



FAIRGROUND AND SIDE STALL OPPORTUNITIES IN 2012

Dear Operator,

We invite tenders from fairground ride and side stall operators for our events in 2012. Details of the events 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 which is 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 will limit the number of amusements and sideshows at each event to a sensible level. 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 Mechanical rides must have an up to date inspection/safety certificate which must be available for inspection at every show
- 2) All concessionaires must carry their own public liability insurance and must send us copies with the tender
- 3) Operators must provide their own electricity. Generators used on site must be the low noise or silenced type.
- 4) All rubbish produced in your own area must be cleared up, bagged and put in the skips provided
- 5) There is always access to set up the day before the show if you wish and overnight security is provided throughout each show
- 6) Water is available to all sites but may not be next to your pitch
- 7) We do not allow fairground rides that are principally for adults but are happy to have ones designed for children
- 8) We DO NOT allow a pick-a-straw or sideshows that include gambling

Finally, please note that this is the last time we will send a mailshot about our events. In future all correspondence will be by email with all the information posted on our website. If you wish to receive details of future events please ensure we have your correct email address.

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

Fairground 2012 Tender Form - Submit by 9th January 2012

Name:.....
 Address:
 Email Address:

I TENDER FOR THE FOLLOWING EVENTS WITH THE RIDE/SIDESHOW AS INDICATED BELOW (then put tender amount in the tendered column):

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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 (*When Confirmed*), A CHEQUE FOR £50 NON REFUNDABLE DEPOSIT PER EVENT AND BALANCE CHEQUES 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.....(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 telephone 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.

DISHONOURD 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 companies 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	ROUGH SIZE OF FAIRGROUND	
				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	Small
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	Medium	
21/22 April	Food & Craft Show	Knebworth House, Knebworth, Herts SG1 2AX	2	6,300					7,700	£8	Small
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	Large	
12/13 May	Country/Family Show	The Meadows, Grantchester, Cambs CB3 9ND	3			3,600 Rain	5,900	5,100	£6/£5/£3	Small	
12/13 May	Food, Drink & Craft	Hambeldon Estate, Henley, Oxfordshire RG9 3AP	0	We hope for around 5,000							Small
19/20 May	Country Show	Althorp House, Althorp, Northampton NN7 4HQ	2				5,100	6,510	£7/£6/£3	Large	
26/27 May	Country/Family Show	Mote Park, Maidstone, Kent ME15 7RN	2				6,500	3,700	£5/£4/£2	Medium	
16/17 June	Country Show	Parkers Piece, Cambridge, CB1 1JF	5	30,000	44,000	45,000	46,000	35,000 RainSun	FREE	Large	
23/24 June	Food, Drink & Craft	Petworth Estate, Petworth, W Sussex GU28 0AE	1					3,300	£5/£4/£2	Small	
30/1 July	Food, Drink & Craft	Loseley Park, Guildford, Surrey GU3 1HS	1					3,100	£5/£4/£2	Small	
7/8 July	Craft & Food Show	Rose gardens, St Albans, Herts AL2 3NR	0	We hope for around 5,000						£5/£5/Free	Tiny
14/15 July	Country Show	Dunorlan Park, Royal Tunbridge Wells, Kent TN2 3QA	1					2,900	£6/£5/£3	Medium	
15-Jul	Dog Family Show	Barleylands, Billericay, Essex CM11 2UD	0	The organisers hope for around 15,000							Medium
21/22 July	Country Show	Alexandra Park, Hastings, Sussex TN34 2LD	3			8,500	6,500	7,100	£6/£5/£3	Small	
28/29 Jul	Country/Family Show	Shugborough Estate, Milford, Nr Stafford ST17 0XB	2				3,000	6,600	£6/£5/£3	Large	
4/5 Aug	Country Show	Upton Country Park, Poole, Dorset BH17 7BJ	3			4,000 Rain Sat	7,000	5,900	£6/£5/£3	Medium	
11/12 Aug	Country Show	Knebworth House, Knebworth, Herts SG1 2AX	1	9,000					£8	Large	
18/19 Aug	Food, Drink & Craft	Kedleston Hall, Derby DE22 5JH	0	We hope for around 5,000						£5/£4/£2	Small
26/27 Aug	Festival of History	Rougham Airfield, Bury St Edmunds Suffolk IP30 9LZ	0	We hope for around 10,000						£7/£6/£3	Large
1/2 Sep	Country Show	Helmingham Hall, Stowmarket, Suffolk	0	We hope for around 7,000						£7/£6/£3	Medium
15/16 September	Food, Garden & Produce Show	Parkers Piece, Cambridge, CB1 1JF	4		16,000	20,000	17,000	17,000	FREE	Large	
22/23 September	Food, Craft & Country Show	Rockingham Castle, Market Harborough, Leicestershire LE16 8TH	3			6,000	3100 rain	3,900	£6/£5/£3	Medium	
29/30 Sep	Food, Drink & Craft	Stubbings Nursery, Maidenhead, Berks SL6 6QL	0	We hope for around 5,000						£5/£4/£2	Small