



2010 Eden Foods Booking Form

Company Name _____

Contact Name _____

Address _____

Town _____

County _____ Postcode _____

Tel _____ Fax _____

Email _____ Website _____

I have read the attached Terms and Conditions and agree to be bound by them.

Signature _____ Date _____

Your Exhibits

Please give a full description of all food & drink items you will be offering. Please continue on a separate sheet if you require more room. Your booking will be taken on the basis of what you list here and you may not be permitted to display anything that is not listed.

You must complete this section in full.

Electrical Appliances

Please give a full description of all electrical items you will be using on your stand (kettle, heater, refrigeration etc.). Please also list voltage requirements for each item. Continue on a separate sheet if you require more room.

Will you be bringing a refrigerated vehicle that requires plugging in? (please list power consumption below)

You must complete this section in full.

Total amount due _____

25% of the total amount due is required with the balance enclosed post dated two calendar mother before the fair.

Deposit enclosed (current dated cheque) _____ Date (cheque) _____

Balance enclosed (post dated cheque) _____ Date (cheque) _____

Please make cheques payable to "Eden Crafts" and send to The Food Organiser, 39 Ross Court, Putney Hill, Putney SW15 3NZ. Tel: 020 8788 4434

Please indicate if you would like a receipt.



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Date	Venue	Space	Electric	Table	Chair	Amount
13 – 15 July	The Great Yorkshire Showground £499.00 8ft x 6ft Space £62.40 Extra 1ft x 6ft Space £50.00 Electrics Per 500w (Max 3kw) £100.00 24hr Power Per 500w (Max 3kw) £10.00 Table £2.00 Chair					
7 – 8 August	Woodvale Ralley £299.00 8ft x 6ft Space £25.00 Extra 1ft x 6ft Space £50.00 Electrics Per 500w (Max 3kw) £100.00 24hr Power Per 500w (Max 3kw) £10.00 Table £2.00 Chair					
18 – 21 November	Royal Kingston Christmas Fair £335.00 8ft x 6ft Space £41.00 Extra 1ft x 6ft Space £50.00 Electrics Per 500w (Max 3kw) £100.00 24hr Power Per 500w (Max 3kw) £10.00 Table £2.00 Chair					
22 – 28 November	Royal Kingston Christmas Fair £499.00 8ft x 6ft Space £63.00 Extra 1ft x 6ft Space £50.00 Electrics Per 500w (Max 3kw) £100.00 24hr Power Per 500w (Max 3kw) £10.00 Table £2.00 Chair					
29 November – 5 December	Royal Kingston Christmas Fair £549.00 8ft x 6ft Space £68.50 Extra 1ft x 6ft Space £50.00 Electrics Per 500w (Max 3kw) £100.00 24hr Power Per 500w (Max 3kw) £10.00 Table £2.00 Chair					
29 November – 23 December	Sutton Christmas Fair £3999 10ft x 10ft German BBQ Hut £1999 8ft x 6ft German Hut £1499 8ft x 6ft Space Only £249 Extra 1ft x 6ft Space £TBA Gas Supply £50.00 Electrics Per 500w (Max 3kw) £100.00 24hr Power Per 500w (Max 3kw) £10.00 Table £2.00 Chair					
6 – 12 December	Royal Kingston Christmas Fair £549.00 8ft x 6ft Space £68.50 Extra 1ft x 6ft Space £50.00 Electrics Per 500w (Max 3kw) £100.00 24hr Power Per 500w (Max 3kw) £10.00 Table £2.00 Chair					
13 – 24 December	Royal Kingston Christmas Fair £949.00 8ft x 6ft Space £118.00 Extra 1ft x 6ft Space £50.00 Electrics Per 500w (Max 3kw) £100.00 24hr Power Per 500w (Max 3kw) £10.00 Table £2.00 Chair					
Total Amount Due						

Eden Crafts Ltd. 39 Ross Court, Putney Hill, Putney SW15 3NZ

T: 020 8788 4434 F: 020 8780 0993 E: dina@edencrafts.co.uk W: www.edencrafts.co.uk



2010 Eden Crafts Booking Form Hygiene & Safety Rules

All exhibitors that handle open foods and/or provide hot food (even if that food is for sampling only) must have the following facilities:

1. Facilities for cleaning equipment including a portable supply of hot and cold water. All equipment coming onto the site should be cleaned before arrival.
2. Facilities for hand washing must be provided with a supply of hot and cold water and which are separate from facilities for cleaning equipment.
3. Soap and hand towels, or paper towels, for washing and drying hands.
4. Surfaces must be in good condition and be easy to clean/disinfect
5. Cleaning chemicals i.e. a surface sanitiser/disinfectant.
6. Facilities must be provided for keeping foods cool. Fridges or other coolers should keep food at 5°C or below.
7. A temperature probe and antibacterial probe wipes for monitoring hot and cold food and equipment temperatures. The temperatures are to be recorded in a suitable manner.
8. All hot foods on display for sale must be kept at 63°C or above.
9. All Re-heated food must be heated to 82°C or above.
10. Means to dispose of waste water and food waste and other rubbish.
11. An appropriate floor covering should be provided in all food handling units. Keep food off the ground. Keep food covered to prevent the food being contaminated.
12. A first aid box with waterproof plasters.
13. A gas safety certificate issued by a Gas Safe registered contractor qualified to inspect LPG installations should be available for viewing if gas operated equipment is used.
14. A periodic inspection report (PIR) for an electrical installation should be available and portable electrical testing (PAT) of equipment should have been carried out.

It is expected that all food handlers will have been formally trained in Food Hygiene. If food handlers have not received formal training they must be supervised at all times by someone who has.



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Photos of your work are required if new exhibitor. We would also be pleased to accept any non-returnable visual information such as postcards or good photographs that we can use for PR purposes. (Please supply a large SAE for return).

Exhibitors who desire to participate at any venue organised by Eden Crafts should as soon as practicable before the date of the venue send in booking form, list goods they wish to exhibit, with pictures and description where available, and enclosing the fees required. Verbal bookings are not accepted, we can however confirm availability of space at time of the call. Exhibitors can only sell the goods that they have listed on their booking form. The first two items listed on the booking form will be accepted as items sold in the show and anything else will be within the discretion of the organiser to accept or reject. The policy of Eden Crafts is to choose a combination of high quality crafts and gift items as well as limited services and food items. Care is taken to ensure variety.

Exhibitors are approved in the order their applications are received. Allocation of spaces at the venue is at the sole discretion of Eden Craft.

We reserve the right at its sole discretion and without giving any reason, to refuse any application promptly returning the full fees received, and to ask exhibitors to remove any of their exhibits and make alteration to their display which is considered unsuitable, failing which the exhibitor is refused admission without refund of fees. Each exhibitor undertakes to have his exhibits on display in his allocated space, in good order and professional manner with his or her vertical panels and table covered with a clean cloth that reaches the floor on all sides, adequately attended and in full view throughout the advertised hours of the venue. We reserve the right to open exhibition stand by the stated open times and keep open until closing time. Exhibits shall not obstruct the general view or hide the exhibits of others and shall not be packed, covered or removed before the end of the Fair without the permission of Eden Crafts.

No exhibit shall be packed, removed or dismantled prior to the closing of the exhibition without written permission from the organiser. To pack up and leave prior to closure of show can result in cancellation of other bookings with no refund.

Cancellation must be received in writing. No refund is made if the cancellation is made three months or less before the date of the venue, otherwise a refund is made less the deposit (25% of total fee). Space cannot be re-let without approval by the organiser.

Eden Crafts provides public liability insurance, but all exhibitors are required to provide their own PUBLIC LIABILITY INSURANCE. They are required to have it with them at all times. If you at present don't have public Liability insurance, please find on the back of our catalogue detail of Insurance. General security is provided, but Exhibitors are advised not to leave valuables overnight

Exhibitors using electricity must provide their own power-breakers which comply to British Standards together with adequate extension cables for their needs. All electrical equipment needs to have electrical inspection certificate for any electrical apparatus in accordance with the latest edition of the IEE Regulation, which can be provided by any N.I.C.E.I.A. registered electrical contractor. Electrical equipment used can draw power of up to 50 Watts. Please consult with the organisers if you require extra electricity. Exhibitors are responsible for clearing away rubbish from their own stands. In the interest of health and safety we request there be NO SMOKING in all venues.

Method of Payment

Full payment or 25% of total fee payable as deposit with booking (current dated cheques only) with the balance enclosed post dated two calendar months before fair.

Continued ...



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To Advertise

Eden Crafts has handled the promotion of each venue individually. For some, like the South of England Shows, the South of England Agricultural Society has more than adequate promotion to the whole of their activities.

In other venues, such as Woking Fair, Sutton and Wimbledon Town Centre Fair, Eden Crafts jointly with the council advertise these events extensively. We use different method of advertising for each venue. Some of these methods include:-

- The professional design and printing of posters and their distribution around the area.
- Advertisement in craft magazines and the local and national press.
- Erection of large banners.
- A large number of leaflets, between 20,000 and 50,000 were distributed through professional bodies or through national magazines.
- RAC signs were displayed
- Engagement of a PR consultant.
- A Father Christmas was engaged to promote the event.

The most effective promotion appropriate for each venue is under study by Eden Craft.

Limited Liability

Eden Crafts is fully aware that the success of its exhibitors and their financial well-being is of paramount interest to its continued success and who will pursue appropriate promotional activities to achieve this end. It will furthermore take public liability insurance for its venues and requires that its exhibitors to do the same.

Every exhibitor shall participate in the Fair entirely at his or her own risk in every respect, and shall absolve Eden Craft from responsibility for such risks, including personal injury, loss or damage to property: however this injury, loss or damage may be caused whether by fire, theft, inclement weather, interruption of power, defect in the equipment and building or failure of subcontractors or agents to perform.

Eden Crafts cannot, however, be held responsible, and its exhibitors absolve it from any responsibility, for loss of profits, for damage or theft of exhibitors stock, interruption of power or services, or failure of press advertisement fully contracted to appear, inclement weather and failure of subcontractors or agents to perform, which may result in loss to exhibitors. Eden Crafts does not provide insurance cover for theft or damage to exhibitors stock and recommends that they take adequate insurance against all risks. It is a condition of booking that exhibitors absolve Eden Craft from any responsibility for refunding fees paid by them except as specified under these conditions.