



MOBILE CATERING OPPORTUNITIES IN 2012

Dear Caterer,

We invite tenders from mobile caterers for our events in 2012 which are enclosed. If you would like to tender for any of them please complete and return the attached tender form and we will confirm whether or not we can take you within in a few weeks of the deadline date - 9th January 2012. Once we have confirmed we will need payment to secure your place.

Please note that our Terms & Conditions are enclosed. Any tender will be subject to them.

We limit the number of caterers at each event to a sensible level and have reduced the number we will accept at some venues from last year. It is in our interest to ensure these events are worthwhile to you so that you rebook with us in the future.

Please note the following details and requirements when considering if you wish to tender:

- 1) All caterers must be registered with their local authority and must provide copies with the tender
- 2) All caterers must carry their own public liability insurance and must provide copies with the tender
- 3) Generators used on site must be the low noise or silenced type
- 4) All rubbish produced by caterers or in your own area must be cleared up, bagged and put in the skips provided. No bread trays or cooking oil may be left under any circumstances. Rubbish bins must be provided at your unit, including ice cream vans
- 5) All concessionaires can sell canned drinks, teas and instant coffee
- 6) Water is available to all sites but may not be next to your pitch
- 7) Price lists for all food and drink must be displayed and prices must not be increased during the show
- 8) Caterers will be required to pay a currently dated deposit of £50 per fair within seven days of being accepted. These deposits are non refundable if you subsequently cancel an event. The balance of the fee for each event is due one month before that event. Failure to pay on time may result in the concession being re-offered elsewhere
- 9) If you are tendering for more than one unit/food type please photocopy the tender form and send back individual tenders for each unit
- 10) If you want to work on a % we will work on a 25% basis but require a deposit of £100 for each event and the tills must be verified at the end of the show
- 11) At Knebworth the only basis is 27.5% with proceeds going to the venue (Sodexo) and not us and they will have final say on attendance
- 12) At our Food Festivals at Knebworth, Petworth, Loseley Park, Althorp and Cambridge we are looking for interesting and original foods that are in keeping with a Food Festival

We hope that you would like to join us and look forward to hearing from you soon.

Yours sincerely,

Charlie Owen
Managing Director

THE FINAL DATE FOR RECEIPT OF TENDERS THIS YEAR IS 9TH JANUARY 2012

Catering 2012 Tender Form - Submit by 9th January 2012

Name:
 Address:

 Email Address: Tel.....

I TENDER FOR THE FOLLOWING EVENTS WITH THE FOOD/DRINK AS INDICATED BELOW (then put tender amount in the tendered column, and indicate if sole rights):

| VENUE | <u>Tendered</u> |
|---|-----------------|
| 7/8/9 Apr, Colchester Town & Country Show, Colchester Castle, Essex | _____ |
| 14/15 Apr, West Anglia Country Show, Wood Green, Cambs | _____ |
| 21/22 Apr, East of England Food & Drink Festival, Knebworth | _____ |
| 5/6/7 May, Morden Hall, nr Wimbledon, Surrey | _____ |
| 12/13 May, The Grantchester Fair, The Meadows, Grantchester, Cambs | _____ |
| 12/13 May, The Three Counties Food & Craft Fair, Henley, Oxfordshire | _____ |
| 19/20 May, The Althorp Country Show, Althorp Estate, Northampton | _____ |
| 26/27 May, Maidstone Town & Country Show, Mote Park, Maidstone | _____ |
| 16/17 Jun, The Cambridge Town & Country Show, Parkers Piece, Cambridge | _____ |
| 23/24 Jun, The Sussex Food Show, Petworth, Sussex | _____ |
| 30 Jun & 1 Jul, The Surrey Food Show, Loseley Park, Guildford, Surrey | _____ |
| 7 & 8 Jul, The Festival of the Rose, RNRS Garden, St Albans, Herts | _____ |
| 14/15 Jul, The Tunbridge Wells Town & Country Show, Royal TW, Kent | _____ |
| 15 Jul, The Dog Day 2012, Barleylands Showground, Billericay Essex | _____ |
| 21/22 Jul, The Hastings Town & Country Show, Alexandra Park, Hastings | _____ |
| 28/29 Jul, The Shugborough Country Show, Shugborough Hall, Staffordshire | _____ |
| 4/5 Aug, The Poole Town & Country Show, Upton Country Park, Poole, Dorset | _____ |
| 11/12 Aug, The Knebworth Country Show, Knebworth | _____ |
| 18/19 Aug, The Derbyshire Food & Craft Fair, Kedleston Hall, Derby | _____ |
| 26/27 Aug, East Anglian Festival of History, Rougham Airfield, BSt Ed, Suffolk | _____ |
| 1/2 Sep, The East Suffolk Country Show, Helmingham Hall, Stowmarket, Suffolk | _____ |
| 15/16 Sep, The Food, Garden & Produce Show, Parkers Piece, Cambridge | _____ |
| 22/23 Sep, Rockingham Castle, Market Harborough, Leicestershire | _____ |
| 29/30 Sep, Berkshire Food & Craft Fair, Stubbings Nursery, Maidenhead, Berkshire | _____ |

PLEASE PHOTOCOPY THE DOCUMENT TO TENDER FOR MORE THAN ONE CATEGORY

Signed.....Print name.....

PAYMENT WILL BE MADE:-

BY CHEQUE (ENCLOSED), A CHEQUE FOR £50 NON REFUNDABLE DEPOSIT PER EVENT AND BALANCE CHEQUES FOR EACH EVENT POST DATED TO ONE MONTH BEFORE THE EVENT DATE.

BY CREDIT CARD AS DETAILED BELOW, £50 NON REFUNDABLE DEPOSIT PER EVENT TO CHARGE NOW, THE BALANCE TO BE CHARGED ONE MONTH BEFORE EACH EVENT.

Credit Card Number.....

Valid from.....Valid to.....Security code.....Issue no.....

(Last three digits on reverse of card) (Switch only)

OAKLEIGH FAIRS CONDITIONS OF BOOKING (November 2011)

OAKLEIGH FAIRS GUARANTEE

When sole or lead promoter Oakleigh Fairs guarantees to promote fairs in a professional manner. Events 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.

GOODS OFFERED FOR SALE

Oakleigh Fairs will only accept bookings from caterers or fairground whose food or equipment is acceptable.

Anyone selling goods or bringing equipment other than those on their original application form may be asked to remove them immediately.

STALLHOLDERS ARE REQUIRED TO DO THE FOLLOWING

All units, rides, stalls and units are to be set up by the advertised start time. Access may be gained from 12pm the day before each event or earlier as advised on your confirmation. You are not to clear away until the advertised finishing time. All stands are to be set up in an attractive manner. Your car/lorry must be parked sensibly and you must comply with our stewards' requests to move cars/lorries or boxes etc. if we consider them to be in the way. You must ensure your equipment is set up correctly and must not do anything to encroach upon gangways, exits or other access. Rubbish may be left behind providing it is put in the skip provided; no bread trays or cooking oil may be left. Rubbish bins must be provided at your unit, including ice cream vans.

You must provide copies of local authority registration, public liability insurance, food hygiene training certificate, gas safety certificates, electricity test certificate, local authority inspection certificate for your unit, mechanical safety certificates and any other paperwork relevant to your trade. These must be sent with your acceptance of booking. You must bring all paperwork with you to each event in case of inspection by Health & Safety or Trading Standards personnel. If you are not allowed to trade through out of date certificates or insurance you will still be liable for your pitch fee.

BOOKINGS

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 £50 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 charge a £50 deposit straight away and take the balance ONE 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 pitch availability over the phone but will not accept bookings by phone. Oakleigh Fairs reserves the right to refuse or cancel any booking without giving a reason.

CANCELLATION OF BOOKINGS

Cancellations will be accepted up to ONE calendar month before the date of the event but will be subject to a £50 administration fee for each fair cancelled. Any booking cancelled at less than ONE month's notice before the event, for whatever reason, may forfeit the total pitch fee paid even if we re-let the pitch. 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 telephor us to check that we have received your written cancellation. Any "no show" at an event without prior cancellation one month before will be subject to the full fee. We will follow non-payers through the courts.

DISHONoured CHEQUES AND UNACCEPTED CREDIT CARD PAYMENTS

If your bank refuses to honour a cheque that you have given as payment for a stall or your credit card company refuses to process a pitch 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 company you must provide us with replacement cheques or new credit card details.

LIMIT OF LIABILITY

Oakleigh Fairs will do everything in our power to ensure that you have a successful event 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 including 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 no refund of booking fee or any other payment will be forthcoming, 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. Oakleigh Fairs carries £5,000,000 of public liability insurance.

OAKLEIGH EVENTS FOR 2012

| DATE | TYPE OF EVENT | VENUE & ADDRESS | YEARS EST | ATTENDANCE | | | | | ADMISSION Ad/Conc/Child | # FOOD UNITS | # DRINK UNITS |
|-----------------|-----------------------------|---|-----------|---------------------------------------|--------|----------------|-----------|----------------|-------------------------|--------------|---------------|
| | | | | 2007 | 2008 | 2009 | 2010 | 2011 | | | |
| 7/8/9 Apr | Country/Family Show | Colchester Castle, Lower Castle Park, Colchester CO1 1YG | 2 | | | | 5,600 | 8800 (3 Days) | £6/£5/£3 | 5 | 4 |
| 14/15 Apr | Country Show | Wood Green Animal Shelter, Godmanchester, Cambs, PE29 2NH | 5 | 5,500 | 5,900 | 6,100 | 6,500 | 4100 (2 Days) | £6/£5/£3 | 5 | 4 |
| 21/22 April | Food & Craft Show | Knebworth House, Knebworth, Herts SG1 2AX | 2 | | | | 6,300 | 7,700 | £8 | 5 | 4 |
| 5/6/7 May | Country/Family Show | The Morden Hall Craft & Country Show, Morden Hall, Surrey SM4 5JD | 22 | Over 10,000 | | Did not run | 9,000 | 14,100 | £6/£5/£3 | 8 | 4 |
| 12/13 May | Country/Family Show | The Meadows, Grantchester, Cambs CB3 9ND | 3 | | | 3,600 Rain | 5,900 | 5,100 | £6/£5/£3 | 5 | 4 |
| 12/13 May | Food & Craft Show | Hambelden Estate, Henley, Oxfordshire RG9 3AP | 0 | We hope for around 5,000 | | | | | £5/£4/£2 | 5 | 4 |
| 19/20 May | Country Show | Althorp House, Althorp, Northampton NN7 4HQ | 2 | | | | 5,100 | 6,510 | £7/£6/£3 | 6 | 4 |
| 26/27 May | Country/Family Show | Mote Park, Maidstone, Kent ME15 7RN | 2 | | | | 6,500 | 3,700 | £5/£4/£2 | 5 | 4 |
| 16/17 June | Country Show | Parkers Piece, Cambridge, CB1 1JF | 5 | 30,000 | 44,000 | 45,000 | 46,000 | 35,000 RainSun | FREE | 10 | 5 |
| 23/24 June | Food, Drink & Craft | Petworth Estate, Petworth, W Sussex GU28 0AE | 1 | | | | | 3,300 | £5/£4/£2 | 5 | 4 |
| 30/1 July | Food, Drink & Craft | Loseley Park, Guildford, Surrey GU3 1HS | 1 | | | | | 3,100 | £5/£4/£2 | 5 | 4 |
| 7/8 July | Craft & Food Show | Rose Gardens, St Albans, Herts AL2 3NR | 0 | We hope for around 4,000 | | | | | £5 Child £0 | 5 | 4 |
| 14/15 July | Country Show | Dunorlan Park, Royal Tunbridge Wells, Kent TN2 3QA | 1 | | | | | 2,900 | £6/£5/£3 | 5 | 4 |
| 15-Jul | Dog Family Show | Barleylands, Billericay, Essex CM11 2UD | 0 | The organisers hope for around 15,000 | | | | | | | |
| 21/22 July | Country Show | Alexandra Park, Hastings, Sussex TN34 2LD | 3 | | | 8,500 | 6,500 | 7,100 | £6/£5/£3 | 5 | 4 |
| 28/29 Jul | Country/Family Show | Shugborough Estate, Milford, Nr Stafford ST17 0XB | 2 | | | | 3,000 | 6,600 | £6/£5/£3 | 5 | 4 |
| 4/5 Aug | Country Show | Upton Country Park, Poole, Dorset BH17 7BJ | 3 | | | 4,000 Rain Sat | 7,000 | 5,900 | £6/£5/£3 | 5 | 4 |
| 11/12 Aug | Country Show | Knebworth House, Knebworth, Herts SG1 2AX | 1 | | | | | 9,000 | £8 | 7 | 4 |
| 18/19 Aug | Food, Drink & Craft | Kedleston Hall, Derby DE22 5JH | 0 | We hope for around 5,000 | | | | | £5/£4/£2 | 5 | 4 |
| 26/27 Aug | Festival of History | Rougham Airfield, Bury St Edmunds Suffolk IP30 9LZ | 0 | We hope for around 10,000 | | | | | £7/£6/£3 | 7 | 4 |
| 1/2 Sep | Country Show | Helmingham Hall, Stowmarket, Suffolk | 0 | We hope for around 7,000 | | | | | £7/£6/£3 | 5 | 4 |
| 15/16 September | Food, Garden & Produce Show | Parkers Piece, Cambridge, CB1 1JF | 4 | | 16,000 | 20,000 | 17,000 | 17,000 | FREE | 7 | 4 |
| 22/23 Sep | Food, Craft & Country Show | Rockingham Castle, Market Harborough, Leicestershire LE16 8TH | 3 | | | 6,000 | 3100 rain | 3,900 | £6/£5/£3 | 6 | 4 |
| 29/30 Sep | Food, Drink & Craft | Stubbings Nursery, Maidenhead, Berks SL6 6QL | 0 | We hope for around 5,000 | | | | | £5/£4/£2 | 5 | 4 |