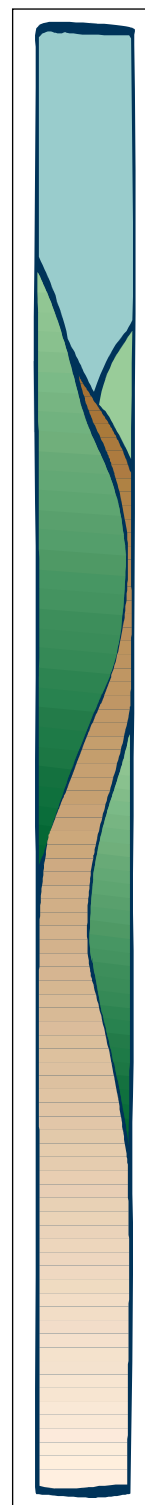


MEMBERS AND GUESTS ARE EXPECTED TO ABIDE BY THE FOLLOWING PRINCIPLES:

1. Stalls are to be ready for the public by 9.45am and are not to be dismantled until 4.30 pm
2. **NO BOUGHT IN GOODS WILL BE ALLOWED.** Only items made by the exhibitor can 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. Exhibitors displaying items not already agreed by the Committee will be asked to remove them.
4. Exhibitors may only display **ONE** craft unless otherwise agreed by the Committee.
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 or removal of goods for sale until the organiser has announced the closure of the fair.
10. All goods offered for sale 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. Exhibitors are expected to help the organiser with signs, banners, table assembling / disassembling and tidying / sweeping the hall at the beginning and end of the fair.
14. 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.
15. Exhibitors who have booked and do not attend will be expected to pay the fees for that event .
16. Rubbish and refreshments should not be left within view of the public.
17. All rubbish must be taken away at the end of the event.
18. As regulations with respect to safety, particularly in the use of electricity, are increasing, exhibitors must ensure that electronic equipment is in sound working order and PAT tested with the certificate to be presented upon request. Cables should be placed safely to avoid a trip hazard.



19. In line with the "Companies Registered Act 1981" exhibitors are required by law to display their name or the name of their company on their stall.
20. Craft in Action holds a public liability insurance of £5million. This does not cover exhibitors' stock or machinery/equipment used on a stall. This is the responsibility of the exhibitor, who must have their own public liability insurance.
21. To validate our group insurance **ALL** exhibitors **MUST** display the Craft in Action programme on their stall and must have upon them their up-to-date public liability insurance certificate.

Craft in Action

Code of Practice

Updated February 2022