

## MEMBERS AND GUESTS ARE EXPECTED TO ABIDE BY THE FOLLOWING PRINCIPLES

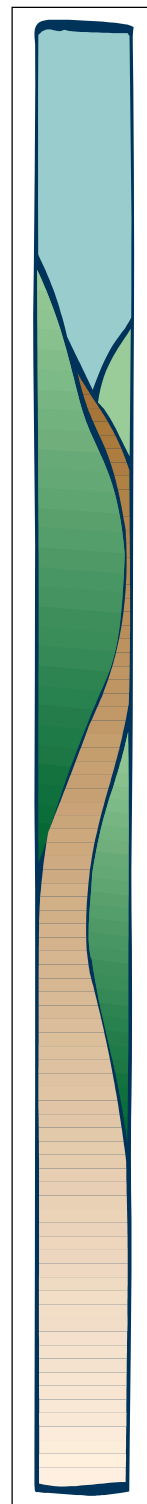
1. INDOOR EVENTS Stalls are to be ready for the public by 9.45am and are not to be dismantled until 4.30 pm

MARQUEE EVENTS: Stalls are to be ready for the public by 9.00am and in general will not be dismantled until 6.00pm (or at the discretion of the organiser)

2. **NO BOUGHT IN GOODS WILL BE ALLOWED.** Only items made by the exhibitor will be offered for sale, unless specific permission has been given by the Committee to include such items as pens, pencils, lampshades etc. which are accessories to the crafted item.
3. Any member, or Guest, displaying items not already agreed by Committee will be asked to remove them
4. Members and Guests may only exhibit **ONE** Craft
5. Permission to change from the Craft for which membership was granted must be obtained from the committee.
6. Hard-sell tactics will not be used. The first approach must come from the public.
7. Selling from the front of the stall and therefore blocking the aisles of the fair is not permitted

8. All stalls shall have drapes that reach to within 2" of the floor or ground to conceal boxes etc, that are stored underneath the table.
9. There should be no dismantling of stands until the organiser has closed the fair
10. All goods offered for sale must not overhang or be placed at the front or sides of a stall but must be kept within the booked space
11. Stalls must be manned at all times. If the need arises to leave the stall arrangements must be made with another exhibitor to look after it.
12. Members and Guests shall attend, in person, for the majority of Fairs they have booked
13. Members are expected to steward as required, by rota, as produced by the Secretary. If they are unable to carry out their duties it is **THEIR** responsibility to find a replacement.
14. Demonstrations are the principle on which Craft in Action was founded and on which it presents itself to the public, and the public rightly expects to be entertained.
15. The arrangement and layout of stalls will be made, in advance, by a Committee member and all exhibitors will be expected to abide by this.
16. A member, or guest, who has booked and does not attend, will be expected to pay the fees for that event

17. Work in progress, refreshments, or rubbish should not be put on the window ledge or shelves behind the stalls.
18. All rubbish must be taken away and not left behind the stall; particularly at Marquee events
19. As regulations, with respect to safety, particularly in the use of electricity are increasing, please ensure that you equipment is in sound working order and PAT tested. A 3 Amp fuse is all that is needed for lighting.
20. In line with the "Companies Registered Act 1981" Traders are required, by law, to display their name, or the name of their company, on their Stand.
21. Craft in Action holds a Public Liability Insurance of £5million. This does not cover an individual's stock or machinery/equipment used on a stall. This is the responsibility of the exhibitor, who must have their own Public Liability insurance.
22. To validate our group insurance **ALL** exhibitors **MUST** display the Craft in Action programme on their stall



# Craft in Action

## *Code of Practice*