



MIDSUMMER CRAFT IN THE CITY

Saturday 2nd June 2018 / 12 - 5pm

Market Square Event Space – Lisburn City Centre



Exhibitor Information Pack

We are delighted to announce that we will be returning to Lisburn on Saturday 2nd June 2018 for **Midsummer Craft In The City** at the lovely event space at Market Square directly in front of The Irish Linen Centre & Lisburn Museum in the City Centre.

Market Square
Lisburn
BT28 1AG

Stalls will be under marquee cover. Centrally located this event space is adjacent to the popular Linen Centre & Museum and is also surrounded by local shops & businesses in an area with high footfall. As with all our Lisburn fairs, this event is being partially funded by Lisburn & Castlereagh City Council so that we are able to make it free entry to the public.

We are now seeking applications from sellers of handcrafted, up-cycled and vintage

- Furniture, Homewares & Soft Furnishings
- Clothing, Fashion Accessories
- Jewellery
- Books and Stationery
- Artisan Food & Drink
- Art & Photography
- Toys & Child/Baby Goods
- Sewing and crafting supplies
- Crafting activities
- etc.

CRITERIA

Items for sale must comply with our **Fur Free Policy**, meaning that no real fur items may be displayed or sold, including real fur trims.

We have the right to reject any applications which we feel don't fit the ethos of our events.

STALLS & PRICING

The following stall sizes are available for this event:

Single Table Stall (without electric) £45

Single Table Stall (with electric) £50

Please Note:

Trestle tables and chairs will be provided by Lisburn City Centre Events. Exhibitors should bring their own tablecloths.

BOOKING PROCEDURES

- Please 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. If payment is not received within 4 days the space will be released and made available for other exhibitors to book.

TERMS AND CONDITIONS

Submitting a booking form for this event will indicate that you have read, understand and accept all terms and conditions below, including the Cancellation Policy and our aforementioned exhibitor criteria including Fur Free 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 week's 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.