

parking and unloading

The Motorcycle Museum has free parking. Unloading will be by means of large double doors into Hall 1 and Hall 2. Our stewards will be available to give assistance where necessary.

refreshments

The National Motorcycle Museum has a licensed self-service restaurant which will be open all day for visitors and exhibitors.

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

There will be a guide given to all visitors upon arrival detailing the exhibitors and where their stand can be found.

no smoking policy

There is no smoking throughout the venue.

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).

THE NATIONAL GLASS FAIR

National Motorcycle
Museum
West Midlands
B92 0EJ

Sunday May 6th 2012

10:30am to 4:00pm

*** PLEASE READ CAREFULLY ***

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the venue

The National Motorcycle Museum has three excellent purpose-built exhibition spaces which are ideal for the fair. The fair was held here for many years before the fire in 2003. Being near to the NEC it is well signposted from major routes such as the M42, M6 and M5. There will also be AA signage.

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

*We will contact you with further information if overnight unloading is possible.

* **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 over 100 stands in the three halls.

Each table measures 6ft or 4ft 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. In some positions it may be possible to use additional slim tables (15ins x 6ft). If you are interested in a slim table please contact us.

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 cooperation in this matter would be appreciated.**

costs and payment

Single centre 6ft -	£110	Single wall 6ft -	£120
L shape centre 10ft -	£165	L shape wall 10ft -	£173
L shape centre 12ft -	£181	L shape wall 12ft -	£190
In line centre 10ft -	£181	In line wall 10ft -	£190
In line centre 12ft -	£195	In line wall 12ft -	£205

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 March 2012 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. 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 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. A poster campaign will be undertaken in Birmingham and the surrounding area.