woodlandcrafts
EVENTS MANAGEMENT

Craft & Design Show at RHS Hyde Hall

30th April - 3rd May 2027

EXHIBITOR'S EVENT DETAILS 2027 (HH)

IMPORTANT: Please read before you apply and retain these details for reference if your application is successful. Please also ensure that everyone attending the show with you or on your behalf is aware of these details.

Event Date: 30th April - 3rd May 2027
(Friday, Saturday, Sunday & Bank Holiday Monday)

Location: RHS Garden, Hyde Hall, Creephedge Lane, Chelmsford CM3 8ET

Trading hours: 10:00am - 5:00pm each day.
N.B. (Stands MUST remain fully set up and manned throughout these hours).

The RHS gardens are still open after 5pm, so if there are still customers in the event area, we ask that you don't start to pack up until advised to do so by the organisers.

Set-up/Access: Exhibitors are usually able to set up from 1:00pm, the day before the event start date.

Access times are as follows:
Thursday 29th April: Exhibitor access for setting-up from 1:00pm until 7:00pm
Friday, Saturday, Sunday and **Monday** – Exhibitor access from 8:00am.
(Access times may be subject to change, dependent on conditions at the venue.)

IMPORTANT - EXHIBITORS MUST NOT ENTER THE SITE BEFORE THESE TIMES!

Organisers' contact number: Call **Paul** or **Lynn** on 07870 139545.

IMPORTANT INFORMATION

Products:

A wide range of handcrafted products. We also include some speciality food and drink offers. This is a "Maker and Designer only" event and we do not allow bought-in goods (except for some food products as mentioned). All non-food products for sale must be the exhibitor's own work. Any non-food products which are, or which appear to be, bought-in, or readily available online or in shops, will not be acceptable. Exhibitors must be able to show evidence that they are the makers/designers of the products on their stands. We will not hesitate to insist on the removal of any suspect products. Any exhibitor who cannot show that all products on their stand are their own work, will have to leave the event.

Insurance requirement: **Public** and **Products** Liability – Current minimum = £2 million

We need evidence of your insurance at least two weeks before the event. N.B. Some policies do not include **Products** Liability (Essential). Please make sure you check that your current insurance provider covers both **Public** and **Products** Liability, and you can provide evidence of this. If evidence cannot be provided, you will not be able to take part in the event.

STAND SPACES:

In the Marquees:

Minimum frontage is 2.5 metres. All standard spaces are 2 metres deep (There are some alternative depths by special arrangement). Extra frontage for larger stands is available at the time of booking. All equipment, banners, signs etc., must be in the exhibitor's own stand space and exhibitors must not sit or stand in aisles. Stands are usually "end-to-end" with no access gaps. If gaps have to be provided between stands, for social-distancing, exhibitors must not place anything in these gaps and must not use them for access. Please ensure that you apply for all the space you need to accommodate your full display and your access requirements.

Open ground:

There are open-ground spaces for exhibitors using their own gazebos. Minimum frontage is 3 metres and larger stands are available. All stands are a minimum of 3 metres deep (Alternative depths by special arrangement). Exhibitors must ensure that none of their equipment extends beyond the boundaries of their allocated space. If using a gazebo, stall, etc., it must be of very smart appearance, heavy duty professional quality, and rated for high wind. It must be safely weighted or pegged at all times, in case of unexpected gusts of wind. "Garden" gazebos are not suitable and would not be safe to use. All open ground stands will need to be approved in advance, so photographs of the proposed stand will be needed with the application. Any gazebo or other structure, considered by the organisers, or by the RHS staff, to be unsafe or unsuitable, will have to be removed. Please contact us if you need advice on open-ground stands.

Displaying of Products:

All displays must be of smart, professional appearance, with smart floor-length covers for any stands/ tables. Display frames, shelves or racks must be in good condition and suitable for the standard of the event. Signage, price labels or lists must be clean and smart. Please do not use fluorescent card or paper. It is not possible to attach anything to the walls of the marquees. If you need to hang your work as part of your display, you will need to bring your own freestanding display equipment.

Electricity:

Access to an electricity socket can be reserved on application forms. **Strict maximum: 500watts**. If you require more supply than 500w, please call us first to discuss requirements. **No kettles or heaters etc. are allowed as they would cause the supply to fail.**

P.A.T. Testing (Electrical equipment):

We have to insist that all electrical equipment used at events is P.A.T. tested (Portable Appliance Test). You cannot plug in any item (even brand-new items) without a current sticker and certificate, dated within the past 12 months. Stickers must be visible and legible on the appliance/extension lead. Certificates must be available on the stand for inspection.

Fire/Safety:

All materials and equipment must comply with current Health and Safety legislation, and all codes and regulations. All stand display materials used by the exhibitor must be of a non-flammable nature.

Vehicle parking:

Before you arrive onsite, please make sure you have your vehicle pass on display and that it is visible to our marshals. Once onsite you will be shown where to unload your vehicle. Please follow the guidance of marshals and be considerate to pedestrians and other exhibitors. After unloading, all vehicles must be moved to the exhibitors' parking area at least 30 minutes before event opening times. There is no disabled parking area for exhibitors but if mobility is a problem, we will always try to help. Please make sure you display your Vehicle Pass in the windscreen of your vehicle/vehicles at all times whilst on site.

Overnight security:

The marquees are closed overnight, and security officers patrol the gardens. You are welcome to leave your stand set up overnight, but this must be at your own risk. We strongly recommend that you cover your stand overnight, in case of moisture, condensation, etc. We also advise that you protect any stock, boxes, etc., from moisture on the floor. In wet weather, this can be a problem, even in marquees, as water can run under the sides, so it's sensible to slightly raise non-waterproof boxes off the floor, just in case.

Accommodation overnight:

Unfortunately, at this stage, we do not have permission for exhibitors to stay onsite overnight but there are campsites, B & Bs and hotels within the local area.

Refreshments:

There are permanent restaurant and café facilities in the visitor centre. There is also some catering available on the event site, arranged by the RHS.

Dogs:

We love our four-legged friends but unfortunately, dogs are NOT allowed inside the RHS garden, grounds, or car park.

Rubbish:

Rubbish must not be left in the marquee or elsewhere on the site. Please make sure you take all your rubbish home with you. Please do not place your trade waste, cardboard, packaging, etc., in the event site bins. These are needed for visitors' rubbish.

Removal of equipment:

All exhibitors' stands, stock and belongings must be removed by 7.30pm on the last day of the event as the site will close and our marquees must be dismantled early the following day. If this is difficult for you, please let us know and we'll try to help.

Pandemic, other Infectious Diseases, Force Majeure, Government Restrictions etc.:

Although it currently seems unlikely, government restrictions, 'lockdowns', 'roadmaps', 'guidelines', etc., are potentially an on-going possibility. It's impossible to predict the circumstances that may prevail at the time of any future event. The Organisers will comply with any official requirements and recommendations. Exhibitors must also comply with any extra requirements relating to their own participation in the event.

N.B. Any or all the above details may be subject to change in line with any new RHS requirements, official guidelines, restrictions, or unforeseen circumstances.

PLEASE MAKE SURE YOUR VEHICLE PASS IS PRINTED AND IS CLEARLY DISPLAYED IN YOUR VEHICLE/S AT ALL TIMES WHILST ONSITE.

PLEASE READ THE FOLLOWING TERMS & CONDITIONS BEFORE COMPLETING ANY APPLICATION FORMS...

TERMS & CONDITIONS OF BOOKING 2027

Please read in conjunction with the "Information for Exhibitors" section at www.woodlandcrafts.co.uk (and the "Exhibitor's Event Details" for each event). These terms form the basis of the contract between Woodland Crafts, (The Organisers) and the Exhibitor.

Exhibitors: By submitting event application forms, you are agreeing to all the following terms and conditions.

As an Exhibitor at any of our events, your booking and your full participation depends on your compliance with our terms and conditions of booking. Please read the following, carefully and completely, so that you are aware of your own obligations as an Exhibitor, and the requirements and risks involved. Your bookings may be cancelled and/or you may have to leave an event if you fail to comply with any of these terms.

Definitions and significance of terms used in this document:

References to the singular include the plural and vice versa.

'Event': The event/s at which the Exhibitor has applied for or has been allocated space.

'The Organisers': Woodland Crafts – Postal address: Gatcombe House, Copnor Road, Hilsea, Portsmouth PO3 5EJ

'The Exhibitor': Any person, persons, businesses, charities or limited companies participating in, attending, or being allocated space at an event.

'Contract': The contract, formed by the booking, between the Exhibitor and the Organisers, relating to the Exhibitor's booking and/or participation in any event.

'Stand' or 'Space': The display area potentially or actually allocated to the Exhibitor within the event location. 'Stand' may also refer to the Exhibitor's display structure.

'Fees': Monies paid or to be paid by the Exhibitor to the Organisers for the allocation of stand space, facilities and/or equipment.

'Non-refundable Deposit': Payment made by the Exhibitor for the processing of the booking and to secure a booking. Never refundable in any circumstances.

'Deposit': Refers to 'Non-refundable Deposit', as above. All deposits are non-refundable.

'Balance': The remainder of stand fees, after the payment of non-refundable deposits.

'Stage payment': Full or partial fee balance payment made by the Exhibitor in advance of the event.

In this document, section headings are for guidance and do not limit the content of any section.

If any clause in these terms fails, all remaining clauses will be unaffected..

Infectious Diseases, Force Majeure, War, Terrorism, Civil disorder, Government Restrictions etc.:

Government restrictions, 'lockdowns', 'roadmaps', 'guidelines', etc., must be considered an on-going possibility for the events industry. It is impossible to predict the circumstances that may prevail at the time of any future event. The Organisers will comply with all official requirements and recommendations from government, emergency services, or the venue management. Exhibitors must also comply with any such requirements and recommendations relating to their own participation in the event. N.B. At sites with Royal connections, events may have to be cancelled in case of the death of a member of the Royal Family etc.

The Exhibitor may also need to carry out and record a specific additional written risk assessment for any extraordinary situations which may occur. This must be provided if requested, with any additional information required, in advance, as soon as requested by the Organisers or the venue management. Copies of all appropriate risk assessments should be available for inspection on the Exhibitor's stand at the event.

N.B. See also, important cancellation terms below.

Applications, Stand fees, Sub-letting:

Space is not reserved until the Organisers have received and approved a completed application, using the Organisers' specific application form for each event, and non-refundable deposits have been paid. Successful applications will be acknowledged and confirmed with details and payment requirements. All fees must be paid by due dates as specified on application forms. Deposits and stage payments are NON-REFUNDABLE, regardless of circumstances. Failed or late payments will result in cancellation of bookings and loss of fees already paid. Stand space must not be "sub-let" or given over to anyone other than the Exhibitor responsible for the booking. No agents or other representatives may attend any event in the place of the person responsible for the booking, without the written permission of the Organisers in advance. Application forms and insurance documents must be in the name or business name of the person who signs the forms and is responsible for the booking and for the conduct of any staff, agent or representative.

V.A.T.:

The supply of stand space at events has for many years been classed as "rental of land" and therefore not subject to V.A.T. In keeping with many other event Organisers, we have not added it to our fees. However, all bookings are made on the understanding that if the V.A.T. situation changes and requires us to charge it, the full fees (including fees already paid) for each event will become subject to V.A.T. and exhibitors will be invoiced accordingly. By applying, the Exhibitor accepts that back-dated V.A.T. may become payable at any stage.

Stands/Exhibits, Appearance, Sizes, Gaps, etc.:

Stand positions are at the discretion of the Organisers who cannot guarantee to fulfil Exhibitors' requests or expectations for particular stand locations. Stands and displays must be smartly presented and must comply with any requirements and standards of style or decoration which may be specified in the "Exhibitor's Event Details" for each event. Failure to present the stand adequately, in the opinion of the Organisers, may result in the termination of the booking and the removal of the stand equipment and display from the event. All tables must be covered with smart tablecloths or other suitable covering, to the floor on all visible sides with no storage boxes etc. visible to customers. Metal-framed "market stall" type units should be covered at indoor events to disguise the metalwork. Spring clamps etc. should not be visible. The Organisers reserve the right to insist on improvements to stand presentation and to exclude equipment not considered to be suitably presented. Exhibitors must ensure that none of their equipment extends beyond the boundaries of their stand space and they must not stand or sit in the aisles. If shared access space is provided between stands (most indoor events), this area must not be obstructed, and stands must not be set up in a way which encourages or allows customers to enter the gap between stands. Stands in marquees are "end to end" with

no access gaps. Exhibitors requiring an access gap must book space to accommodate it. Clothes rails, card stands, artwork browsers, etc., must be sited within the stand space, not in the aisles. Free extra demonstration space, if given, must be used for demonstration only, not for the display of goods for sale.

Times, Access, Setting up and Dismantling:

Exhibitors must not, in any circumstances, enter a venue or marquee before the setting-up access time which will be clearly shown in the "Exhibitor's Event Details" for each event. Stands must be fully set up and ready to trade 15 minutes before the start time of each event day. Stands must be manned throughout the event. ***Dismantling/"tidying" of stands must not commence before the specified closing time.*** Early packing-up/ "tidying" will result in cancellation of booking and/or refusal/cancellation of future bookings without refund of deposits or fees paid. Exhibitors are usually welcome to leave their stands set up overnight during events, at their own risk. The Organisers will not be liable for loss or damage and Exhibitors must make their own arrangements to secure their belongings throughout each event. All equipment, belongings and rubbish must be removed from the venue at the end of the last day of the event by the times shown in the "Exhibitor's Event Details" for each event.

Venues:

Exhibitors must behave appropriately at all times whilst at event venues. No offence or inconvenience must be caused to venue staff, neighbours, members of the public or anyone else present at the venue. Queries or requests regarding the venue must be dealt with through the Organisers. Exhibitors must not contact venue staff or management regarding bookings or event details, either before or during the event.

CANCELLATION:

Cancellation by the Exhibitor:

For all events, cancellation terms and fees will apply regardless of circumstances. Cancellations by the Exhibitor must be notified in writing/email and will be acknowledged in writing/email. N.B. Please do not apply unless you are sure you want to take part. **Deposits and any stage/balance payments are NOT REFUNDABLE in any circumstances.** Existing "Rolling deposit" scheme members should refer to details of the scheme, (it does not apply to all events). Membership of the scheme does not affect cancellation terms, and any forfeited deposits may be deducted from rolling deposits. If an Exhibitor fails to make any of the payments within the required timescales (see application forms) or fails to attend the venue in time to properly occupy the booked space by the opening times of the event, or brings unauthorised products to the event, the Organisers reserve the right to treat the booking as though it has been cancelled by the Exhibitor. This will result in the cancellation of the booking without any refund of fees.

Cancellation, Abandonment or Limitation of the Event by the organisers:

In the event of cancellation, abandonment, postponement or limitation of any event by the Organisers, including the need to reduce the number of Exhibitors originally booked, there will be no claim against the Organisers who also reserve the right to transfer events to other venues and/or dates. The Exhibitor accepts that the Organisers cannot be held responsible for any loss of earnings or expenses incurred by the Exhibitor as a result of booking cancellations, abandonments, postponements, pandemic mitigation measures, government or local authority restrictions, failure of electricity supply, inclement weather, incorrect or non-appearance of advertisements, removal of directional signs or any other reason. In the event of high winds or other extreme weather, or any other hazardous risks or conditions, either occurring or forecast, it may be necessary to cancel or postpone the start of an event, to abandon the event early or to close marquees or dismantle stands for safety reasons. If an event is affected by adverse weather or any other factors which lead to cancellation or the restriction of the extent of the event, there will be no claim against the Organisers and no refund of stand fees paid. The Organisers will take reasonable precautions and make all reasonable efforts to allow the event to take place fully. However, should it be deemed necessary to postpone, cancel or curtail the event, the Exhibitor must accept the loss of fees and lost income. The booking represents a potential opportunity to trade in whatever circumstances and conditions are present or occurring at the

time of the event. If those conditions or potential conditions make the staging of the event dangerous or inappropriate in the view of the Organisers, the management of any venue, government, local authority or the emergency services, trading must cease, and equipment must be removed or made safe. **The Organisers will not refund fees.** The booking is for the potential use of the space if the event goes ahead and does not imply any obligation on the Organisers to stage the event or provide any services. ***Exhibitors should also read fully, the details and descriptions of each event before applying.***

Cancellation Terms and Fees.

For all events, in the event of cancellation for any reason, by the Exhibitor or the Organisers, the following cancellation terms and fees apply. By applying for space, the Exhibitor accepts the risk of this expense.

Cancellation occurring:	**Cancellation Charge:**
Prior to the "balance due" date of each event:	25% (deposit amount)
On or after the "balance due" date of each event:	100% of Total fee payable

N.B. The above terms apply in all situations, including forced or recommended restrictions related to pandemic, other infectious diseases, war, terrorism, civil unrest, natural or manmade disasters, the closure of a venue, dangers or any other impediment which may cause the need, in the opinion of the Organisers, to abandon, postpone, cancel or limit the event in any way at any stage. Exhibitors apply for space on the strict understanding and agreement that deposits and balance payments are NOT refundable in any circumstances. Stand fees are used to cover the costs of processing bookings, venue fees, advance publicity, hire charges and administration which are necessary in order to prepare for the potential trading opportunity for the Exhibitor. If the event cannot go ahead, either fully or partially, there will be no refund of fees paid and the Exhibitor must accept that there is a risk of lost fees in these circumstances. By completing application forms, the Exhibitor is accepting this risk and agreeing to these terms.

Products:

Goods displayed must be in accordance with the requirements and restrictions specified for each event. All goods must be adequately described on application forms. Generalities such as "accessories", "as before", "homewares" etc. are not sufficient and may result in products being removed from display. Exhibitors must not display or offer for sale any weapons, fireworks, knives or other potentially hazardous, offensive or inappropriate items. Candles, etc., must not be lit. Naked flames and/or smoke/vapour of any sort are not permitted. Strong odours/perfumed products are not permitted. Any product changes before the date of the event must be approved by the Organisers who also reserve the right to remove or refuse to allow the display of items which could cause offence or are considered unsuitable for any reason. At events where the Exhibitor is required to display only his/her own work, no bought-in products may be included. Exhibitors at "maker-only" events must be able to show evidence that they are the makers/designers of the products on their stands. Any Exhibitor whose products do not appear to be his/her own work will be removed from the event immediately. At non-"maker-only" events, some bought in products will be included.

Conduct:

Exhibitors should be dressed appropriately and should behave in a professional manner at all times. Eating and drinking should not be visible to visitors or customers. Drinking of alcohol is not permitted at or near stands. General standards should be as would be expected from staff in most reputable shops. No aggressive, discriminatory or intrusive behavior, language, material or sales techniques are allowed. No political or religious propaganda, campaigning or literature are allowed. No music, microphones, calling out, or "pitching" are allowed. No raffles, "pick a ticket", tombolas, mock auctions, or similar games of chance are allowed. Customers must be treated politely, professionally and fairly at all times.

Trading standards and licensing:

All Exhibitors must be aware of, and comply with any relevant trading standards/environmental health or licensing requirements and legislation. ***It is the Exhibitor's responsibility to ensure in advance and during the event that they are trading within the law.*** The name and address of the Exhibitor must be displayed clearly on the stand. Hygiene certificates must be provided by any Exhibitor selling food of any kind. Any Exhibitor selling food or drink must display a valid food hygiene rating certificate showing a rating of 5 (five). Any Exhibitor selling alcohol will be responsible for arranging his/her own suitable Licence/Temporary Event Notice with the relevant local authority. Copies of licenses granted must be provided to the Organisers in advance and must be available for inspection at the event. The organisers reserve the right to remove or refuse to allow the sale of any item which, in their opinion is not safe or of suitable style or standard of manufacture. By applying for space, the Exhibitor consents to his/her details being passed on to customers, local authorities, venue management, police etc., if requested during or after the event. It is the Exhibitor's responsibility to ensure that any complaint from customers is dealt with fairly, promptly and politely. Any defective product must be replaced, or a refund given. The Organisers must be notified of any complaint that has not been fully and promptly resolved to the customer's satisfaction.

Safety:

The Exhibitor should carry out and record a risk assessment relevant to his/her involvement in the event. The written risk assessment must be made available to the Organisers if requested in advance or at the time of the event. Exhibitors must cause no hazards and must ensure their equipment is safe and suitable for the purpose for which it is being used. Trip hazards must be removed or protected, and all equipment must be safely constructed. At outdoor events, where Exhibitors provide their own gazebos, stalls, marquees etc., these must be made safe from the start in case of high winds, expected or unexpected. They should be safely weighted or pegged and roped down if on grass. On hard surfaces, suitable and adequate weights must be affixed to all structures. The Organisers reserve the right to insist on the removal of any stand that they, venue management or emergency services, consider to be a risk to safety.

Fire Prevention:

No generators, fuel, heaters, kettles, cookers, gas, joss sticks, incense cones or naked flames (e.g. burning candles) are to be brought to or used at any venue without the written consent of the Organisers. There is a strict "NO SMOKING OR VAPING" policy at all our events. Some venues and local authorities insist that table coverings etc. should be fire-retardant. It is the Exhibitor's responsibility to comply immediately with any official requirements, legislation, or requests from venue management. All electrical equipment must be safely positioned and must comply with the requirements in the Electricity section below. There must be no accumulation of combustible rubbish on or around the stand.

Electricity:

Where an electricity supply is provided by the Organisers, access will be provided to one socket outlet. Exhibitors should bring their own extension leads if needed. At the time of booking, the Exhibitor must notify the Organisers of the total wattage of appliances to be used. ***This must not exceed 500watts***, unless by prior agreement with the Organisers. ***Kettles, heaters, cookers, boilers etc. must not be used in any circumstances.*** All electrical equipment must be suitable for the purpose and environment in which it is being used. It must be wired and fused correctly and in good repair. The Organisers reserve the right to inspect equipment and to disconnect faulty or unsuitable items. ***N.B. To ensure compliance with legislation, with the exception of low-voltage items, all electrical equipment (including extension leads) must be P.A.T. tested and certificated.*** The Exhibitor will have to remove any electrical equipment (including new items) without a current P.A.T. sticker and certificate. In this case, there will be no refund of fees paid. If in any doubt, please contact the organisers.

The Organisers cannot guarantee the continuation or reliability of electrical supply. Whilst every effort is made to avoid problems, the Exhibitor must accept that there can sometimes be failure of equipment or interruption of electrical supply. The Organisers do not accept liability for any loss of income or trading opportunity, and no fees will be refunded.

Insurance, Indemnity and Claims:

The Organisers will not be liable for any theft, loss or damage to persons or property which the Exhibitor, their agent or staff may cause or sustain from any cause whatsoever. By applying for space, the Exhibitor agrees to indemnify the Organisers against all liabilities, actions, costs, claims and compensations for injury or loss to any persons or property which results from his/her participation in any event. The Exhibitor must adequately insure to cover all his/her liabilities. ***The Exhibitor must hold a suitable policy of insurance for Public and Products liability***. The organisers strongly recommend cover of at least £5m. The current minimum level of cover is £2m at some venues and £5m at others but Exhibitors must increase this level at any time if required to do so by any venue, local authority, or the organisers' own insurers between the time of booking and the start of the event. Details of current minimum insurance requirements are shown in the "Exhibitor's Event Details" for each event. ***Evidence of the policy must be provided at least two weeks in advance of the event***, for inspection and retention by the Organisers. The Exhibitor must have a copy of insurance evidence at the event at all times. £5m insurance can be obtained at reasonable cost **(usually approx. £50-£60 per year)** through various insurance providers. Please contact the organisers for information if needed. N.B. The Organisers are not associated with any insurance providers and cannot advise as to individual suitability.

Vehicles:

Vehicles must be parked as requested by the Organisers or marshals and must be moved immediately on request. Exhibitors' vehicles must not be left in disabled parking areas (even if displaying a disabled badge) and must not obstruct members of the public or other Exhibitors or their vehicles. There must be no vehicle movements in restricted areas while events are open to the public. Vehicle passes must be displayed and must clearly show the Exhibitor's name. All vehicles enter and remain parked at any venue at the owner's risk. The Organisers do not accept responsibility for the security of vehicles or property and cannot be held responsible for any loss or damage, howsoever caused.

Rubbish disposal:

Exhibitors must remove all business-related waste materials, cardboard boxes and general rubbish from any venue. Bins are provided for the use of customers and must not be used for Exhibitors' packaging, empty boxes, damaged goods, etc. Public rubbish bins must not be used by Exhibitors. We do not have permission to leave rubbish in or beside these bins. ***If you brought it with you, you must take it away with you.***

Non-Compliance:

The Organisers reserve the right to terminate bookings before or during an event, to refuse further bookings, and to cancel existing bookings from any Exhibitor failing to comply with any of the aforementioned terms and conditions or with any reasonable request made by the Organisers or their staff, either verbally or in writing. In this case there will be no claim against the Organisers and bookings will be deemed to have been cancelled by the Exhibitor. This will result in the loss of deposits and fees paid.

PLEASE CHOOSE WHICH APPLICATION FORM
YOU REQUIRE AND COMPLETE ALL SECTIONS...

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Craft & Design Show

RHS Hyde Hall: 30th April – 3rd May 2027 (Bank Holiday)

EXHIBITOR APPLICATION: MARQUEE SPACE

Name..... Trading Name .....

Email.....

Address.....

.....

.....Postcode.....

Telephone..... Mobile.....

Website.....

Facebook..... Instagram .....

Other .....

GENERAL PRODUCT CATEGORY/IES

e.g., Jewellery, Artwork, Food, Glassware, Woodwork, Pottery, Textiles etc. .....

DESCRIPTION OF PRODUCTS

Please give clear details and avoid using generalities like 'Accessories', 'As before', 'Homewares' etc.

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If you have not listed JEWELLERY as a main product, do you want to sell ANY items of jewellery?

☐ Yes ☐ No

Are all your products made by you? ☐ Yes ☐ No Are all your products designed by you? ☐ Yes ☐ No

If you sell FOOD products, which local authority are you registered with?.....

What is your Hygiene Rating?..... (We will need copies of your certificates).

If available, would you like free extra space for demonstration of your craft making only? ☐ Yes ☐ No

**If Yes, please email us with details of type of demonstration/s, space required, duration of demo etc.*

PLEASE COMPLETE THE FEES, PAYMENT AND DECLARATION SECTION ON NEXT PAGE.

OFFICE USE ONLY:

Rec: Dep: Conf: Bal: Insurance? Certs?

Craft & Design Show - RHS Garden Hyde Hall 2027

MARQUEE FEES, PAYMENT & DECLARATION

Please complete ALL sections and add the total.

FEES	Standard spaces: 2m in depth. - N.B. No access gaps provided. **Please complete ALL sections and add the total.**

SELECT YOUR STAND FRONTAGE. If your required stand size is not listed, please call us to discuss before completing this application.

2.5m = £472	3m = £548	4m = £696	5m = £848	6m = £997	£

Electricity socket, if required @ £48	**Total Wattage Used:** (Max 500w)		£
Table Hire (approx. 6ft x 2ft 3in.) @ £12 per table	**Number of Tables required:**		£
Chair/s Hire – @ £6 per chair	**Number of Chairs required:**		£
OTHER STAND SIZES: Larger stands and extra depth stands are available. Please contact us to discuss options before completing form.	**TOTAL PAYABLE**		£
	25% non-refundable deposit		£
	Balance payable by 24/03/2027		£

PAYMENT METHOD: FASTER PAYMENTS - PLEASE TICK TO ACCEPT

BANK TRANSFER		We will email you to advise of payment details (Please do not make payment until we have confirmed acceptance of your application).
CHEQUE/S	N/A	Unfortunately, due to changed banking facilities and fees, we are no longer able to accept cheques.

EXHIBITOR'S DECLARATION:

I, the Exhibitor named above, wish to book space as above. I have completed this form fully and accurately. I also confirm that I have read, understood and will comply with all the requirements in the organisers' "Terms and Conditions of Booking, 2027" and the "Exhibitor's Event Details 2027" for this event. I understand this forms the basis of the contract between the organisers and myself. I will provide evidence of suitable Public and Products Liability Insurance Cover, valid for the dates of the event (including set up days), at least two weeks before the event.

Print Name ..... Date.....

Signature.....

woodlandcrafts EVENTS MANAGEMENT

Tel: 07870 139545
Email: info@woodlandcrafts.co.uk

Gatcombe House,Copnor Road,
Hilsea, Portsmouth, PO3 5EJ

Craft & Design Show

RHS Hyde Hall: 30th April – 3rd May 2027 (Bank Holiday)

EXHIBITOR APPLICATION OPEN GROUND SPACE

Name..... Trading Name .....

Email.....

Address.....

.....

.....Postcode.....

Telephone..... Mobile.....

Website.....

Facebook..... Instagram .....

Other .....

GENERAL PRODUCT CATEGORY/IES

e.g., Jewellery, Artwork, Food, Glassware, Woodwork, Pottery, Textiles etc. .....

DESCRIPTION OF PRODUCTS

Please give clear details and avoid using generalities like 'Accessories', 'As before', 'Homewares' etc.

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If you have not listed JEWELLERY as a main product, do you want to sell ANY items of jewellery?

☐ Yes ☐ No

Are all your products made by you? ☐ Yes ☐ No Are all your products designed by you? ☐ Yes ☐ No

If you sell FOOD products, which local authority are you registered with?.....

What is your Hygiene Rating?..... (We will need copies of your certificates).

What type of stand will you be using? (e.g., gazebo etc.).....

N.B., Your gazebo/marquee must be manufactured for professional use. You will be required to provide images of your unit.

What size is your unit? ..... **How do you secure it?** *(e.g., weights/pegs etc.)* .....

PLEASE COMPLETE THE FEES, PAYMENT AND DECLARATION SECTION ON NEXT PAGE.

OFFICE USE ONLY:

Rec: Dep: Conf: Bal: Insurance? Certs?

Craft & Design Show - RHS Garden Hyde Hall 2027

OPEN GROUND FEES, PAYMENT & DECLARATION

Please complete ALL sections and add the total.

FEES	All stands are 3m in depth. - N.B. No access gaps provided. **Please complete ALL sections and add the total.**				
SELECT YOUR STAND FRONTAGE. If your required stand size is not listed, please call us to discuss before completing this application.					
3m = £360	4m = £440	5m = £520	6m = £600	Other**	£
Electricity socket, if required @ £48			**Total Wattage Used:** (Max 500w)		£
Table Hire (approx. 6ft x 2ft 3in.) @ £12 per table			**Number of Tables required:**		£
Chair/s Hire – @ £6 per chair			**Number of Chairs required:**		£
****OTHER STAND SIZES:** Please contact us to discuss options before completing form..				**TOTAL PAYABLE**	£
				25% non-refundable deposit	£
				Balance payable by 24/03/2027	£

PAYMENT METHOD: FASTER PAYMENTS - PLEASE TICK TO ACCEPT

BANK TRANSFER		We will email you to advise of payment details (Please do not make payment until we have confirmed acceptance of your application).
CHEQUE/S	N/A	Unfortunately, due to changed banking facilities and fees, we are no longer able to accept cheques.

EXHIBITOR'S DECLARATION:

I, the Exhibitor named above, wish to book space as above. I have completed this form fully and accurately. I also confirm that I have read, understood and will comply with all the requirements in the organisers' "Terms and Conditions of Booking, 2027" and the "Exhibitor's Event Details 2027" for this event. I understand this forms the basis of the contract between the organisers and myself. I will provide evidence of suitable Public and Products Liability Insurance Cover, valid for the dates of the event (including set up days), at least two weeks before the event.

Print Name ..... Date.....

Signature.....

woodlandcrafts EVENTS MANAGEMENT

Tel: 07870 139545
Email: info@woodlandcrafts.co.uk

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Hilsea, Portsmouth, PO3 5EJ