

parking and unloading

A car park pass will be sent to you - please display this on your windscreen throughout the fair. Knebworth has extensive free parking. Unloading will be by means of doors straight into the exhibition halls. Our stewards will be available to give assistance where necessary. Empty boxes should left under your table or stored in your vehicle.

refreshments

Knebworth will again provide the refreshments throughout the day for both exhibitors and public from 9am.

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 exhibition.

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. (You need to set your camera the take the largest size image.)

300 years of glass
in one day

www.cambridgeglassfair.com

the
 **lass fair**
@ Knebworth

knebworth house

stevenage

hertfordshire

sg1 2ax

sunday 26th february 2017

10:30am to 4:00pm

*** PLEASE READ CAREFULLY ***

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the venue

Knebworth 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 A1M.

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

Each table measures 6ft x 2ft 6ins. Chairs will be provided. While 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

single stand - £131

double stand - £230

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'. If you wish to pay by Bacs or Paypal please contact us in advance.**

Post-dated cheques are acceptable as per the date on the booking form. 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. Flyers 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.