

parking and unloading

The public car park is located under the Town Hall and is open from 9am. Exhibitors will need to unload in the forecourt and move their vehicle to the car park as soon as possible. Unloading will be by means of large double doors straight into the foyer. There is a lift to the lower ground floor from the foyer.

Empty boxes that will not fit under your stand will be able to be stored in the rooms off the lower ground floor.

refreshments

Refreshments will be provided throughout the day by 'Cuisine on Cue' The café will be open from around 9.00am until 4.30pm and will be located in the main foyer.

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 be producing a colour guide to the fair for visitors including a full exhibitor list and floor plan.

no smoking policy

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

We would ask that you book early as 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).

REFLECT2010

the london glass fair

www.reflectlondon.com

**Kensington
Town Hall**
Hornton Street
London
W8 7NX

Sunday June 13th 2010

11:00am to 5:00pm

*** PLEASE READ CAREFULLY ***

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the venue

Kensington Town Hall provides an excellent exhibition space in the centre of London. Situated just off Kensington High Street and within a short distance of Olympia, it is ideally located for a central London glass fair. It will also benefit from AA signing on the day.

times

setting up	*8.30am onwards
public entry	11.00am until 4.45pm
fair closes	5.00pm**
halls vacated	7.00pm

* Please complete unloading as soon as possible and 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 80 stands in the Great Hall, The foyer and the lower ground floor (dependent on configuration). 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 will be 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.**

costs and payment

single stand	£115
double stand	£200

Payment must be made on return of the booking form. **Please return the booking form by 31st March 2010. Cheques should be made payable to 'Specialist Glass Fairs Ltd'.**

Cheques post-dated for 15th April 2010 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.

dateline

There will be no dateline at this fair as we are keen to promote contemporary glass. This is a high quality 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 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 people interested in decorative arts.