

Blackthorpe Barn

Estate Office, Rougham, Bury St Edmunds, Suffolk IP30 9LZ
Tel: 01359 270091 Fax: 01359 271555
email: events@blackthorpebarn.com
www.blackthorpebarn.com

SEE OUR
MAKERS' PAGE

www.blackthorpebarn.com/makers

- TESTIMONIALS
- LIST OF ACCOMMODATION
- INSURANCE DETAILS



Dear Craftperson

Crafts at Blackthorpe Barn

We have great pleasure in inviting you to apply for space at *Crafts at Blackthorpe Barn* for 2010. We are very proud of the standard of work that we show at our craft events. This is achieved by a process of strict vetting, to ensure that only suitable work is shown in the Barn. WE DO NOT ALLOW ANY IMPORTED OR BOUGHT IN PRODUCTS TO BE SOLD AT OUR CRAFT EVENTS. We are particularly looking for originality and flair in design and skill and dedication in making. Photographs of all work that would be shown at the Barn must be submitted to the selection committee with any completed application form. **If accepted we will then require a photocopy of your Public Liability Insurance Certificate minimum cover of £2 million.**

At Blackthorpe Barn we create events with masses of atmosphere, utilizing the wonderful surroundings of this unique venue and adding music and authentic decorations to complete the effect. Our picturesque location near the A14, Junction 45, attracts fifteen thousand people through comprehensive press advertising, the distribution of 10,000 brochures, 40,000 handbills, and posters on request, our informative website/facebook and through the use of local AA signs. This year we will be charging the public £2 admission. OAPs £1 and children free. We will again be offering a season ticket for the public, costing £6. Twenty complimentary tickets will be provided to each stallholder free of charge, for them to distribute to their best customers, (these are not season tickets).

Christmas at Blackthorpe Barn consists of five successive weekends of Crafts events at the Barn, enhanced by the sale of more than five thousand Christmas trees, from the adjoining buildings during this period. We spend a lot of time and money decorating the Barn with holly, ivy, fir branches and mistletoe. Our other attraction is Bar Humbug, a licensed bar selling locally made beers and mulled wine.

WEBSITE ENTRY

Our website www.blackthorpebarn.com lists all Crafts exhibitors under the relevant dates. We are offering an opportunity for each Crafts exhibitor to enhance their entry by paying a small fee of **£25** which will give them their own full page on our website with several images and the chance to give much more information about themselves. This information will remain on the site for a year and represents excellent value for money. Furthermore there is the ability to generate discount vouchers from the page useable at Blackthorpe Barn during our Crafts event to help to bring customers specifically to your stall and to add their email address to your existing database.

To find out more contact Ady White at awdesign@keme.co.uk

For more information visit our website or e-mail us on events@blackthorpebarn.com

Best wishes

Katie Millard

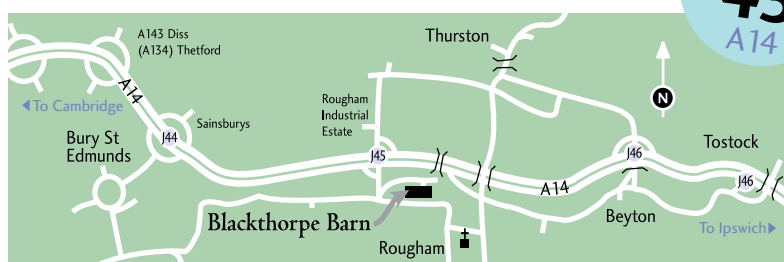
George Agnew

Help prevent waste! In the interest of the environment if you prefer **not** to receive information about our events please email awdesign@keme.co.uk



EMERGENCY TELEPHONE NUMBER AT BLACKTHORPE BARN DURING EVENTS

01359 270880



Sat Nav: IP30 9JG



*Katie Millard
and George Agnew*

General information

How to book

Please read the following information before completing the Booking Form and read the Rules and Regulations on the back of the Booking Form.

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.

Stalls

Each stall is provided with a table of 72" x 30", a chair and access to an electrical point. 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 fan heaters. We will be providing space 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.**

CANCELLATIONS Important, the following rules apply: **Cancellations must be received in writing at the Rougham Estate Office, Rougham, Bury St Edmunds, Suffolk, IP30 9LZ. Cancellations received more than thirty days prior to the event to be cancelled will incur an administration charge of £50 per weekend or part weekend.** Cancellations received less than thirty days prior to the event will not be eligible for any refund.

Setting Up

The Barn will be open for setting up from 8.00am on Saturdays and 9.00am on Sundays.

On Fridays stallholders can set up between 10am and 4pm. Doors locked at 4pm.

All stallholders must be fully set up and in their places by 9.30am on Saturdays and Sundays.

Opening Times

The Barn is open to the public from 10am to 5pm. An entrance fee of £2 for adults is charged, OAPs £1 and accompanied children free. A season ticket of £6 for all ten days is also available.

Dogs will NOT be permitted in the Barn during events except guide dogs.

Insurance You must obtain public liability insurance to cover yourself, your stand, your work and Blackthorpe Barn Arts against any accidents caused by your negligence. **A copy of your insurance certificate must be attached to your application form to enable your booking to proceed.** (Refer to No.12 of rules & regulations.)

Security A burglar alarm system is in operation in the Barn. Gates on the approach roads to the Barn will be locked by 6.30pm.

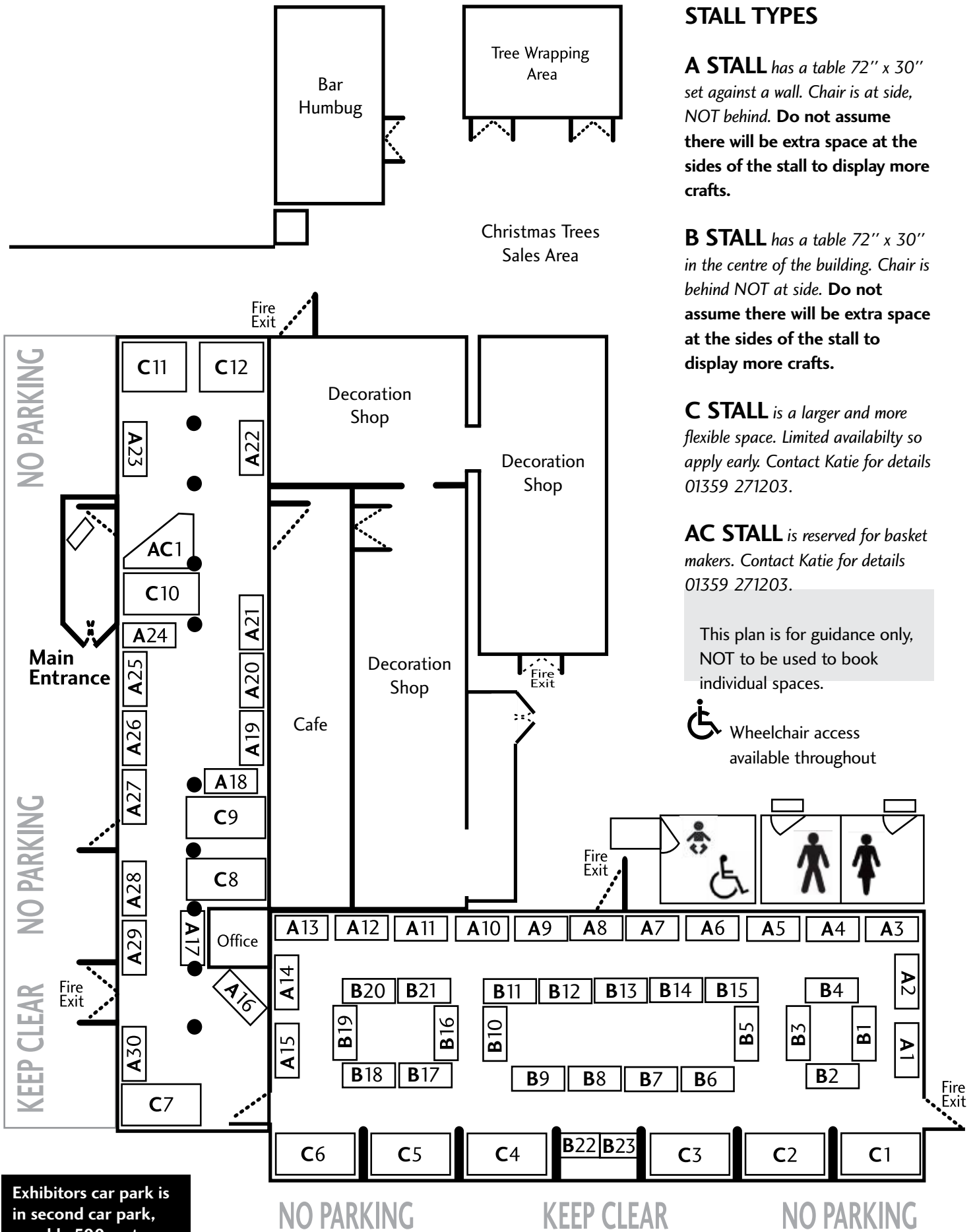
Refreshments will be on sale at each craft weekend.

When leaving please remove all of your own rubbish when you go. You must not leave before 5pm even if you have sold out.

Further Information

Katie Millard t: 01359 271203 m: 07786 797407
George Agnew t: 01359 270091 (answer machine only) m: 07771 501939

Ground Plan (not to scale)



STALL TYPES


A STALL has a table 72" x 30" 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 crafts.

B STALL has a table 72" x 30" 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 crafts.

C STALL is a larger and more flexible space. Limited availability so apply early. Contact Katie for details 01359 271203.

AC STALL is reserved for basket makers. Contact Katie for details 01359 271203.

This plan is for guidance only, NOT to be used to book individual spaces.

 Wheelchair access available throughout

Exhibitors car park is in second car park, roughly 500 metres away from the barn

Crafts at Blackthorpe Barn

PLEASE NOTE:

Stalls must be set up and supervised by 9.30am on both Saturdays and Sundays. They must also remain open until 5pm on both days, with no packing up until after 5pm.

ON ARRIVAL unload your vehicle and move it to further car parks as instructed.



Rules and regulations

- 1 Only craftspeople who are accepted by the organisers can take space in the programme of events.
- 2 Application for space at *Crafts at Blackthorpe Barn* is considered to be acceptance of these rules and regulations.
- 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 bookings without any reason given.
- 5 The exhibitor shall ensure that all flammable material used in connection with the exhibit or display shall be fireproofed or otherwise processed against fire in accordance with any applicable statutory or local regulations or requirements to which the event may be subject. Lit candles can only be used at the discretion of the organisers.
- 6 No dogs (except guide dogs) will be allowed in the barn at any time.
- 7 **A signed booking form is a contract and assumes that these rules and regulations have been read.**
- 8 Bookings are only acceptable on receipt of cheques made payable to Rougham Estate Farms, for the full amount of events booked. Post dated cheques will be accepted dated thirty days prior to the event booked. (One cheque per weekend please.) Costs charged to Rougham Estate Farms as a result of any cheques which do not clear when presented to the bank will be payable by the exhibitor. Receipts will be sent out when bookings are accepted.
- 9 **CANCELLATION.** Important, the following rules apply: **Cancellations must be received in writing at the Rougham Estate Office, Rougham, Bury St Edmunds, Suffolk IP30 9LZ. Cancellations received more than thirty days prior to the event to be cancelled will incur an administration charge of £50 per weekend or part weekend.** Cancellations received less than thirty days prior to the event will not be eligible for any refund.
- 10 Stalls must be set up and supervised by 9.30am and remain open till 5.00pm on both Saturdays and Sundays.
- 11 If an exhibitor fails to show up at our craft event by 11.00am on the Saturday without contacting the organisers at the barn tel 01359 270880; 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.
- 12 Vehicles belonging to stallholders must be parked as instructed by the organisers or the parking stewards. Exhibitors Vehicle Pass must be displayed. **The parking area in front of the barn is reserved for the public only.**
- 13 **PHOTOGRAPHS.** At the time of booking we require photographs 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 craft 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.
- 14 **INSURANCE.** If accepted a photocopy of your Public Liability Insurance Certificate (minimum cover £2 million) must be sent after confirmation. **Do not send 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 craft 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.
- 15 The organisers reserve the right to restrict the display, demonstration or running of mechanical or electrical equipment such as loudspeakers, microphones, amplifiers, musical instruments etc.
- 16 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 the Rougham Estate.
- 18 **NO BOUGHT IN WORK IS ACCEPTABLE.**
- 19 The information given in any booking form or letter or accompanying booking 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.
- 20 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.
- 21 Exhibitors are expected to conform with all instructions given in General Information 2010.

Booking Form 2010

FOR OFFICE USE ONLY

WEEK ACCEPTED 1 2 3 4 5

STALL TYPE A B AC C

AMOUNT RECEIVED £

RECEIPT SENT YES WEBSITE ENTRY YES

INS RECEIVED YES EXPIRY DATE / /

Name.....

Business Name.....

Address.....

.....

.....

For Exhibitors to complete (to appear on website and listings)

Craft.....

Details.....

.....

.....

Postcode Telephone.....

Do you need a table? **Y/N** For overnight camping contact **01359 270121** www.thedellcaravanpark.co.uk
When enquiring please mention Blackthorpe Barn

Your email website



Images for our publicity material.
 You can email images to awdesign@keme.co.uk
 Colour prints or transparencies are NOT acceptable.

Number of A4 posters required

0 1 2 5

Stall bookings and charges Please circle required boxes below referring to groundplan.
 NB. We are only accepting bookings for full weekends.

Date	Area A		Area B		Area C
	Single	Double	Single	Double	
13-14 Nov	£95	£170	£95	£170	£225
20-21 Nov	£95	£170	£95	£170	£225
27-28 Nov	£95	£170	£95	£170	£225
4-5 Dec	£95	£170	£95	£170	£225
11-12 Dec	£95	£170	£95	£170	£225
Sub total	£	£	£	£	£
WEBSITE ENTRY <small>See covering letter</small>	<input type="checkbox"/> £25 (optional)		<input type="checkbox"/> £25 (optional)		<input type="checkbox"/> £25 (optional)
TOTAL ENCLOSED	£		£		£

Payment

Please make cheques payable (one per weekend) to **Rougham Estate Farms** and return this form with full payment to: **CRAFTS George Agnew, The Estate Office, Rougham, Bury St Edmunds, Suffolk IP30 9LZ**

I/WE HEREBY APPLY FOR THE ABOVE STAND SPACE AND AGREE TO ABIDE BY THE RULES AND REGULATIONS OF CRAFTS AT BLACKTHORPE BARN. **(Please read before signing.)**

I CONFIRM THAT ALL WORK FOR SALE IS MADE BY MYSELF.
 (Warning: If bought in work is displayed you will not be invited back)

Signed Date

PLEASE NOTE THAT THIS BOOKING FORM IS A BINDING CONTRACT ONCE SIGNED.

Check list

Have you: Signed the booking form and read Rules 9, 13 & 14, enclosed photographs,
 SAE, postdated cheque(s)?