

GENERAL INFORMATION



QUALITY

We are looking for stalls of the highest standard and especially contemporary design.

ALL WORK ON SALE MUST BE MADE BY THE STALLHOLDER. NO BOUGHT IN WORK WILL BE PERMITTED. ANY STALLHOLDER SHOWING BOUGHT IN WORK WILL BE ASKED TO LEAVE.

CANCELLATIONS

Must be received in writing or email to hello@roughamestate.com or **Rougham Estate Office, Rougham, Bury St Edmunds, Suffolk, IP30 9LZ**

Cancellations received more than 60 days prior to the event booked will incur an administration charge of £50 per weekend. Cancellations received less than 60 days prior to the event will not be eligible for any refund.

INSURANCE

You must obtain public liability insurance to cover yourself, your stand, your work and Rougham Estate Farms against any accidents caused by your negligence. (Refer to No.9 of Rules & Regulations.) No bookings confirmed without proof of this insurance.

OPENING TIMES

The Barn is open to the public from 10am to 4pm. We will be charging £2.50 for tickets booked in advance from the Rougham Estate's website. Tickets bought on the door will cost £3. People aged 15 and under will have free admission. Season tickets can be bought online from the website costing £10 or on the door for £12.

STALLS

Each stall is provided with a table, a chair and access to an electrical point.

A STALL has a 6x3ft table set against a wall. Chair is at side, NOT behind. **DO NOT assume there will be extra space at the sides of the stall to display more work.**

B STALL has a 6x3ft table in the centre of the building. Chair is behind, NOT at side. **DO NOT assume there will be extra space at the sides of the stall to display more work.**

C STALL is a larger and a more flexible space with one or two 6x3ft tables. Limited availability so apply early. Contact Katie for details kt.millard@btinternet.com

D STALL has a 6x3ft table in an area for food and drinks stalls.

ALLOCATIONS OF THE PRECISE STALL LOCATIONS ARE MADE IN THE WEEK BEFORE THE EVENT BY THE ORGANISERS. NO STALL LOCATION CAN BE CONFIRMED BEFORE THEN.

We provide floor length burgundy coloured stall covers. You may bring your own covers for the top surface only. Please do not bring electric kettles or heaters. We will be providing radiant heating, but warm clothing and footwear are essential and we recommend a carpet to stand on. It is a good idea to provide a fireproofed overnight cover (not polythene or plastic) for the stall.

LIGHTING

We only provide background lighting, so bring your own lighting and extension cables. All electrical equipment must be tested and passed by a suitable qualified electrician. No flashing, coloured or gimmicky lighting effects will be permitted.

SECURITY

A burglar alarm system is in operation. Gates on the approach roads will be locked by 5.30pm.

DOGS

Will NOT be permitted in the barn during events except assistance dogs.

REFRESHMENTS

Will be on sale at each weekend.

RUBBISH

WHEN LEAVING PLEASE REMOVE ALL OF YOUR OWN RUBBISH.

ATTENTION!

SETTING UP:

Fri : 10am-4pm

Double doors open in thatched barn

Sat : 8am-9.30am

Access through side doors only

Sun : 8am-9.30am

Access through side doors only

SETTING DOWN:

Sun : 4pm

Double doors open for taking down

PAYMENTS on acceptance and invoice only. Please pay by BACS. Any payment queries call Jackie on 01359 270238 (We no longer take payment by card)

EVERYONE TO BE SET-UP BY 9.30am