



THE SPRING FLING FAIR at Brownlow House Lurgan

Saturday 6th April 2019 / 12-5pm

Brownlow House, Windsor Avenue, Lurgan BT67 9BJ



Exhibitor Information Pack

**Please note that the number of tables available is limited so these will be allocated on a strictly first come first served basis. Once these have all been allocated, exhibitors will be required to provide their own table at a discounted price as above.*

- Chairs will be provided by the venue & organiser.
- Access to electric is limited and again these will be allotted on a first booked basis (if electric is required).

The allocation and location of spaces within the venue is at our discretion but if you have any special needs we will try to accommodate these where reasonably and practicably possible.

PUBLICITY

- The event will be publicised through press releases, on event listing sites, on the Brownlow House website, and through our own website, social media pages, newsletter, blog, mailing list, and flyer campaign.
- Sellers are listed as standard on the Exhibitor List on our website with a direct link back to their website, Facebook page, or blog.

BOOKING PROCEDURES

Space always sells out well in advance of our events so early booking is recommended to avoid disappointment.

- Go to the [website booking page](#) to submit the online booking form.
- On receipt of your booking form we will confirm availability of space and issue a PayPal invoice to complete the booking process.

PLEASE NOTE: Payment should be made in full by PayPal within 4 days of reserving a space to secure the booking.

TERMS AND CONDITIONS

Placing a booking for this event will indicate that you have read, understand and accept all terms and conditions below, including the Cancellation Policy.

EVENT AND VENUE RULES

Exhibitors will be notified of set up times, access details and other rules regarding set up and breakdown of stalls in advance of the fair, and these must be complied with to ensure smooth running of the event.

SECURITY, INSURANCE & INDEMNITY

The organiser and the venue are not responsible for any loss or damage that may occur at any time during the fair, event set-up or break-down, and valuables should not be left unattended. Each exhibitor has the responsibility to ensure that they have adequate public liability insurance.

Each exhibitor is responsible for any loss, damage or injury to person or property arising from any negligence on their behalf at any time during the event. The exhibitor shall indemnify the organiser, and the venue, in respect of any loss, damage or injury arising from their acts, negligence or omission.

CANCELLATION POLICY

Cancellations made up to 4 weeks before the event will be subject to a 50% charge of the total booking cost to cover administration costs. Alternatively the booking may be transferred to a future event.

If cancellations are made with less than 4 weeks notice to the event the exhibitor will not be eligible to transfer their booking to another event and no refund will be applicable. Exhibitors who fail to attend on the day of the event for any reason will not be eligible to transfer their booking to another event and no refund will be given.