

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

Our
22nd
year



Dear Craftperson

Crafts at Blackthorpe Barn

We have great pleasure in inviting you to apply for Crafts at Blackthorpe Barn for 2012. We are very proud of the standard of work that is shown at our craft events. This is achieved by a process of strict vetting, to ensure that only original work is accepted. WE DO NOT ALLOW ANY IMPORTED OR BOUGHT IN PRODUCTS TO BE SOLD. We are particularly looking for originality and flair in design and skill and dedication in making. Photographs of all work or website information must be submitted to the selection committee with any completed application form. If accepted we will require a photocopy of your Public Liability Insurance Certificate, minimum cover £2 million.

Each year 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/twitter and through the use of local AA signs. This year we will be charging £2 admission for the first two weekends with OAPs at £1 and for the remaining three weekends we will charge £3 with OAPs at £2. Season ticket of £9 for all ten days is also available. Children will be free. Twenty complimentary tickets (not season tickets) will be provided to each stallholder free of charge to distribute to their best customers.

Crafts at Blackthorpe Barn covers five successive weekends, enhanced by the sale of more than five thousand Christmas trees, along with holly, ivy, fir branches and mistletoe from our Christmas shop.

WEBSITE ENTRY

Our website www.blackthorpebarn.com lists all Crafts exhibitors under the relevant dates. We are offering an opportunity to enhance your entry by paying a fee of £25 which will give you your own full page with several images and the chance to add your own information. This 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 our Crafts event and 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

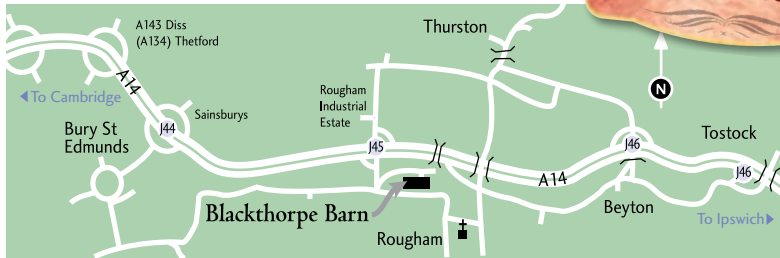
Katie Millard
kt.millard@btinternet.com

George Agnew
events@blackthorpebarn.com



Emergency telephone number at
Blackthorpe Barn during events ONLY

01359 270880



Sat Nav: IP30 9HZ



*Katie Millard
and George Agnew*

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.

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 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 booked will incur an administration charge of £50 per 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 9.15am ON SATURDAYS AND SUNDAYS.

OPENING TIMES The Barn is open to the public from 10am to 5pm. This year we will be charging £2 admission for the first two weekends with OAPs at £1 and for the remaining three weekends we will charge £3 with OAPs at £2. Season ticket of £9 for all ten days is also available. Children will be free.

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. (Refer to No.14 of Rules & Regulations.)

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

REFRESHMENTS will be on sale at each craft weekend.

WHEN LEAVING PLEASE REMOVE ALL OF YOUR OWN RUBBISH.

YOU MUST NOT LEAVE BEFORE 5pm EVEN IF YOU HAVE SOLD OUT.

Further Information

Katie Millard

e: kt.millard@btinternet.com

t: 01359 271203

m: 07786 797407

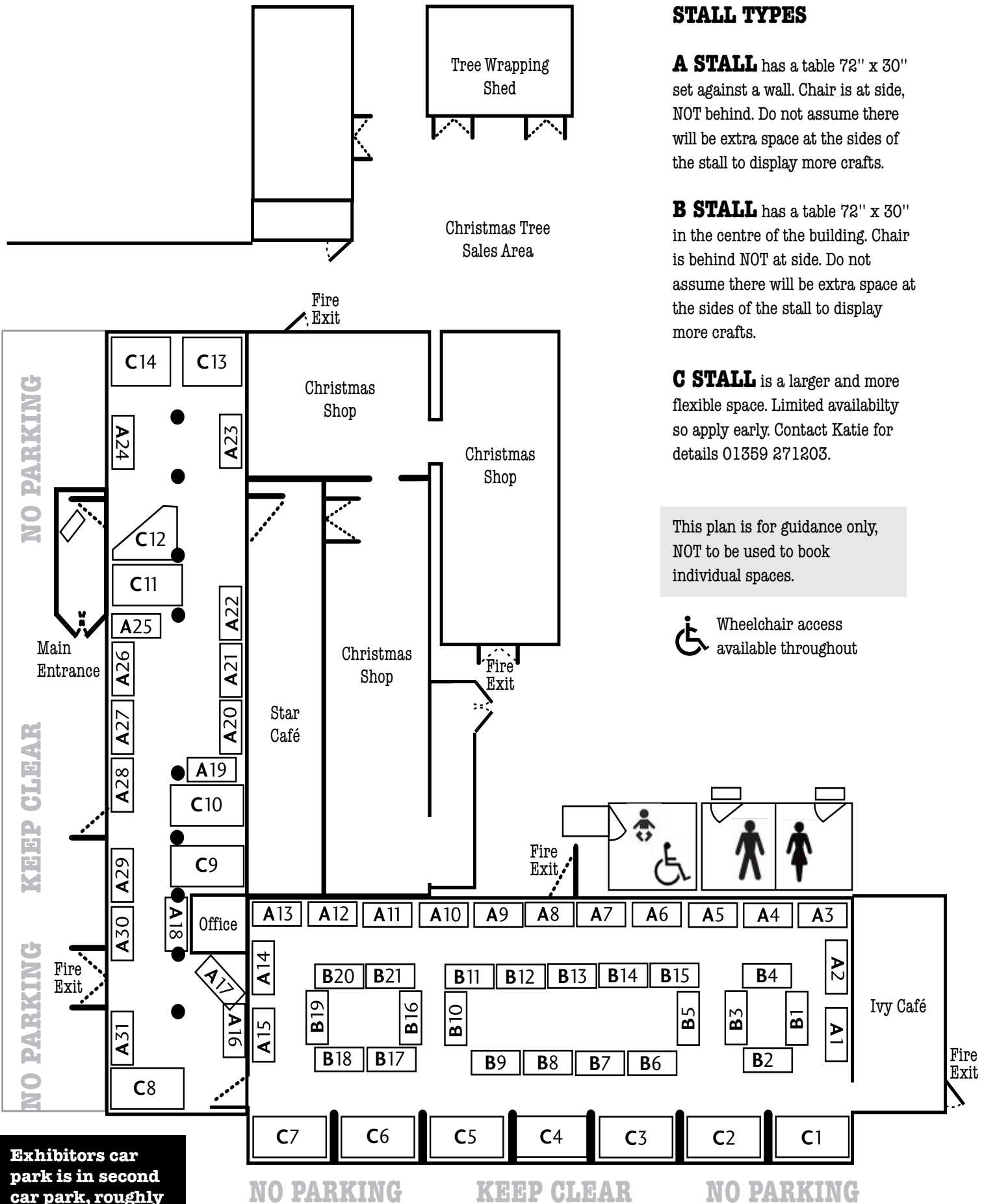
George Agnew

e: events@blackthorpebarn.com

t: 01359 270091 (answer machine only)

m: 07771 501939

Ground Plan (not to scale)



Crafts at Blackthorpe Barn

PLEASE NOTE:

Stalls must be set up and supervised by 9.15am 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. Exhibitors Vehicle Pass must be displayed. The parking area in front of the barn is reserved for the public only.



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 9.15am 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 **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.
- 13 **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.
- 14 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.
- 15 No smoking is allowed in the Barn at any time.
- 16 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.
- 17 **NO BOUGHT IN WORK IS ACCEPTABLE.**
- 18 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.
- 19 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.
- 20 Exhibitors are expected to conform with all instructions given in General Information 2012.

Booking Form 2012

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..... Tel:..... Mobile:.....

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..... WWW.....



You can send hi-res images (.jpg) for our publicity materials 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	
17-18 Nov	£95	£170	£95	£170	£225
24-25 Nov	£95	£170	£95	£170	£225
1-2 Dec	£95	£170	£95	£170	£225
8-9 Dec	£95	£170	£95	£170	£225
15-16 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 be asked to leave)

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 , 12 & 13
 enclosed photographs, SAE, postdated cheque(s)?