



**AMERICAN WOMEN OF SURREY  
2020 GIFT FAYRE  
Sunday, November 22, 2020  
10:00am - 4:00pm**

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

**The Venue**

This is our 30<sup>th</sup> Annual Gift Fayre, held at in the bright and spacious Sports Center at ACS Cobham International School for the past eight years. This venue offers ease of access and plenty of parking for vendors and visitors alike.

**The Application Process**

Completing the Vendor Application Form does NOT guarantee acceptance. The Gift Fayre Committee may limit the number of vendors in a category to ensure product diversity but cannot guarantee to avoid all duplication. On the Vendor Application Form, please include details of your website, if available, or Facebook/Instagram/Twitter/Etsy pages so that AWS can evaluate your products. If you don't have a website, please send up to 4 photos of your products and display to [awsurrey.giftfayre@gmail.com](mailto: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](mailto:awsurrey.giftfayre@gmail.com). Once all tables are sold, we continue to run a waiting list in the event someone cancels.

**Spaces & Fees**

A stall at our event will entitle you to total exhibition area of 6' x 6' with 1' shared access between spaces. We no longer provide tables as part of the fee, so if you need a table this must be booked separately at the time of application. There are a very limited number of double positions in perimeter corners, or as center end with adjacent spots, or double center spaces. Some perimeter spaces have access to power; none of the center spaces offer this and cannot be hooked up via extension leads for health & safety reasons. Tables may be moved within their 6'x6' space, provided displays do not encroach on your neighbors. Prices are as follows:

Center	£75	Perimeter	100
Center End	85	Perimeter w/Power	110
Center End + Adjacent	160	Perimeter Corner	220
Double Center	150		

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 guarantees.

### **Payment & Cancellation**

Once an application is accepted, vendors will receive by email a contract 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 spaces 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. Come equipped to take payment without relying on ACS WiFi, which can be patchy and is not to be relied upon.
6. 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 general meetings, activity groups, online newsletters and e-blasts. The Fayre is also promoted to the general public through traditional and social media, including our private Facebook group, Instagram account and Twitter Feed. All vendors are encouraged to take part in our social media campaign by reposting, etc.....

### **Final Logistics**

An information pack is sent to all vendors 2 weeks before the event with final space 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](mailto:awsurrey.giftfayre@gmail.com)