Creative Market

Booking Form

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| **Venue:** | The Horton Arts Centre, Epsom |
| **Dates requested:** | Saturday 27 May 2023 |
| **Full Name:** |  |
| **Business Name / Artist Name:** |  |
| **Address:**  **Post Code:** |  |
| **Contact Email:** |  |
| **Contact Telephone Number:** |  |
| **Car Registration Number (if driving):** |  |
| **Website:** |  |
| **Social Media links for your business:** | Facebook:  Instagram:  Twitter:  Other: |
| **Please choose which room you would prefer by putting 1 for your first choice and 2 for your second choice:** | Atrium (£34 +VAT) **£40.80**  Performance Space (£30 +VAT) **£36.00** |
| **Do you require a table OR empty space for your own display?** | Table  Empty Space |
| **Do you require access to power?**  **If so, what for?** |  |
| **How will you be taking payment for items? (Select method)** | Cash only  Card only  Both |
| **Please confirm that the items you sell are made from scratch by you?** | Made from scratch by you  Customised by you  Grown by you  Made by others and purchased for re-sale |
| **Please give a short description of the items you would like to sell:** |  |
| **Any other information we need to know/any questions?** |  |

Booking Form

Creative Market Terms and Conditions

**TERMS AND CONDITIONS RELATING TO THE BOOKING PARTICULARS ABOVE**

Please read all information below before signing this form.

In placing their signature at the end of this agreement,

the Hirer/Exhibitor/Stallholder agrees to the terms below.

Digital signatures shall be accepted.

**Dates and Timings of Public Opening:**

Saturday 27 May 2023

9.15am to 4.30pm (Café will stop serving at 4pm)

Marketplace to be set up and open at 9.15am and to close and start packing away at 4pm.

**Spaces**

Stalls will be situated in the main Atrium (Exhibition Space) and Performance Space on the day.

You will be allocated a table/space by The Horton and this cannot be changed.

Tables are provided (measuring approx. 160-180cm x 70-90cm) and one or two chairs per table. You will need to bring your own table covering/cloth.

Please request an empty space instead if you have your own display system/easels etc. This cannot be wider than 2m.

**Set Up/Pack Away**

Exhibitors may arrive to begin setting up from 7.45am and should have their stalls completed for public opening at 9.15am. The café opens at 9.15am.

Stallholders may accept cash or bring their own card payment machine. Public Internet is available. The venue will not be able to provide any change.

Packing up of stalls is not permitted before 4.00pm.

Exhibitors should then pack away promptly and the building will be locked by 5.15pm.

You must take away all rubbish from your stand each day.

**Parking**

If you can, please ask someone to drop you off. There are limited spaces and fewer spaces will mean fewer visitors to the market.

The car park will not be available to stall-holders between 9am and 4pm.

If you do have to drive yourself, please unload and then park on Haven Way, along one side of the road only. (The same side as the venue.) Our volunteers will show you where this is. Please don’t park in the bus lane, or in the adjoining residential roads or directly opposite The Horton.

**Accessibility**

All public spaces at The Horton are fully accessible. However, please notify us in advance of any special access needs and we will endeavour to help. We have two parking spaces for disabled (Blue Badge) visitors.

**Selling**

You must be in the building, ready to sell to the public at 9.15am.

All crafts and artwork must be your own original creations. You will be asked to remove anything that is not made from scratch or uniquely customised by you.

The Horton has the right to ask Exhibitors to remove any of their exhibits and to make alterations to their display if they are deemed unsuitable, create a hazard or for any other legitimate reason. Failure by the Exhibitors to cooperate may result in the The Horton asking the Exhibitor to leave without refund of fees.

All stall displays, stands and artwork must be safe, inoffensive and portable.

All artwork and personal belongings are the responsibility of the Exhibitor

Food and drink items cannot be sold. (Excluding honey sold in sealed containers to be consumed off the premises.)

You are responsible for taking payments for your own goods and for the security of any cash or payment machines. The Horton cannot provide any cash for change.

You will be able to access the public wifi at The Horton but connection speeds are not guaranteed.

Exhibitors cannot promote or take bookings for workshops in other venues.

Exhibitors cannot sell ‘kits’ of materials.

Makers selling artwork and craft items will generally be given priority over those applying to sell handmade cosmetics, wax or consumable items.

**Protection of the Venue**

The Horton is a Listed Building with protected heritage features.

No sticky tape, drawing pins, tack or fixings of any description are permitted on the paintwork or walls, columns or floor.

No items are allowed to be placed on the piano or columns.

Electrical installations may only be used with prior agreement and may be subject to extra charge.

The Hirer will be liable for the cost of repairing or replacing any equipment or fabric of the building damaged during the course of their activities.

We don’t allow visitors to bring their own food or drink into the venue but we understand that you may have a special diet or packed lunch. Please eat this discreetly and keep food out of sight.

The Horton is a registered charity and no other charity may solicit cash or card donations on-site. However, goods may be sold where the proceeds are donated a charity where agreed with The Horton.

**Promotion**

The event will feature on our website and social media channels, and be sent out to our mailing list. Our social media partners will also promote the event. If you can display a flyer/poster in your local area please come to collect one from the venue.

When promoting on your own social media, please tag @thehortonepsom

To help with marketing, please send two high resolution images with your completed booking form - one landscape one portrait.

**Booking and Payment**

On receipt of the signed booking form, if your application for a table/space has been accepted, you will be sent an invoice. Please follow instructions on how to pay by bank transfer to secure your place.

Bookings will only become effective when The Horton receives your payment and proof of public liability insurance.

Allocation of spaces at the venue is at the sole discretion of The Horton.

Confirmation of your booking and invoice will be sent by email. Please check junk mail if you don’t receive an email within 10 days of your application.

Receipts for payment of stall will be issued via email.

**Cancellations**

Refunds are not possible and stalls cannot be sub-let.

If you decide not to attend, or are unwell, please let the venue know by telephoning 01372 747662.

The Horton reserves the right to:

- make reasonable and/or necessary alterations to the advertised event timings or set-up without being obliged to offer a refund.

- cancel the event without liability for compensations or damages other than up to a maximum of the stall fee.

**Insurance**

All stall holders must have public liability insurance. We recommend that stallholders take out their own insurance to cover loss or damage to their own goods and possessions.

The Horton cannot be held responsible for injury or accident caused by a Exhibitor's product or exhibit, loss of profits, for damage or theft of Exhibitors’ stock or interruption of power or services.

**Health & Safety**

While at The Horton, stallholders shall comply with any health and safety measures implemented by the venue in respect of staff, volunteers and other persons working on those premises.

Stallholders will not use smoke or special effects capable of triggering an alarm.

**Legislation**

You are expected to comply with current legislation regarding the selling of the following; toys, items that look like toys, candles, home fragrancing, cosmetics and honey. Required labelling and safety notifications, along with hygiene assessments, where applicable, will be checked.

Toys or items that look like they may be toys: must either clearly state that it is NOT a toy, or be CE tested.

Candles and home fragrancing: safety notifications should be present on all products (e.g. do not leave a burning candle unattended, etc.)

Cosmetics (including soap and bath products): must be assessed for human safety by a qualified pharmacist, correctly labelled with a full ingredients list, and registered on the EU Portal for cosmetics (which is accessible by all health professionals across Europe, in case of adverse reaction). Please could you provide us a copy of the front sheet of the safety assessment. Your labelling will be checked on the day.

We will not be held responsible for items purchased from standing dealers including any after-sales issues that may arise.

We will assume that any materials submitted to us are in no breach of copyright. Please check that you are permitted to use and distribute any articles or imagery before submission.

**Data Protection**

The Hirer consents to The Horton holding and processing data relating to them for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data" (as defined in the Data Protection Act 2018) relating to the Artist / Hirer, as appropriate.

**Media**

By attending the event, you confirm and agree that we and third parties authorised by us may record you via photographs, film, audio, audio-visual or other recording, still or moving, during the event (“Recordings”), without payment.

We shall own all rights in such Recordings and you hereby (i) agree that we may use the Recordings for any purpose at our sole discretion including in any marketing and/or publicity materials, and on any website and social media; and (ii) agree that the Recordings may be altered, edited and/or modified (e.g. combined with other images, text, graphics and/or sound). You hereby release us from any and all liability from such use and promotion and specifically waive any right to any compensation you may have for appearing in any of the Recordings. For more information on how we use your data, please see our Privacy Policy.

In placing their signature at the end of this agreement, the Hirer/Exhibitor/Stallholder agrees to the terms above. Digital signatures shall be accepted.

Please sign and return the form by email to:

**admin@thehortonepsom.org**

Along with this form,

please send your **public liability insurance**

and **two high quality photos** of your items.

If your application for a stall has been accepted,

you will receive an invoice for payment.

**Hirer/Exhibitor/Stallholder**

|  |  |
| --- | --- |
| Signature: |  |
| Print Name: |  |
| Date: |  |