

## **parking and unloading**

**A car park pass will be sent to you - please display this on your windscreen throughout the fair.** Ickworth House has extensive free parking. Unloading will be by stairs and two lifts to the first floor. Once you have unloaded your stock you will need to move your vehicle to the car park as soon as possible. We will provide a map as usual.

Our stewards will be available to give assistance where necessary. Empty boxes should be left under your table or stored in your vehicle.

## **refreshments**

The cafe is open from 10.30am until 5.00pm.

## **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 and floor plan.

## **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.)**

www.cambridgeglassfair.com

300 years of glass  
in one day

the  
**G**lass fair  
@ Ickworth

**ickworth house**

**horringer,**

**bury st edmunds,  
suffolk, ip29 5qe**

**sunday 23rd september 2018**

10:30am to 5:00pm

**\* PLEASE READ CAREFULLY \***

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## the venue

Ickworth House has an excellent exhibition space on the first floor in the West Wing which is ideal for the fair.

## times

setting up	8.30am onwards*
public entry	10.30am until 4.45pm
fair closes	5.00pm**
halls vacated	7.00pm

\* **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. **Please note that there is no power available to stands** but exhibitors can use LED battery lights. The hall has large windows on both sides and has 4 banks of ceiling spot lights running the length of the hall.

**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.**

## payment

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 please let us know when you have made payment. Account No: 61800000 & Sort Code: 40 20 23.**

**If you wish to pay by PayPal please contact us and we will send an invoice.** 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 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 and by the National Trust.

In addition, we have an extensive mailing list of local people interested in decorative arts.