



[bookings@oakleighfairs.co.uk](mailto:bookings@oakleighfairs.co.uk)  
[www.oakleighfairs.co.uk](http://www.oakleighfairs.co.uk)  
 The Coach House, Church Street,  
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 T 0800 141 2823 F 01763 208003

## FINE TRADE PITCHES from OAKLEIGH

*Please answer all questions every time you complete a booking form to ensure you get what you require*

### 1 YOUR DETAILS please enter in BLOCK CAPITALS

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 100px;">NAME</td><td></td></tr> <tr><td>ADDRESS</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td>POST CODE</td><td></td></tr> </table>	NAME		ADDRESS						POST CODE		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 100px;">TRADING NAME</td><td></td></tr> <tr><td>TEL</td><td></td></tr> <tr><td>MOB</td><td></td></tr> <tr><td>E-MAIL</td><td></td></tr> <tr><td>WEB ADDRESS</td><td></td></tr> </table>	TRADING NAME		TEL		MOB		E-MAIL		WEB ADDRESS	
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### 2 YOUR PRODUCE please tick the appropriate box

Is your product made by you?  A member of your family or company?  A third party?

Please give a full description of all stock you will be displaying: Your booking will be taken on the basis of what you list here and you may not be able to display anything not listed.

### 3 WHICH EVENT(S) ARE YOU BOOKING? – PLEASE USE THIS PAGE FOR FIVE OR FEWER BOOKINGS

event/venue	date	Please specify here the stall or marquee space you require	Total
			£
			£
			£
			£
			£

### 4 YOUR REQUIREMENTS

We will supply you with a minimum 6'x2'3" table and chairs at no extra charge at all fairs. **Do you require a table?** (insert YES or NO)

In marquees you may have as many tables as you need that will fit in your space. Please state how many tables  and **how many chairs?**

We supply you with electricity at no extra charge. If you need electricity please state total wattage required here

**NB: It is important that we know the wattage so that circuits, particularly at marquee events, do not become overloaded.**

If you have any special requirements – please note them here

### 5 FREE DEMONSTRATING SPACE – we actively encourage demonstration

We may provide three feet of demonstration space at no extra charge if you are willing to do substantial demonstrations throughout the day.

**Would you like demonstration space?** (insert YES or NO)  Please tell us here what you would demonstrate...

### 6 PAYMENT please tick your preferred option

<input type="checkbox"/> <b>I wish to pay by credit card</b> Upon receiving your booking we will debit your card £40 deposit for each event and charge the balance of your fee one calendar month before each event booked.	Card Number <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> If applicable – Issue Number <input style="width: 100px;" type="text"/>
<input type="checkbox"/> <b>I enclose cheque(s) made payable to Oakleigh Fairs</b> Please enclose individual £40 deposit cheques payable immediately for every event you are booking and separate balance cheques which may be post-dated to one calendar month before each event.	Start Date <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> End Date <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> SEC <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>

The SEC or Security Code is the final set of three or four digits on the signature strip of your card.

*If you are issued with a new card before any events you booked please advise us of any changes.  
Do note that by entering your details you are authorizing us to charge the relevant cancellation fee if you cancel your booking (see Terms & Conditions of Booking).*

### 7 YOU AGREE – by submitting this booking...

I acknowledge that I have read and understood the Terms and Conditions of Booking and that I (or my agent acting on my behalf) agree to abide unreservedly by them. PLEASE SIGN OR if completing this form electronically ENTER YOUR NAME HERE.

# THE 2010 BOOKING FORM



KEY	<b>O</b>	<b>Outdoor marquee events</b>
		<b>A</b> = 8ft x 8ft of marquee space
		<b>B</b> = 14ft x 8ft of marquee space
		<b>C</b> = 20ft x 8ft of marquee space
		<b>D</b> = 20ft x 20ft of space outside the marquee

<b>I</b>	<b>Indoor events</b>
	<b>A</b> = a stall in a centre row of stalls in the venue room.
	<b>B</b> = a stall at the end of a centre row of stalls in the venue room.
	<b>C</b> = a stall in a row of stalls around the perimeter of the venue room.
	<b>D</b> = stall at the end of a row of stalls around the perimeter of the venue room.

date	event/venue	A	B	C	D	Total
Sat MAR 20 & Sun MAR 21	<b>I</b> Spring at Wood Green Food, Drink Arts & Crafts Fair The Arena Wood Green Animal Shelter PE29 2NH	£80	£85	£90	£95	£
Easter Sun 4 & Mon APR 5	<b>O</b> Bexley Easter Town & Country Show St. Mary's Recreation Ground DA5 1LX	£150	£210	£270	£150	£
	<b>O</b> West Anglia Easter Country Show The Showground Wood Green Animal Shelter PE29 2NH	£160	£220	£280	£160	£
Sat APR 17 & Sun APR 18	<b>O</b> The East of England Food Festival Knebworth House, Knebworth SG1 2AX 	£180	£240	£300	£180	£
Sat APR 24 & Sun APR 25	<b>O</b> Colchester Town & Country Show The Castle Park, Colchester CO1 1YG 	£160	£220	£280	£160	£
Sat MAY 1 Sun MAY 2 & B.H. Mon 3	<b>O</b> The Morden Hall Town & Country Show Morden Hall Park, south west London, between Wimbledon and Sutton SM4 5JD 	£200	£260	£320	£200	£
Sat MAY 15 & Sun MAY 16	<b>O</b> The Grantchester Fair The Meadows, Grantchester, Cambs CB3 9ND	£150	£210	£270	£150	£
Sat MAY 22 & Sun MAY 23	<b>O</b> Althorp Estate Country Show Althorp, Northampton NN7 4HQ 	£180	£240	£300	£180	£
Sun MAY 30 & B.H. Mon 31	<b>O</b> Maidstone Town & Country Show Mote Park, Maidstone ME15 7RN 	£160	£220	£280	£160	£
Sat JUN 5 & Sun JUN 6	<b>O</b> Elton Hall Town & Country Show Elton, Nr. Peterborough, Cambridgeshire PE8 6SH	£160	£220	£280	£160	£
Sat JUN 12 & Sun JUN 13	<b>O</b> The Cambridge Town & Country Show Parker's Piece, Cambridge CB1 1JF	£200	£260	£320	£200	£
Sat JUN 19 & Sun JUN 20	<b>O</b> Long Melford Midsummer Country Show Melford Hall, Long Melford CO10 9AA	£160	£220	£280	£160	£
Sat JUL 3 & Sun JUL 4	<b>O</b> Westwood Park Summer Fair Little Horkesley, Colchester CO6 4BS 	£150	£210	£270	£150	£
Sat JUL 24 & Sun JUL 25	<b>O</b> Hastings Town & Country Show Alexandra Park, Hastings TN34 2LD	£170	£230	£290	£170	£
Sat JUL 31 & Sun AUG 01	<b>O</b> Eastbourne Town & Country Show Princes Park, Eastbourne BN22 7AQ 	£160	£220	£280	£160	£
Sat AUG 7 & Sun AUG 8	<b>O</b> Poole Town & Country Show Upton Country Park, Poole, Dorset, BH17 7BJ	£160	£220	£280	£160	£
Sat AUG 14 & Sun AUG 15	<b>O</b> The Danson Park Summer Show Danson Park, Bexleyheath DA6 5HL	£160	£220	£280	£160	£
Sun AUG 29 & B.H. Mon 30	<b>O</b> Hainault Forest Summer Show Hainault Forest Country Park IG7 4QN	£150	£210	£270	£150	£
Sat SEP 11 & Sun SEP 12	<b>O</b> Shugborough Hall Town & Country Show Shugborough Estate, Milford, Nr Stafford, ST17 0XB 	£170	£230	£290	£170	£
Sat SEP 18 & Sun SEP 19	<b>O</b> The Cambridge Food Garden & Produce Festival Including Arts Crafts Gifts Food and Drink Parker's Piece Cambridge CB1 1JF	£170	£230	£290	£170	£
Sat SEP 25 & Sun SEP 26	<b>O</b> Rockingham Castle Food & Country Show Rockingham Castle, Rockingham, Market Harborough, Leicestershire LE16 8TH	£170	£230	£290	£170	£

## OAKLEIGH FAIRS TERMS & CONDITIONS OF BOOKING (DECEMBER 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.

### 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 product. When booking please describe the produce that you will be displaying, these will be the only produce 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 vehicle must be parked sensibly and you must comply with our stewards requests to move vehicles 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. 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 and ALL electrical equipment must have a valid PAT test certificate.**

### DEMONSTRATIONS

- 4 Oakleigh Fairs is sometimes able to provide extra space for demonstrating the product 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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