



**AMERICAN WOMEN OF SURREY
2018 GIFT FAYRE
Sunday, November 18, 2018
10:00am - 4:00pm**

**ACS Cobham International School, Sports Centre
Portsmouth Road, Cobham, KT11 1BL**

The Venue

This is our 6th year hosting the Gift Fayre at ACS Cobham International School, one of our top sponsors. The event is hosted in the bright and spacious Sports Center, which offers ease of access and plenty of parking for vendors and visitors. The WiFi reception at the venue is patchy, and vendors should not rely upon this to process payments.

The Application Process

Completion of a Vendor Application Form does NOT imply acceptance. The Gift Fayre Committee reserves the right to limit the number of exhibitors in a similar category to ensure diversity of products at the Fayre, but also at the same time cannot guarantee that certain product categories will not be duplicated. Through the Vendor Application Form you may include details of your website as well as Facebook/Twitter/Instagram/Etsy pages so that AWS can better evaluate your products. If you don't have a website, please forward sample photographs of your products and display to awsurrey.giftfayre@gmail.com.

In reviewing applications, the Gift Fayre Committee base their decisions on stall availability, uniqueness of product, as well as number of vendors already committed to each category. The Committee reviews initial applications by end of March, and thereafter at intervals until all spaces are allocated. Most applications are decided on quickly, but others may remain on hold for some weeks or months while we weigh all options. Any vendor wishing to know the status of their application may contact awsurrey.giftfayre@gmail.com.

Once all tables are sold we continue to run a waiting list in the event someone has to cancel.

Tables & Fees

A table stall at our event will entitle you to a 6' x 3' table within a total exhibition area of 6' x 6' with 1' between spaces. A limited number of tables are available as a center pair or in corner positions, and some perimeter tables have access to power. Tables may not be moved 90°, and vendor displays may not encroach on their neighbors. Prices are as follows:

Center table:	£95	Perimeter table:	£115
Center end table:	£105	Perimeter table with power:	£125
Center end + adjacent center	£200	2 x Perimeter tables (corner):	£250
2 x Center tables:	£190		

Specific space assignments are the sole discretion of the Gift Fayre Committee and changes cannot be made once a location has been assigned. You may request a certain location and we will try to accommodate requests as much as possible, but can't offer any guarantees. Vendors are expected to provide a table covering good for a 6'x3' table, either in plain white or an appropriately themed design. Tall banners are not permitted by vendors, and displays should measure less than 6' in height.

Payment & Cancellation

Once an application is accepted, vendors will receive by email a contact and reference code, with a link to a payment page on our website. The fee must be paid and the contract signed and returned within 10 working days or the offer will be withdrawn. Any tables cancelled 60 days or more before the event will receive a 50% refund of the amount paid, any cancellations within 60 days of fayre date receive no refund.

Additional Contract Terms

Vendors are expected to:

1. Complete their set up and display no later than 9:30am on the day of the Fayre, and not to begin to tear down their display before 4:00pm
2. Price all merchandise in GBP.
3. Be responsible for any damage to other vendors, the public or the facility
4. Leave the space/table(s) in the same condition as originally found.
5. Donate an item reflecting typical price and quality, which will be used in later charity auctions or other events to raise additional funds for our charities. A gift voucher or experience voucher is not a suitable substitute for a tangible item.

In addition, vendors are encouraged to make a cash donation at the end of the Fayre which will also go toward our nominated charities.

Promotion

The Fayre is extensively promoted to our membership for the months before the event via the Club's various activities and its online newsletters and e-blasts. The Fayre is also promoted to the general public through traditional media, and every year we promote extensively via social media, including our private Facebook group, Twitter and Instagram. Starting in September we will re-contact all successful vendors to assist us with our social media campaign.

Final Logistics

An information pack is sent to all vendors 2 weeks before the event with final table assignments, parking instructions, and details of load-in and load-out. In the past, we have been able to offer early set-up on the Saturday from 2:00 to 4:00pm, which relieves the pressure on Sunday load-in. This early set-up typically runs from 7 until 9:30, with the Fayre itself starting at 10. Load-out can begin as soon as the Fayre ends at 4:00pm, but there is always pressure to get the same number of people out of the building in a fraction of the time allocated to the arrival, so please be patient.

If you have any questions, please contact us via email: awsurrey.giftfayre@gmail.com