



# THE 2009 BOOKING FORM



OAKLEIGH

## KEY

### O Outdoor marquee events

- A** = 8ft x 8ft of marquee space
- B** = 14ft x 8ft of marquee space
- C** = 20ft x 8ft of marquee space
- D** = 20ft x 20ft of space outside the marquee

### I Indoor events

- A** = a stall in a centre row of stalls in the venue room.
- B** = a stall at the end of a centre row of stalls in the venue room.
- C** = a stall in a row of stalls around the perimeter of the venue room.
- D** = stall at the end of a row of stalls around the perimeter of the venue room.

date	event/venue	A	B	C	D	Total
Fri NOV 6	<b>O</b> Ilford Crafts Market Ilford Town Centre IG1 1RS <i>Trading 09:30 – 4pm</i>	1 stall £50 – 1½ stalls £70 – 2 stalls £90 - etc				£

Fri NOV 6 Sat NOV 7 & Sun NOV 8	<b>I</b> the art craft & design show 2009 The Millennium Grandstand, Rowley Mile Racecourse Newmarket CB8 0TF	Stand prices start from £240 Please log onto <a href="http://www.artcraftdesignshow.co.uk">www.artcraftdesignshow.co.uk</a> or telephone for precise details and stand availability			
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Sat NOV 14 & Sun NOV 15	<b>I</b> the art craft & design show 2009 The Grandstand, Sandown Park Racecourse Portsmouth Road, Esher KT10 9AJ Single stand space here is 2m x 2m - Book two and you can have the lower priced space at <b>HALF-PRICE!</b>	£200	£250	£250	£300	£
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Sun NOV 22	<b>I</b> The Arts & Crafts Fair Royal Chace Hotel, Enfield EN2 8AR	£50	£54	£58	£62	£
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Sat NOV 28	<b>O</b> Hainault Lights Up for Christmas Market Manford Way IG7 4DF <i>Trading from 10:00 – 6pm</i>					1 stall £50 – 1½ stalls £70 – 2 stalls £90 - etc	£
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Fri DEC 4	<b>O</b> Ilford Crafts Market Ilford Town Centre IG1 1RS <i>Trading 09:30 – 4pm</i>	1 stall £50 – 1½ stalls £70 – 2 stalls £90 - etc				£
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**Book two adjoining stalls** (ie: two 'a's or two 'c's; or an 'a'+ 'b' or 'c'+ 'd'); **at UNEX Towerlands and/or Wood Green Christmas indoor events and you can have** (as applicable) **the lower priced stall at HALF PRICE!**  
This offer is made solely to individual craftworkers and exhibitors who we hope will benefit from the additional display and sales space  
**IT IS NOT MADE FOR USE BY TWO EXHIBITORS SHARING THE LARGER SPACE FOR THEIR SEPARATE CRAFTS OR TRADES**

Sat DEC 5 & Sun DEC 6	<b>I</b> Christmas Food, Drink & Crafts Fair UNEX Towerlands, Braintree CM7 5BJ <small>Due to the number of people expected at the show - trading will continue until 7pm on Saturday and 6pm on Sunday</small>	£90	£95	£100	£105	£
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Fri DEC 11	<b>O</b> Ilford Crafts Market Ilford Town Centre IG1 1RS <i>Trading 09:30 – 4pm</i>	1 stall £50 – 1½ stalls £70 – 2 stalls £90 - etc				£
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Sat DEC 12	<b>O</b> Ilford Crafts Market Ilford Town Centre IG1 1RS <i>Trading 09:30 – 4pm</i>	1 stall £50 – 1½ stalls £70 – 2 stalls £90 - etc				£
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Sat DEC 12 & Sun DEC 13	<b>I</b> Cambridgeshire Christmas Arts, Crafts and Gifts Fair The Arena Wood Green Animal Shelter PE29 2NH	£90	£95	£100	£105	£
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Fri DEC 18	<b>O</b> Ilford Crafts Market Ilford Town Centre IG1 1RS <i>Trading 09:30 – 4pm</i>	1 stall £50 – 1½ stalls £70 – 2 stalls £90 - etc				£
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Sat DEC 19	<b>O</b> Ilford Crafts Market Ilford Town Centre IG1 1RS <i>Trading 09:30 – 4pm</i>	1 stall £50 – 1½ stalls £70 – 2 stalls £90 - etc				£
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Thankyou for your booking... we appreciate that many exhibitors are starting to plan their 2010 programme and with that in mind we will start to 'roll-in' our Spring schedule very, very soon.

# OAKLEIGH FAIRS TERMS & CONDITIONS OF BOOKING (AUGUST 2009)

## OAKLEIGH FAIRS GUARANTEE

- 1 When sole or lead promoter Oakleigh Fairs guarantee to promote fairs in a professional manner. Fairs will be well advertised in local press and national publications. Leaflets, posters and other publicity may also be made available. Providing there are no objections from local authorities all fairs will be signposted. Unless requested to the contrary we will provide each exhibitor with a minimum of a 6ft x 2ft3in table and two chairs. Electricity (where available) will be provided at no extra charge.

## STOCK OFFERED FOR SALE

- 2 Oakleigh Fairs will only accept bookings from exhibitors whose stock is acceptable. Anyone wishing to book should send photographs of their stock or provide a web address where their stock may be viewed. Oakleigh Fairs will vet applications to ensure a reasonable standard of workmanship and to avoid excessive duplication of any one kind of craft.

When booking please describe the craft(s) that you will be displaying, these will be the only crafts you will be permitted to display.

**Any stallholder displaying goods other than those on their original application form may be asked to remove them immediately.**

## EXHIBITORS ARE REQUIRED TO DO THE FOLLOWING

- 3 All exhibitors must be set up by the advertised start time. Access may be gained from 9am or earlier as advised on your confirmation. You are not to clear away until the advertised finishing time. All stands or stalls are to be set up in an attractive manner and exhibitors using the tables supplied by us must supply a suitable table covering to cover the top of the table and reach the floor at the front and two sides. Boxes etc. to be stored out of sight. Your car must be parked sensibly and you must comply with our stewards requests to move cars or boxes etc. if we consider them to be in the way. Exhibitors should check that their table is erected correctly and must not do anything to encroach upon gangways, exits or other exhibitors access. Exhibitors may not bring pets into the indoor venues but you may bring them to country shows if you advise us in advance. You must not attach anything to walls or ceilings in a way that will leave marks and you must leave your stand area clean and tidy at the end of the day. Rubbish may be left behind providing it is in a box or bag. The maximum electricity load that you are permitted to draw for lighting purposes is 200 watts. If you exceed this load you may be asked to disconnect lights on the day if the venue's circuit becomes overloaded. You should specify if you require electricity for equipment when booking. The electric point may be up to 10ft away so exhibitors should supply an extension lead.

**Multiway adapters are not permitted at any venue.**

## DEMONSTRATIONS

- 4 Oakleigh Fairs is sometimes able to provide extra space for demonstrating the craft being exhibited at no extra charge. Any extra space provided must be used for this purpose, not as extra display space, and substantial demonstrations should be given throughout the day. If you would like demonstration space please state your requirements when booking. You will be advised whether or not you have been allocated demonstration space before the event.

## BOOKINGS

- 5 **ALL BOOKING FEES MUST BE PRE-PAID.** Payment will be accepted by cash, cheque, credit card or any bank account chargecard. If you choose to pay by cheque (which should be payable to 'Oakleigh Fairs') you may send either one cheque for the full amount that is bankable immediately or one cheque for £40 per booking which is bankable immediately and the balance post-dated to ONE calendar month before each fair. Individual cheques are required for each deposit and individual post-dated cheques for the balance of each event. Please write the venue and the date of the fair on the back of any post-dated cheques. If you choose to pay by credit card we will debit your card £40 deposit upon booking and charge the balance of your booking fee one calendar month before the event. If you authorize us to charge your credit card you will be giving us full authority to charge the relevant cancellation fee in the event that you cancel a booking. It is a condition of booking that you understand and accept this. We can advise you of stand, space and stall availability over the phone but will not accept bookings by phone. All bookings must be submitted on our current booking form accompanied by full payment as indicated above. Any bookings not submitted on our forms or not accompanied by correct payment will be returned immediately. Oakleigh Fairs reserves the right to allocate you a different category of space or stall to that which you have booked but in the event that we do this, we will refund any excess payment if you are allocated a cheaper category and will not charge any more if you are allocated a more expensive category. Oakleigh Fairs reserves the right to refuse or cancel any booking without giving a reason.

## CANCELLATION OF BOOKINGS

- 6 Cancellations will be accepted up to ONE calendar month before the date of the fair but you will forfeit your £40 deposit for each fair cancelled. Any booking cancelled at less than ONE month's notice before the fair, for whatever reason, will forfeit the total booking fee. Cancellations may be advised by phone but must be confirmed in writing. If you are not going to attend a booking that you have made you must let us know as soon as possible. Failure to do so or persistent cancellations may result in our cancelling all future bookings. Cancellation fees that are to be charged to credit cards will be debited in full at the time of cancellation. Once you have notified us of a cancellation in writing we will confirm the cancellation back to you in writing. If you do not receive an acknowledgement of cancellation from us you should telephone us to check that we have received your written cancellation.

## DISHONOURD CHEQUES AND UNACCEPTED CREDIT CARD PAYMENTS

- 7 If your bank refuses to honour a cheque that you have given as payment for a booking or your credit card company refuses to process a booking fee we will levy an administration charge. This charge is £10 every time a cheque is returned unpaid or a credit or charge card is not honoured. No exceptions are made even if a cheque is dishonoured as a result of you changing banks. It is important to note that if you change banks or credit card companies you must provide us with replacement cheques or new credit card details.

## LIMIT OF LIABILITY

- 8 Oakleigh Fairs will do everything in our power to ensure that you have a successful fair but cannot be held responsible for damage or theft of your stock, interruption of power or services, failure of press advertisements to appear, inclement weather, astrological incompatibility or anything else beyond their control. Oakleigh Fairs does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept that you cannot hold Oakleigh Fairs responsible for any losses you sustain. If in the reasonable opinion of Oakleigh Fairs (or any third party organiser) it is necessary to cancel an event because of prevailing weather conditions or any other reason no refund of booking fee or any other payment will be forthcoming. Oakleigh Fairs carries £5,000,000 of public liability insurance.

*Thankyou for booking with Oakleigh Fairs*

You can contact us at [www.oakleighfairs.co.uk](http://www.oakleighfairs.co.uk) or email [bookings@oakleighfairs.co.uk](mailto:bookings@oakleighfairs.co.uk)

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