

2012 APPLICATION FORM

Exeter Craft Festival

www.exetercraftfestival.co.uk

FRIDAY JULY 20th and SATURDAY 21st

The Craft Festival is held on The Cathedral Green, Exeter.

Each stand is approx. 3m x 3m, covered and enclosed with an open walkway frontage.

I WISH TO APPLY FOR:-

STAND	3m x 3m	With Night Sheet	£ 219-00
TABLES	£7-00	Number required.....	£.....
CHAIR	£3-00	Number required.....	£.....
TOTAL			£.....

PLEASE WRITE CLEARLY IN BLOCK CAPITALS

Title..... Name.....

Business Name.....

Address

.....

.....

Postcode

Telephone Mobile

.

Vehicle Reg. NoMy preferred time of arrival prior to 8.30am

Will you stay (sleep) over-night in your stand?

Description of Products for brochure (**max10 words**)

.....

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Email address for website

Web address for website

I do /do not give permission for my e-mail address and / or web site to be used in Exeter Craft Festival publicity

Office use only

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Application Conditions

1. Closing date for applications **30th January 2012**.
Please send deposit cheque for £100.00 and remainder of monies owing in a cheque dated 1st April 2012. Cheques payable to **EXETER CRAFT FESTIVAL Ltd**
(Unsuccessful applicants will have their cheques returned after the selection meeting in February)
2. Your **Risk Assessment** fully completed is part of your application form and must be returned with your application form.
(This to be downloaded with the application form. A filled in example can be found at www.exetercraftfestival.co.uk/applicants.html)
3. **PUBLIC LIABILITY INSURANCE:** Minimum requirement **£5,000,000**.
Please only enclose certificates valid for the festival dates next year or wait until you receive the renewal.
(Details of insurers offering policies can be found at www.exetercraftfestival.co.uk/applicants.html)
4. Will you be bringing a generator?If yes, you must provide a barrier to surround it. It must be low decibel and spare fuel must be contained 3 meters from the generator.

AGREEMENT: I understand that this is an application ONLY and that acceptance will be at the discretion of the selection committee. I agree that I will abide by the decision of the organisers, and ensure that my products meet any relevant standards and legislative requirements. Also that I will be responsible for any loss / damage to my goods and property and that the organisers will not be liable in any way if the market is interrupted or cancelled for reasons outside the organiser's control. I have read the attached terms and conditions and will abide by them.

Signed.....Date.....

Print name.....

Please include with completed form: - Risk Assessment, Copy of insurance if valid, Deposit cheque and Post-dated cheque for remainder of money.

If you are a first time exhibitor and have no web site, please enclose photos/samples of your work with this application form.

Send to: - Exeter Craft Festival
c/o 9, Westcombe, Alphington, Exeter, EX2 8GH
If you have any queries telephone: - **David Adams 01392 219050**

E-mail:- admin@exetercraftfestival.co.uk

RISK ASSESSMENT FORM FOR 2012

Contact Name	Company Name	Description on Stand/activity	Date Assessment undertaken	FURTHER ACTION
Risk Assessment carried out by	Signature of Assessor	CONTROLS TO MINIMISE RISK		FURTHER ACTION
HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK		FURTHER ACTION

When completed please return to Exeter Craft Festival c/o 9, Westcombe, Alphington, Exeter, EX2 8GH with application form

RISK ASSESSMENT FORM FOR 2012 *Sample*

Contact Name	You	Company Name	Yours	Description on Stand/activity	
Risk Assessment carried out by	You	Signature of Assessor	Yours	Date Assessment undertaken	Before 30/01/12 and returned with application
HAZARD		PERSONS AT RISK		FURTHER ACTION	
		CONTROLS TO MINIMISE RISK			
Incllement Weather – High winds - Heavy rain - Thunderstorms	Stall holder and assistant General Public	Stall holder and assistant General Public	Stall is set out in Marquee providing adequate protection for most weather conditions.	In extreme event goods and display would be dismantled and stored away to prevent damage	
Fire	Stall holder and assistant General Public	Stall holder and assistant General Public	No flammable materials or electricity will be used in the stall area. Organisers to provide general fire fighting equipment and marshals in the event of a fire on site.	Stall holder and assistant to familiarise themselves with organisers fire safety	
Slipping /Tripping Hazards.	Stall holder and assistant General Public	Stall holder and assistant General Public	The stall layout restricts members of the public to the open front of the stand area, which will be kept clear at all times. All stock on display is placed on dedicated display areas, i.e. shelving and tables within the confines of the stall area. Other stock and equipment will be stored in a restricted area at the back of the stall which is not accessible to the public	None required	
Unstable exhibition stands	Stall holder and assistant General Public	Stall holder and assistant General Public	The stall will be situated on level ground. The display shelving used is free standing and will be erected on level ground or set on wedges to ensure stability. The 'L' shaped arrangement ensures stability and the display cannot topple forward.	Public access to rear of the display shelving will be prevented.	
Trailing tablecloths etc.	Stall holder and assistant General Public	Stall holder and assistant General Public	Any table cloths will be positioned to avoid trailing on the ground and only used on low level tables	None required	
Manual handling	Stall holder and assistant General Public	Stall holder and assistant General Public	Display shelving and table will be transported in small sections and assembled on site. Goods are packed in small boxes in order to limit the weight to below 20 kg	None required	

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