



OAKLEIGH

# THE 2017 BOOKING FORM

[admin@oakleighfairs.co.uk](mailto:admin@oakleighfairs.co.uk)

[www.oakleighfairs.co.uk](http://www.oakleighfairs.co.uk)

Thrift Farm House, Horkesley Hill,

Nayland, Essex CO6 4JP

T 01206 263088 F 01206 263098

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

NAME	
ADDRESS	
POST CODE	

TRADING NAME	
TELEPHONE	
MOBILE	
E-MAIL	
WEB ADDRESS	

## 2 YOUR CRAFT 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 the 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 FOUR OR FEWER BOOKINGS

event/venue	date	please specify here the space you require	total
			£
			£
			£
			£

**NB** ... if you are booking outside space please be sure to note here the sizes of your gazebo, unit/vehicle etc...

## 4 YOUR REQUIREMENTS - If you have any special requirements please advise us either by email or letter when sending your booking.

We can 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.**

We will supply you with a minimum 6'x2'3" table and chairs at no extra charge. 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?

## 5 FREE DEMONSTRATING SPACE - we actively encourage demonstration

We may provide three feet of demonstration space at no extra charge for craftworkers willing to do substantial demonstrations of their craft 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

I wish to pay by credit card

The cardholders name *as it appears on this card*

Registered postcode for this card

Upon receiving your booking we will debit your card £50 deposit for each event and charge the balance of your fee one calendar month before each event booked.

Card Number

If applicable - Issue Number

Start Date

End Date

CVC

The CVC or Security Code is the final 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).*

I enclose cheque(s) made payable to Oakleigh Fairs

Please enclose individual £50 deposit cheque(s) payable immediately for every event you are booking and separate balance cheques which may be post-dated to one calendar month before each event

## 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.

PLEASE USE THE FRONT PAGE  
ONLY IF YOU ARE BOOKING FOUR  
OR FEWER EVENTS

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## KEY

Unless specified otherwise space at our events is costed on the following formats

**A** = 8ft x 8ft of inside space

**B** = 14ft x 8ft of inside space

**C** = 20ft x 8ft of inside space

**D** = 20ft x 20ft of outside space

...or speak to the Team in the Office - 01206 263088 - if you require more space

## NOTA

Members of Tastes of Anglia booking any event marked **ToA** will receive a 15% discount on that booking.

## BENE

## and 2017 brings its own NEW EVENTS

at Beale Park Berkshire, Horseheath Cambridgeshire  
and at Stansted Park West Sussex

and The East of England Food Festival has a **NEW HOME** on the Herts County Showground

date	event/venue		A	B	C	D	Total
Sat MAR 11 Sun MAR 12	<b>Crossing Spring Food, Home &amp; Lifestyle Fair</b> Crossing Temple Barns, nr. Witham, Essex CM77 8PD	<b>ToA</b>	£170	£260	£350	£170	£
Sat MAR 18 Sun MAR 19	<b>Cambridgeshire Spring Crafts and Food Fair</b> Wood Green, Godmanchester, Cambs. PE29 2NH	<b>ToA</b>	£110	£165	£220	N/A	£
<b>NEW</b> Sat MAR 25 Sun MAR 26	<b>The East of England Food Festival</b> Including Arts Crafts and Gifts The Showground, Redbourn, Herts AL3 7PT	<b>ToA</b>	£200	£290	£380	£200	£
Sat APR 1 Sun APR 2	<b>Colchester Town &amp; Country Fair</b> Lower Castle Park, Colchester, Essex CO1 1YG		£180	£270	£360	£180	£
<b>NEW</b> Sun APR 16 Bank Hol. Mon APR 17	<b>Berkshire Easter Craft &amp; Country Fair</b> Beale Park, Nr. Reading, Berkshire RG8 9NW		£190	£280	£370	£190	£
Sat APR 22 Sun APR 23	<b>East Anglian Game &amp; Country Fair - Crafts Village</b> Euston Estate, Euston, nr. Thetford, Suffolk IP24 2QP		£200 8ft x 6ft	£320 14ft x 6ft	£440 20ft x 6ft	N/A	£
May Bank Hol Weekend APR 29, 30 MAY 1	<b>The Morden Hall Country Fair</b> Morden Hall Park, south-west London Between Wimbledon and Sutton SM4 5JD		£210	£300	£390	£210	£
Sat MAY 13 Sun MAY 14	<b>The Tatton Park Country Fair</b> Tatton Park, Knutsford, Cheshire WA16 6QN		£190	£280	£370	£190	£
Sat MAY 27 Sun MAY 28	<b>Hertfordshire County Show - Crafts Village</b> The Showground, Redbourn, Herts AL3 7PT		£200 8ft x 6ft	£320 14ft x 6ft	£440 20ft x 6ft	N/A	£

date		event/venue	A	B	C	D	Total	
Sat JUN 3 Sun JUN 4		<b>Hastings Town &amp; Country Fair</b> Alexandra Park, Hastings TN34 2LD	£170	£260	£350	£170	£	
Sat JUN 10 Sun JUN 11		<b>The Cambridge Town &amp; Country Show</b> Parker's Piece, Cambridge CB1 1JF	£220	£310	£400	£220	£	
<b>NEW</b> Sat JUN 24 Sun JUN 25		<b>The South Cambridgeshire Country Fair</b> Horseheath Racecourse, Linton, Cambs. CB21 4QF	£180	£270	£360	£180	£	
Sat JUL 1 Sun JUL 2		<b>The Danson Park Country Fair</b> Danson Park, Bexleyheath DA15 9PW	£180	£270	£360	£180	£	
Sat JUL 22 Sun JUL 23		<b>Rockingham Castle Country Fair</b> Rockingham Castle, Rockingham Market Harborough, Leicestershire LE16 8TH	£180	£270	£360	£180	£	
Sat AUG 5 Sun AUG 6		<b>Poole Town &amp; Country Fair</b> Upton Country Park, Poole, Dorset BH17 7BJ	£180	£270	£360	£180	£	
Sat AUG 12 Sun AUG 13		<b>The Steam and Country Crafts Fair</b> Knebworth House, Knebworth SG1 2AX	£190	£280	£370	£190	£	
Aug Bank Hol Sun AUG 27 Mon AUG 28		<b>Lee Valley Bank Holiday Country Fair</b> Waltham Cross, Hertfordshire EN9 1AB	£180	£270	£360	£180	£	
Sat SEP 16 Sun SEP 17		<b>The Cambridge Food, Garden &amp; Produce Festival</b> Including Arts Crafts and Gifts Parker's Piece, Cambridge CB1 1JF	£200	£290	£380	£200	£	
<b>NEW</b> Sat SEP 23 Sun SEP 24		<b>West Sussex Food &amp; Country Fair</b> Stansted Park, Rowlands Castle Nr. Chichester, West Sussex PO9 6DX	£180	£270	£360	£180	£	
Sat OCT 7 Sun OCT 8		<b>Cambridgeshire Autumn Crafts and Food Fair</b> Wood Green, Godmanchester, Cambs. PE29 2NH	<b>T O A</b>	£110	£165	£220	N/A	£
Sat OCT 14 Sun OCT 15		<b>Cressing Autumn Food, Home &amp; Lifestyle Fair</b> Cressing Temple Barns, nr. Witham, Essex CM77 8PD		£170	£260	£350	£170	£
Sat NOV 4 Sun NOV 5		<b>Ipswich Christmas Crafts and Food Fair</b> Suffolk Showground, Trinity Park, Ipswich IP3 8UH	<b>T O A</b>	£140	£220	£300	N/A	£
Fri NOV 10 Sat NOV 11 Sun NOV 12		<b>The Knebworth Christmas Fair</b> Knebworth House, Knebworth SG1 2AX	£260 8ft x 7ft	£380 14ft x 7ft	£500 20ft x 7ft	£380	£	
Sat DEC 9 Sun DEC 10		<b>Cambridgeshire Christmas Crafts and Food Fair</b> Wood Green, Godmanchester, Cambs. PE29 2NH	<b>T O A</b>	£120	£180	£240	N/A	£

# OAKLEIGH FAIRS TERMS & CONDITIONS OF BOOKING (January 2017)

## 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, regional 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 goods that you will be displaying, these will be the only products 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

All exhibitors must be set up by the advertised start time. Access may be gained from 9am or earlier as advised on your event joining instructions sent to you one week before each event. You are not to clear away until you are advised to do so. 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 while setting up and you must comply with our stewards requests to move cars or

3. boxes etc. if we consider them to be in the way and then removed to the dedicated stallholder parking area. Exhibitors should check that their table is erected correctly and must not do anything to encroach upon gangways, exits or other exhibitors access. 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 **MUST** be removed by you and placed in the appropriate onsite skip. 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.

**Multi-way 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

**ALL BOOKING FEES MUST BE PRE-PAID.** Payment will be accepted by cash, cheque, credit card or any bank account charge-card. 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 debit the named card £50 deposit upon booking and charge the balance of your booking fee one calendar month before the event. If you authorize us to charge the credit card by submitting a completed booking form 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. 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 and/or payment details 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

Cancellations will be accepted up to ONE calendar month before the date of the fair but you will forfeit your £50 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.

## DISHONOURED CHEQUES AND UNACCEPTED CREDIT CARD PAYMENTS

If your bank refuses to honour a cheque that you have given as payment for a booking or the proffered 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

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 £10,000,000 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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