

RULES & REGULATIONS

- 1 Only artists and craft makers who are accepted by the organisers can take space in the programme of events.
- 2 Application for space at Arts & Crafts at Rougham Estate is considered to be acceptance of these rules and regulations and assumes they have been read.
- 3 The organisers shall endeavour to allocate the space specified on the exhibitor's application, but reserve the right to allocate any type of space that is, in the opinion of the organisers, suitable for the exhibitor's purpose.
- 4 The organisers reserve the right to refuse applications without any reason given.
- 5 **PHOTOGRAPHS** At the time of application we require photographs or website information of all crafts that are proposed to be exhibited. (The organisers will keep copies for reference in case of later disputes.) Only work approved from these photographs may be shown. Photographs of any stylistic changes after an initial acceptance must also be sent for approval. If not approved these new items must not be shown. The organisers reserve the right to remove work from the stall which has not been approved, or as a final sanction to require the stallholder to leave the Arts & Crafts event on the spot. In this circumstance no refund will be given. No commercial logos or bought-in designs can be used (Exhibitors' logos only). Also no commercially made items designed by craftspeople will be permitted.
- 6 **NO BOUGHT-IN WORK IS ACCEPTABLE.**
- 7 Payment must be made within one month of date of invoice via BACS. For any payment queries call Jackie on 01359 270238. Bookings are only confirmed upon full payment and receipt of a copy of the Indemnity Insurance Certificate.
- 8 **CANCELLATION** Important, the following rules apply:
 - Cancellations must be received in writing via email to hello@roughamestate.com or letter sent to **Rougham Estate Farms**, Estate Office, Ipswich Road, Rougham, Bury St Edmunds, Suffolk IP30 9LZ
 - Cancellations received more than 60 days prior to the event to be cancelled will incur an administration charge of £50 per weekend or part weekend
 - Cancellations received less than 60 days prior to the event will not be eligible for any refund.
- 9 **INSURANCE** Your place at the event is only confirmed after receipt of both full payment and a copy of your Public Liability Insurance Certificate (minimum cover £2 million). This must be sent after acceptance. Do not send it with application form. It is a condition of exhibiting that the exhibitor will keep the organisers indemnified in respect of any loss or damage caused by the exhibitor or his/her servants to the organisers or third parties. The exhibitor will accept all risks of every kind whether to persons or property and make good any damage. Should the Arts & Crafts event be abandoned by war, fire or any other cause, the organisers shall not be liable in any way. In this case all booking fees will be refunded.
- 10 Stalls must be set up and supervised by 9.30am and remain open till 4pm on both Saturdays and Sundays. No packing up until after 4pm.

ON ARRIVAL unload your vehicle and move it to further car parks as instructed. The parking area in front of the barn is reserved for the public only.
- 11 **The exhibitor shall ensure that all flammable material used in connection with the exhibit or display shall be fireproofed or otherwise processed against fire**
- 12 No dogs (except guide dogs and hearing dogs) will be allowed inside the barn at any time.
- 13 If an exhibitor fails to show up at our event by 11am on the Saturday without contacting the organisers (Tel 01359 270880 or Katie's mobile 07786 797407) then the organisers shall reserve the right to relet the stall for the remainder of the weekend. In these circumstances the original exhibitor will have forfeited their right to the stall and will not be refunded their stall booking fee.
- 14 The organisers reserve the right to restrict the display, demonstration or running of mechanical or electrical equipment. Loudspeakers, microphones, amplifiers, musical instruments etc are prohibited.
- 15 No smoking is allowed in the Barn at any time.
- 17 Notwithstanding any of these rules and regulations, the exhibitor shall in every respect comply with all relevant regulations issued by the local authority, the fire authority, the police and Rougham Estate Farms.
- 16 The information given in any application form or email, letter or accompanying notes is for guidance only and the organisers reserve the right to amend these details at any time and any change in the publicised or published details shall not give the exhibitor the right to cancel their contract.
- 17 Failure or delay by the organisers in enforcing or partially enforcing the provision of the contract will not be construed as a waiver of any of its rights under the contract.
- 18 Exhibitors are expected to conform with all instructions given in General Information.

in accordance with any applicable statutory or local regulations or requirements to which the event may be subject.
Fire marshalls will be present during the events. Please identify your nearest fire exits.
All fire exits must be clear at all times.
Lit candles are strictly prohibited.