

parking and unloading

A car park pass will be sent to you - please display this on your windscreen throughout the fair. Knebworth has free parking and there will be a designated exhibitor parking area.

Unloading will be by means of specific doors for each area, details of which can be found on the car park pass that will be sent to you. Our stewards will be available to give assistance where necessary.

refreshments

Refreshments for both exhibitors and public will be available for purchase throughout the day from the licensed restaurant.

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 in-fair 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 to take the largest size image.)

300 years of glass
in one day

www.cambridgeglassfair.com



knebworth house
hertfordshire
sg1 2ax

10:30am to 4:00pm

*** PLEASE READ CAREFULLY ***

specialist glass fairs ltd.
p.o. box 1144
linton, cambridge
cb21 4wj

www.cambridgeglassfair.com
tel/fax: 01787 277 100
mobile: 07887 762 872
e-mail: info@specialistglassfairs.com

the venue

The fair's new location is Knebworth House. It is on the outskirts of Stevenage on the A1M and is well signposted from all major routes. The fair itself will be held in the barn complex which is located within the park.

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 designated car park area 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 approximately 90 tables across all the halls. Each table measures 6ft x 2ft 6ins. Chairs will also 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

6ft single stand

12ft double stand

Stand prices as per booking form

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.**

No refunds will be given on cancellations 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.