This location has a capacity of 77 tables.*

Stallholder Access/Unloading

Stallholders will be able to bring their vehicles right up to the doors at the either side of the sports hall to unload before moving them to the main car park. You will be guided on the day by marshalls provided by Candice Crafts.

Advertising

There will be newspaper advertising in the Wakefield press as well as surrounding areas. A banner for the event will be mounted 2 weeks prior, on the railings facing onto Northgate (to take advantage of the visibility afforded this busy main road). A radio campaign will also be in place.

Since it's in your interests to ensure good footfall, we will make available to download various promotional materials - please see each event's web page for details.

If you are attending other events at which you can distribute flyers, you can request printed flyers which you can put on your stall - please tick the relevant box on the booking form and state how many you will need.

Website Promotion

Each event will have its own dedicated page on the Candice Crafts website: www.candicecrafts.co.uk

Upon booking, your name and craft description will be listed on the page with a link to your website if applicable. You will also be asked to supply an image or two to represent yourself on this page. This is extremely helpful for customers who like to see who and what will be there before the event. You can also use this page to check on stall availability before booking and also to see who else has already booked.

Stall Sizes & Fees

The trestle tables provided by the college are limited in number (approx 25) and will be allocated on a first come first served basis. We'd appreciate if you have access to a table not asking to borrow one, in the interests of co-operation. Spaces will be allocated for a 6ft x 2.5ft table, including serving space.

Fees are £35 for one table space and £30 for each subsequent table at the same event.

Extra space for additional tables or rails will be charged at £5 per foot (see our Terms & Conditions) so please measure these items and itemise them on your booking form with dimensions to allow us to plan the layout with accuracy.

Double depth stalls are available but have a limited allocation. Please tick the relevant box on your booking form. Your booking acknowledgment will state whether your request for double depth can be accommodated.

Discounted Fees

There is a **10% discount** on stall fees if you book all three dates at this venue. This discount only applies where stalls booked are identical in size on each date. Should you cancel any of these dates your refund will take into account the loss of this discount.

Health & Safety/Insurance

Any electrical items you may bring that need plugging in must be PAT tested. Battery items are OK.

We will need evidence that you have Public & Products Liability Insurance - further details can be found on the website on the Terms & Conditions page.

You will need to complete a risk Assessment - again, details will be found on the website on the Terms & Conditions page.

Access to power sockets

Access to power sockets is allocated to those who request this on the booking form, but please ensure you come equipped with any necessary extensions and/or adaptors on the day.

Limited Availability

Stallholders with popular crafts such as jewellery should note - similar stalls will be limited in number. For instance, no more than 10 stalls will be allowed for jewellery, or any other single craft.

Refreshments

We aim to ensure that some refreshments are available on the day for stallholders and visitors, but this element will be confirmed nearer the date, pending permissions from the School. We suggest you bring a packed lunch and drinks anyway.