

## 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.**

### 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.

### OPENING TIMES

The barn is open to the public from 10am to 5pm. We will be charging £3 admission, £2 senior citizens, children and students are free. Season tickets can be bought for £7 (for all twelve days). It will also be free for the public to visit after 4pm.



### STALLS

Each stall is provided with a table of 72" x 30", a chair and access to an electrical point.

### 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.

**D STALL** is an area for food and drinks stalls.

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 radiant 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.

### INSURANCE

You must obtain public liability insurance to cover yourself, your stand, your work and Rougham Estate Farms 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.

### DOGS

Will NOT be permitted in the barn during events except guide dogs.

### REFRESHMENTS

Will be on sale at each craft weekend.

WHEN LEAVING PLEASE REMOVE ALL OF YOUR OWN RUBBISH.

## ATTENTION!

ALL STALLHOLDERS MUST READ THIS

### SETTING UP:

**Fri 10am-5pm**

*Double doors open in thatched barn*

**Sat 8-9.30am**

*Access through side doors only*

**Sun 8-9.30am**

*Access through side doors only*

**5pm**

*Double doors open for taking down*

### PAYMENTS:

On acceptance only. Please pay by cheque or card (See Rule 8!)

**EVERYONE TO BE SET-UP BY 9.30am**