

parking and unloading

A car park pass will be sent to you - please display this on your windscreen throughout the fair. Chilford Hall has free parking for up to 1000 cars. Unloading will be by means of large double doors straight into the exhibition hall. Our stewards will be available to give assistance where necessary. **Empty boxes that will not fit under your stand can be stored securely in the foyer area. Please ask at the front desk.**

refreshments

Chilford Hall will again provide the refreshments throughout the day for both exhibitors and public. **Free tea and coffee will be provided by the organisers for exhibitors from approx. 9.00am until 10.00am only.**

security

Specialist Glass Fairs Ltd. cannot accept responsibility for any loss of, or damage to, exhibitors' stock and we advise those who feel it appropriate to arrange their own insurance cover including public liability insurance in case they are held liable for any loss or injury to a third party.

visitor guide

We will again be producing a colour guide to the fair for visitors including a full exhibitor list, floor plan and an introduction to the foyer exhibition. If you would like to take an advertisement in this fair's guide please contact us as soon as possible (quarter page will cost £15 and full page £30).

no smoking policy

There is no smoking throughout the venue in line with current legislation.

We hope to see you at the fair and would ask that you book early. This will enable us to make reference to the variety and nature of the stock for sale in our advertising and the editorial coverage we are seeking. If you have any special pieces that you will be bringing to the fair then please let us know as we may be able to promote them in the run-up to the event. Please send us high resolution images (300dpi).

300 years of glass
in one day

www.cambridgeglassfair.com



chilford hall vineyard

linton
cambridgeshire
cb21 4le

sunday 26th february 2012

10:30am to 4:00pm

*** PLEASE READ CAREFULLY ***

specialist glass fairs ltd.
p.o. box 1144
linton, cambridge
cb21 4wj

www.cambridgeglassfair.com
tel/fax: 01787 277 100
mobile: 07887 762 872
e-mail: info@specialistglassfairs.com

the venue

Chilford Hall has an excellent purpose-built exhibition space and other halls which are ideal for the fair. It is well signposted from major routes such as the M11 and A14 and will also benefit from AA signing on the day.

times

setting up	8.30am onwards*
public entry	10.30am until 3.45pm
fair closes	4.00pm**
halls vacated	6.00pm

* **Unloading doors will be closed a.s.a.p. Please complete unloading and move your vehicle to the car park quickly. Please ensure that you are set up before the fair opens.**

** **Please do not start packing before the close of the fair.**

stands

The fair can accommodate approximately 100 tables in the Pavilion Hall (dependent on configuration) and 30 tables in the Contemporary Hall. Each table measures 6ft x 2ft 6ins. Chairs will be provided. Whilst we will endeavour to maintain stand positions this cannot be guaranteed.

Exhibitors must provide their own table coverings, which should extend to the floor at both the front and sides. Power is available to all tables for lighting purposes *only*. Exhibitors should ensure that their extension cables and lights are electrically safe and tested regularly.

No tables can be used other than those provided except for a small table behind your stand to work from, so long as you do not impinge on your neighbours' space or access. Please advise us of this in advance.

If you wish to use floor standing display cases then you must discuss this with us before booking. **Tables must be left in their original position.** Please check your tables before use.

Only two entry badges will be issued per stand unless by prior arrangement. Your badges and table numbers will be left on your table for you when you arrive. **Please wear your badges at all times in order that we may identify visitors who try to gain early entry to the fair. Your co-operation in this matter would be appreciated.**

Please be aware that stands cannot be shared with, or assistance given by, other non-participating dealers/collectors without written permission from Specialist Glass Fairs.

costs and payment

centre table x 1	£90
wall table x 1	£100
centre table x 2	£158
wall table x 2	£180

Payment must be made on return of the booking form. **Please return the booking form as soon as possible. Cheques should be made payable to 'Specialist Glass Fairs Ltd'.**

Cheques post-dated for 1st December 2011 are acceptable. No refunds will be given on cancellations after this date unless we can reallocate your stand.

confirmation of bookings

All bookings will be confirmed in writing or via e-mail. Please do not assume that you have been allocated a position until you receive this confirmation.

pricing and description

All items offered for sale at the fair must be clearly marked and priced, unless they are over 100 years old or works of art. All items will be assumed to be in perfect condition unless clearly marked as at fault (A/F). Receipts must be given if requested. Please do not offer for sale items that have been heavily restored.

card sales

In order to assist you, Specialist Glass Fairs is able to take card payments on your behalf during the fair. The charge is 5% of the sale price. Please ask at the reception desk.

dateline

There will be no dateline at this fair as we are keen to promote contemporary glass. This is a high quality glass fair and the organisers reserve the right to prohibit low quality stock.

advertising

The fair will be advertised widely in all the usual magazines and specialist publications as well as in the local press. It will also be promoted on the internet, local radio and via the website. Postcards and posters will be distributed in the preceding months to both the public and exhibitors. In addition, we have an extensive mailing list of local people interested in decorative arts. A poster campaign will be undertaken in Cambridge and the surrounding area.