

Extravaganza '22

30th April – 2nd May 2022

Information for Crafters

(booking form overleaf)

Introduction

THANK YOU for taking part in our crafting and modelling weekend. A chance to demonstrate your skills and showcase your craft to a wide range of visitors. As well as that we are putting our wonderful grade 1 Norman church to use and supporting our chosen charity; Liberty Tea Rooms.

Set up, drop off & parking

We are unable to provide dedicated parking for the more than 35 people involved each day in the event, however drop off near our hall is possible at the start of each day. We will keep an area coned off for this purpose. After you have unloaded please take your car to one of the many nearby car parks in and around the Old Town and Gadebridge Park. You can usually set up your displays the evening before if you would like and we are particularly encouraging this for Saturday's exhibitors who can set up on Friday afternoon and then show off their skills at the Friday night preview evening.

Preview evening and refreshments

You are invited to the preview event in the church on Friday 29th April from 7-9pm. Live music, drinks and canapés along with the official opening and launch party. Please indicate your availability on the booking form. Whilst you are exhibiting with us we will provide hot and cold refreshments at regular intervals along with a light lunch served at your stall/exhibition area. Both hall and church have toilet and kitchen facilities.

Brief description of your craft

We will be compiling a brochure for the event and would like to include two or three lines and a picture (if available) from each exhibitor. Please attach a short description of your craft and demonstration, complete with your own experience and passion for what you do, when you submit your booking form. Contact details and offers to accept commissions can be included if you want.

Insurance & Security, Health & Safety

Our events and buildings are covered by public liability insurance however we cannot be responsible for personal property which you must take every effort to protect. The event will be risk assessed and subject to a Health & Safety audit but it remains the responsibility of the individual to take care at all times especially in regard of a listed building built in a different age from our own. Please look out for steps, slippery surfaces and sharp objects which may cause damage or be a hazard.

Respond

RETURN the booking form, overleaf BY 5th April by post or email to:

- Jenny (craft co-ordinator) organicindigoleslie@gmail.com
- John – the Vicar – event organiser teamrector@hotmail.com 01442 265272

or post to: Team Office, St Mary's Church Hall, High Street, Hemel Hempstead HP1 3AE

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Craft stall/demonstration Booking Form

(general information overleaf)

Your craft:

Your name:

(please provide full name for security badge)

Your telephone number:..... Your e-mail address:.....

I can exhibit at the following times (please ✓):

SATURDAY 30th April, 10am-4pm

MONDAY 2nd May, 10am-4pm

SUNDAY 1st May, 11.30am-4pm

ALL THREE DAYS

If you book only one day, then **indicate a 2nd choice** as we may be full on your preferred day!

My stand will have ONE/TWO/THREE people on it. (We need numbers for security and catering reasons)

(delete as applicable) (print their full names for their security badge, below)

NAMES:

.....

.....

I have a preference to be: In Church on 6 x 2 boards (provided), on top of the pews

In Hall on 6 x 2 tables (provided), free standing

I would like to set up the evening before Y / N

The time each demonstration will take is:.....minutes

I will demonstrate my craft *once/twice* during the morning and *once/twice* during the afternoon, once only on Sunday.

or

I can provide continuous demonstrations when people are at my stall as necessary

(delete as applicable)

I need electricity available on my stand: Y / N

I will be selling products related to my demonstration: Y / N

I/we will attend the preview evening at 7pm on 29th April: Y / N

Privacy Statement

Signed.....

I agree

In the Hemel Hempstead Team Ministry, we take privacy seriously and will only use your personal information to respond to your request and inform you about your service or event.

We may contact you about events linked to your enquiry but will never pass your information to a third party or any commercial organisation. (General Data Protection Regulation May 2018 applies)