

# CAVALIER

## General Information for Traders

### **BOOKING A TRADE STAND**

1. Booking of trade stands can only be done through the organiser.
2. Trade stands are available in frontages of approx 6 foot, 12 foot, and 18 foot, costing £40, £80 and £120. If the fees are paid in full before 15 December 2007, these prices are discounted to £35, £70 and £105. Full payment must be received no later than 15 January 2008 so that the funds can be processed through the TWWS bank account, and the venue paid before the event, in accordance with our agreement with the venue.
3. Traders will be provided with tables according to the sizes requested in their booking. The tables can be rearranged in your trade space as you see fit, but must not block any aisles or fire exits.
4. We aim to supply all the tables required, but to help everyone fit in, we may have to make minor adjustments to the paper plan.
5. A provisional booking can be made by phone or by returning the booking form obtained from the Organiser. The booking cannot be regarded as confirmed until TWWS receives a payment for the full amount. Before the day you will receive a written confirmation, with a plan showing your location in the venue and a receipt for moneys paid.
6. If you have lights you want to use for a display, you must advise us on your booking form. Power outlets are in short supply and we will need to arrange your location to suit. If you can bring your own extension cable please let us know.
7. In the case of a trader who has paid, but does not turn up on the day, TWWS reserve the right to retain any money that has been paid. If there are special circumstances please inform us as soon as reasonably practicable.

### **ON THE DAY**

8. We regret that it is not possible to set up trade stands on the Saturday night before the show.
9. On the Sunday, doors will be open for setting up if possible from 07.30, though we cannot guarantee that there will be anyone available to help carry stock until 08.00. Access to the venue is on the level. Suggested routes are shown on the venue plan.
10. On arrival you should park your vehicle in the public car parks, as close to the building as possible (see plan). Please DO NOT park in disabled parking bays. The car park is free on Sundays, but will fill up with Sunday shoppers so drivers please park with consideration for other car park users. While it is free parking, there may well be parking wardens patrolling.
11. If you want to use your own bookshelves or tables, you may do so, but you must not obstruct any passages or exits.
12. The public will be admitted at 10:00 am.
13. The doors will close at 16.00 and traders must have cleared the building by 17.00, in order that we can de-rig the venue.
14. The Centre has some rules regarding food and drink in the area we are using for the trade stands. The public are not allowed to wander round the centre with food and drink, but we have some leeway with the Centre Management as regards the people manning trade stands, who are "trapped" in some ways. We would just ask that you be discreet with your "rations". We are going to try and organise a delivery service with our caterers this year.
15. We look forward to seeing you there and wish you a successful and enjoyable time at CAVALIER.

**Revised October 2007**