

Information and Terms of Booking

1. Trade Stand Applications

Please complete the form fully, any questions about its completion should be referred to Lesley Sladen at Artytype. The closing date for receipt of completed trade stand applications is clearly displayed on the front page of each form. Applications must be returned by first post or email on that date. An early response is encouraged as shows fill up quickly and stand allocations are based upon first come first served basis. Please note no trade stand application will be accepted without the relevant form.

Acknowledgement will be sent to you in the form of an invoice. This is confirmation of your booking and ensures an entry into the show guide. Invoices must be paid in full by the due date on the front of this form. If you have any special requirements, or needs, please write these clearly in the space provided on this form. If necessary provide additional detail on a separate sheet of paper. If the box on this form is blank it is assumed that you have no additional requirements.

2. Late Bookings

Trade stand applications that arrive after the closing date are accepted at the discretion of the Trade Manager, and then only if there is sufficient space available. No discounts are applicable for late bookings.

3. Payment

All payments must be received by Artytype by the deadline on this form. If payment is not received by that time, the Guild reserves the right to re-allocate the booked space. Please note balance cheques can be postdated and must be made payable to: Gauge O Guild Ltd. Trade stand deposits/balances can also be paid using a credit/debit card, call Artytype on 01594 841856 for information if required.

4. Traders' Discount Scheme

Spring **OR** Summer **OR** Guildex only - no discount applies
Spring **AND** Summer show only (not Guildex) - 10% discount applies
Spring **OR** Summer show **AND** Guildex - 33% discount applies
Book **ALL THREE** Guild events 50% discount applies
Please note that the discount scheme only applies to the cost of the standard/wall unit(s), all extras are at full price.
Late bookings or payments made will **NOT** be entitled to these discounts

5. Cancellations

The Guild will not cancel a show unless the venue causes us to or national guidance under the current Covid pandemic influences it. If you have to cancel a show booking, individual circumstances will be discussed to consider any reimbursement due

6. Standard (Aisle) Units

A standard unit measures 6ft (width) x 6ft (deep) nominal, including standing space. Each unit includes one table and two chairs. Units should be booked in multiples of 6 feet widths. Other sizes may be accommodated at the discretion of the Trade Manager.

7. Wall Units

Wall units measure 6ft (width) x 8ft (deep) nominal. They should still be booked in multiples of 6 feet. They are intended for Traders who wish to use two tables back-to-back, or have their own stands, while still allowing sufficient standing room behind. Wall units are bookable but do attract a slightly higher rate. Each unit includes one table and two chairs. Extra tables are available for wall units at an additional cost to go behind the first one or against the back wall.

For both aisle and wall units, tables will be minimum depth of 2 feet.

8. Power Connections

Please only use the power connection that you have booked. Anyone found using power connections they have not booked will incur a charge of £100 to cover Guild costs.

9. Badges

Each unit is allocated two badges. For larger stands there is a maximum of six each. Please write how many badges you require IN TOTAL clearly on the front of this form. You will be contacted if there is an additional charge for these.

10. Sharing Stands

Two traders can share a stand but whilst we endeavour to list all traders in the show guide, if space is short only the trader making the booking will be listed.

11. Housekeeping

Please help us by following a few simple rules:

- leave the spaces between and to the rear of the stands clear
- stay within the boundaries of the space you have booked
- Guild tablecloths will be provided and **must be used**
- do not trail electrical connections without clearance from the Show Electrician or Show Manager
- the maximum overall height of any banner, pop-up, "sail" or similar is 2.4 metres.
- do not obstruct the public walkways or any public areas adjacent to your stand
- follow instructions given to you by Guild stewards or officers
- do not move tables or other people's property without permission
- keep your belongings safe

12. Physical Impairment

If you have any disability which may have an impact on the layout of your stand, please let The Trade Manager know by marking your requirements clearly on this form and it will be considered when planning the hall layout.

Artytype (on behalf of the) Guild Trade Manager

Booking forms issued November 2023