

OAKLEIGH EVENT MANAGEMENT LTD TERMS & CONDITIONS OF BOOKING (NOVEMBER 2011)

OAKLEIGH EVENT MANAGEMENT LTD GUARANTEE

- 1 When sole or lead promoter OAKLEIGH EVENT MANAGEMENT LTD guarantees to promote fairs in a professional manner. Fairs 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. Electricity (where available) will be provided at no extra charge.

STOCK OFFERED FOR SALE

- 2 OAKLEIGH EVENT MANAGEMENT LTD 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 EVENT MANAGEMENT LTD will vet applications to ensure a reasonable standard of workmanship and to avoid excessive duplication of any one kind of craft. When booking please describe the craft(s) that you will be displaying, these will be the only crafts you will be permitted to display. **Any Exhibitor 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 stalls to be set up by the advertised start time. You are not to clear away until the advertised finishing time. All stalls to be set up in an attractive manner and Exhibitors to supply a suitable table covering to cover the top of the table and reach the floor at the front and two sides and provide a backdrop. Boxes etc. to be stored out of sight. Your car must be parked sensibly and you must comply with our stewards' requests to move cars or boxes etc. if we consider them to be in the way. Exhibitors should check that their table is erected correctly and must not do anything to encroach upon gangways, exits or other Exhibitors access. Exhibitors may not bring pets. You must not attach anything to walls or ceilings in a way that will leave marks and you must leave your stall area clean and tidy at the end of the day. Rubbish may be left behind providing it is in a box or bag. 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.

DEMONSTRATIONS

- 4 OAKLEIGH EVENT MANAGEMENT LTD is sometimes able to provide extra space for demonstrating the craft 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

- 5 **ALL BOOKING FEES MUST BE PRE-PAID.** 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 Event Management') you may send either one cheque for the full amount that is bankable immediately or one cheque for £60 per booking which is bankable immediately and the balance post-dated to 1 August 2009. 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 your card £60 deposit upon booking and charge the balance of your stall fee one calendar 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 stall availability over the phone but will not accept bookings by phone. 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 will be returned immediately. OAKLEIGH EVENT MANAGEMENT LTD reserves the right to allocate you a different stall category 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 EVENT MANAGEMENT LTD reserves the right to refuse or cancel any booking without giving a reason.

CANCELLATION OF BOOKINGS

- 6 Cancellations will be accepted up to 1 August but you will forfeit your £60 deposit for each fair cancelled. Any booking cancelled after this date, for whatever reason, will forfeit the total stall 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. 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.

DISHONOURD CHEQUES AND UNACCEPTED CREDIT CARD PAYMENTS

- 7 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 stall 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

- 8 OAKLEIGH EVENT MANAGEMENT LTD 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 EVENT MANAGEMENT LTD 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 EVENT MANAGEMENT LTD responsible for any losses you sustain. If in the reasonable opinion of OAKLEIGH EVENT MANAGEMENT LTD (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 EVENT MANAGEMENT LTD carries £5,000,000 of public liability insurance.

You can contact us at www.artcraftanddesignshow or email info@artcraftanddesignshow.co.uk

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