



THE KNEBORTH CHRISTMAS FAIR

Friday 8 Saturday 9 and Sunday November 10, 2019

1	NAME		TRADING NAME	
	ADDRESS		TELEPHONE	
			MOBILE	
			E-MAIL	
	POST CODE		WEB ADDRESS	

2 YOUR PRODUCT please tick the appropriate box and provide photographs of your stand set-up with a full description of the stock you will be offering for sale.
 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.

If Food or Drink: Please confirm that this is sealed for consumption at home: YES / NO / OTHER If other please provide details: (There are no on-site food/drink concessions at this event)

Please enclose/provide details of your local authority registration (for Food/Drink products); all Food Hygiene Certificates and if selling alcohol the Personal Licence details of the staff member who will be in attendance on your stand at all times.

3 YOUR CHOICE OF LOCATION This event is in Marquees, the Knebworth Barns and the 'Spangly' Barn Marquee or Open Space
 Please circle/highlight your choice of size in the relevant location box

Craft & Design / Barn Marquees (Spangly) Floored and heated		Food Hall Floored, heated and lit		Shopping Marquee Floored, heated and lit	
2m (frontage) x 2m (depth)	£340.00	2m (frontage) x 2m (depth)	£290.00	2m (frontage) x 2m (depth)	£290.00
2.5m x 2m	£380.00	2.5m x 2m	£330.00	2.5m x 2m	£330.00
3m x 2m	£420.00	3m x 2m	£370.00	3m x 2m	£370.00
3.5m x 2m	£460.00	3.5m x 2m	£410.00	3.5m x 2m	£410.00
4m x 2m	£500.00	4m x 2m	£450.00	4m x 2m	£450.00
5m x 2m	£580.00	5m x 2m	£530.00	5m x 2m	£530.00
6m x 2m	£660.00	6m x 2m	£610.00	6m x 2m	£610.00
Larger spaces available - please contact the Office		Larger spaces available - please contact the Office		Larger spaces available - please contact the Office	

Corner Request in Barns or Marquees	
Offering two open sides to your space	£50.00

Open Space in your own Gazebo	Without electricity	With electricity
3m x 3m	£260.00	£290.00
6m x 3m	£410.00	£440.00
6m x 6m	£560.00	£590.00

number of free tables? (6'x2'3") free chairs? and - **if you need free electricity** - please state total wattage required

4 PAYMENT 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 and charge the balance of your fee two calendar months before this event.

Card Number If applicable - Issue Number Start Date End Date CVC
 The CVC/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 cheques made payable to Oakleigh Fairs Please enclose a individual £50 deposit cheque payable immediately and a separate balance cheque which should be post-dated to two calendar months before this event

5 I acknowledge that I have read and understood the Terms and Conditions of Booking and agree to abide unreservedly by them.
 PLEASE SIGN
 OR if completing this form electronically ENTER YOUR NAME HERE.

If the Craft & Design Barns are oversubscribed we will prioritise Handmade products

This event is not part the Oakleigh Discount Scheme

OAKLEIGH FAIRS TERMS & CONDITIONS OF BOOKING (May 2019)

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 5 metres 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 TWO calendar month before the 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 two calendar months 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.

CANCELLATION OF BOOKINGS

5. Cancellations will be accepted up to TWO calendar months before the date of the fair but you will forfeit your £50 deposit for each fair cancelled. Any booking cancelled at less than TWO months 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

6. 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

7. 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

T 01206 263088 F 01206 263098 Thrift Farm House Horkesley Hill Nayland Essex CO6 4JP

