



OAKLEIGH

THE 2018-19 BOOKING FORM

admin@oakleighfairs.co.uk

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

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 up to five bookings - THERE'S DISCOUNTS FOR 5 OR MORE! see page 2

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.

Chairs / Tables / Electricity available for all indoor and inside marquee stalls or outside spaces marked 'E' on the form at no extra charge.

Tables: If you require us to supply tables (6'x2'3") please specify how many. and how many chairs?
NB: Only the number that will fit into the space that you have booked.

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.

5 FREE DEMONSTRATING SPACE - we actively encourage demonstration of your craft

Where space allows we may provide 3ft of demo space at no extra charge for craftworkers willing to do substantial demonstrations of their craft throughout the day

Would you like demonstration space? (please tick) and 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.

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 should 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.

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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 (space only)

E = 20ft x 20ft of outside space (with access to power, two tables and two chairs)

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

NOTA

Individual exhibitors/businesses booking five or more fairs with us either in 2018 or 2019 all in one sole name **will not have to pay the balance of the fifth booking**. This offer applies to the fifth stall booking after full payment for four previous, and will be for the smaller stall size if different sizes booked. Bookings six to ten will receive a 15% discount and over ten a 20% discount on those booking. Deposit remains at £50 on all bookings.

BENE

EARLY BIRD FIRST EDITION WITH EARLY 2019 DATES

2018		event / venue	A	B	C	D	E	Total
Sat OCT 27 Sun OCT 28	Suffolk Christmas Fair at Trinity Park Suffolk Showground, Trinity Park, Ipswich IP3 8UH	£140	£230	£320	N/A	N/A	£	
Sat NOV 3 Sun NOV 4	Essex Christmas Fair at Cressing Cressing Temple Barns, nr. Witham, Essex CM77 8PD	£170	£260	£350	£150	£170	£	
FRI NOV 9 Sat NOV 10 Sun NOV 11	Berkshire Christmas Fair Beale Park, Nr. Reading, Berkshire RG8 9NW	£200	£290	£380	N/A	£200	£	
Sat NOV 17 Sun NOV 18	Windsor Christmas Fair Royal Windsor Racecourse, Maidenhead Rd, Windsor SL4 5EZ	£200 8ft x 6ft	£290 14ft x 6ft	£380 20ft x 6ft	N/A	£290	£	
Sat DEC 1 Sun DEC 2	Staffordshire Christmas Fair Uttoxeter Racecourse, Uttoxeter, Staffordshire ST14 8BD	£180 8ft x 6ft	£270 14ft x 6ft	£360 20ft x 6ft	N/A	£270	£	
Sat DEC 8 Sun DEC 9	Cambridgeshire Christmas Fair Wood Green, Godmanchester, Cambridgeshire PE29 2NH	£120	£180	£240	N/A	N/A	£	
2019		event / venue	A	B	C	D	E	Total
Sat MAR 16 Sun MAR 17	Essex Spring Food, Home & Craft Fair Cressing Temple Barns, nr. Witham, Essex CM77 8PD including cookery demonstrations	£170	£260	£350	£150	£170	£	
Sat MAR 23 Sun MAR 24	Berkshire Spring Food, Home & Craft Fair Ascot Racecourse, High Street, Ascot SL5 7JX TBC including cookery demonstrations	TBC	TBC	TBC	N/A	N/A	£	
Sat Apr 6 Sun Apr 7	The East of England Food, Home & Craft Fair Newmarket Racecourse, Newmarket CB8 0TF including cookery demonstrations	£180 8ft x 7ft	£270 14ft x 7ft	£360 20ft x 7ft	N/A	N/A	£	
Sat Apr 13 Sun Apr 14	Windsor Spring Food, Home & Craft Fair Royal Windsor Racecourse, Maidenhead Rd, Windsor SL4 5EZ including cookery demonstrations	£180	£270	£360	£160	£180	£	
Sat APR 20 Sun APR 21	Heart of England Food, Home & Craft Fair National Agricultural Exhibition Centre Stoneleigh Park, Kenilworth CV8 2LG including cookery demonstrations	£180	£270	£360	N/A	N/A	£	
Sat APR 27 Sun APR 28	East Anglian Game & Country Fair - Crafts Village Euston Estate, Euston, nr. Thetford, Suffolk IP24 2QP	£215 8ft x 6ft	£335 14ft x 6ft	£455 20ft x 6ft	N/A	N/A	£	
Sat APR 27 Sun APR 28	West London Food, Home & Craft Fair Kempton Park Racecourse Staines Rd, Shepperton, Sunbury-on-Thames TW16 5AQ including cookery demonstrations	£180 8ft x 7ft	£270 14ft x 7ft	£360 20ft x 7ft	N/A	N/A	£	

OAKLEIGH FAIRS TERMS & CONDITIONS OF BOOKING (October 2018)

OAKLEIGH FAIRS GUARANTEE

1. When sole or lead promoter Oakleigh Fairs guarantees to promote fairs in a professional manner. Fairs will be well advertised in local press, regional and, where appropriate, 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

3. All exhibitors must be set up by the advertised start time. Access arrangements will be 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 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.

BOOKINGS

4. **ALL BOOKING FEES MUST BE PRE-PAID.** Payment will be accepted by cheque or credit/debit 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/debit 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. You authorize us to charge the credit card by submitting a completed booking form and you authorize us to keep your card details on file and charge appropriate balances as needed. 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.

DISCOUNTS

5. Individual exhibitors and/or businesses booking five or more shows with us during one calendar year and all in one sole name will not have to pay the balance of the fifth booking. This offer applies to the fifth stall booking after full payment for four previous bookings and, if a combination of different sizes is booked, will be for the smaller stall size. Bookings six to ten will receive a 15% discount and over ten a 20% discount on those bookings. Deposit remains at £50 on all bookings.

CANCELLATION OF BOOKINGS

6. 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, 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. Any cancellation of an already discounted booking will NOT then be included as one of your total number of bookings. No cancellations or discounts will be rolled over into the following year(s).

DISHONOURD CHEQUES

7. If your bank refuses to honour a cheque that you have given as payment for a booking we will levy an administration charge of £10 every time a cheque is returned unpaid. 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 £10,000,000 of public liability insurance.

Thankyou for booking with Oakleigh Fairs

You can contact us at www.oakleighfairs.co.uk or email bookings@oakleighfairs.co.uk

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