



Made in Tod! - Booking Conditions

1. We will provide one table (1.8m x 0.675m) and one chair per reserved space in the Main Hall of the Town Hall.
2. We will provide one table (1.515m x 0.675m) and one chair per reserved space in the Committee room of the Town Hall
3. Arts and Crafts businesses can share spaces but you must arrange this yourself. No bookings can be taken for half spaces. However, if you do share a space, we will need both businesses to complete a booking form so that all details can be included in the plans/brochure. Please make it clear in the “Special Requirements” who you will be sharing your space with.
4. We will provide access to an electrical socket only if notified on the booking form. Please note, there is no access to electricity for central tables.
5. If you have a free standing display stand and do not require the table, please notify us asap. You may then use the space that would be taken up by the table.
6. If you require more space, please book a double or triple space.
7. Priority will go to Todmorden businesses with an OL14 postcode. However, businesses from outside this postcode area can apply and will be allocated remaining spaces on a first come, first served basis.
8. Businesses must commit to exhibiting on both full days.
9. All stands must be manned between 10.30am and 4pm on both days. Refreshments will be available on the ground floor of the Town Hall.
10. The Town Hall will be open for set-up from 8am on Saturday 12th March. Companies must ensure that they are set up and ready to exhibit from 10.15am.
11. Striking of the stands is not permitted prior to 4pm on Sunday 13th March.
12. Access for set up and strike of stands in the Town Hall is through the rear entrance on Bridge Street only. The use of the lift is not permitted for any goods.
13. Please note that we need you to be mindful to Health and Safety issues relating to your own products and display area.

I accept the above Booking Conditions

Signed

On Behalf of

Date