



## Terms and Conditions

**Date:** Sunday 25th August 2019; 10.00am – 4.30pm

**Venue:** The Market Square, Southwell, Nottinghamshire. NG25 0FS

The event is for makers to exhibit and sell their own ceramic work. Makers should be present at all times.

Work should be displayed and ready for sale by 10.00am and packing up should not start before 4.30pm.

**Setting up:** Southwell Town Council will be responsible for setting up the stalls in the Market Place on Sunday morning. Potters can set up from 8.00am. Each stall will comprise of an 8ft x 4ft table with canopy. Electric power will not be available. More information about setting up and packing up will be provided well in advance of the event.

**Cost of a stall:** £75. Payment in full is due on notification of being offered a space. Withdrawal before July 25th will incur a £20 cost and withdrawal after July 25th will result in the loss of the full stall fee.

Shared stalls are only permitted if agreed with CIS organisers at the application stage.

**Public Liability Insurance** The organisers of Ceramics in Southwell have their own PLI but it is a requirement that every participant must also have their own PLI. If your current certificate does not cover the period of the event you will need to send a copy of the new certificate within a month of the event.

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It is hoped that all makers will help build an audience for CIS by:

- Informing their own customers.
- Detailing the event on their website, facebook page and other social media platforms.
- Helping to distribute promotional material in their local vicinity.
- Generate a general awareness of the event in their geographic area.

This is one of the main and most powerful ways to ensure the success of the event and secure its future.

**Signing the Application Form means you have read the Terms and Conditions.**