

SHOPPING PAVILION 2020 BOOKING FORM

bookings@shoppingpavilion.co.uk
www.shoppingpavilion.co.uk
Thrift Farm House, Horkesley Hill,
Nayland, Essex CO6 4JP
T 01206 263088

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 detailed information:

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 BOOKING please circle/highlight your choice(s) of event and space.

DISCOUNTS: Book three and receive 5% OFF - Book up to six and receive 10% OFF - Book up to nine and receive 15% OFF See Ts & Cs overleaf for details

date	event	address	8' x 6'	14' x 6'	20' x 6'	TOTAL
Sat APR 25 Sun APR 26	East Anglian Game & Country Fair Footfall 40,000	Euston Estate, Euston, nr. Thetford, Suffolk IP24 2QP	220.00	340.00	460.00	£
Sat MAY 23 Sun MAY 24	Hertfordshire County Show Footfall 35,000	The Showground, Redbourn, Hertfordshire AL3 7PT	210.00	330.00	450.00	£
Wed MAY 27 Thu MAY 28	Suffolk Show Footfall 90,000	Suffolk Showground, Trinity Park, Ipswich IP3 8UH	270.00	420.00	570.00	£
Thu 28; Fri 29 & Sat MAY 30	Royal Bath & West Show Footfall 130,000	The Showground, Shepton Mallet, Somerset BA4 6QN	440.00	680.00	920.00	£
Wed JUL 1 Thu JUL 2	The Royal Norfolk Show Footfall 90,000	Norfolk Showground, Dereham Rd, Norwich NR5 0TT	290.00	440.00	590.00	£
Fri 10; Sat 11 & Sun JUL 12	The Kent County Show Footfall 80,000	Kent Showground, Detling, Maidstone ME14 3JF	350.00	500.00	650.00	£
Fri 24; Sat 25 & Sun JUL 26	The Game Fair Footfall 120,000	Ragley Hall, Alcester, Warwickshire B49 5NJ	580.00	920.00	1,040.00	£
Sat 29; Sun 30 & Mon AUG 31	Wellington Country Fair & Int. Horse Trials Footfall 10,000	Highfield Farm, Wellington Estate, Hants RG27 0LE	(8' x 8') 170.00	(14' x 8') 260.00	(20' x 8') 350.00	£
Sat SEP 5 Sun SEP 6	Dorset County Show Footfall 55,000	Showground, Acland Rd, Dorchester, Dorset DT1 1EF NO FOOD	220.00	340.00	460.00	£
Sat SEP 19 Sun SEP 20	Royal Berkshire Show Footfall 60-70,000	Newbury Showground, Newbury, Berks RG18 9QZ	250.00	400.00	550.00	£

Tables - 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.

The Shopping Pavilion Co Ltd TERMS & CONDITIONS OF BOOKING (September 2019)

STOCK OFFERED FOR SALE

1. The Shopping Pavilion Company (SPC) Limited 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. SPC will vet applications to ensure a reasonable standard of workmanship and to avoid excessive duplication of any one kind of product within our Pavilion. 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

2. 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 and you must abide by any show specific instructions given by the show organiser.
 2. 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.
- PLEASE NOTE** you are also responsible for taking into account any show specific instructions/special requirements from the primary show organisers.

BOOKINGS

3. **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 'Shopping Pavilion Company') 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. SPC 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. SPC reserves the right to refuse or cancel any booking without giving a reason.

DISCOUNT SCHEME

4. If you book three shows you will receive 5% discount on each, set against the third booking. If you book up to six shows you will receive 10% off bookings 4 & 5 & 6 set against the sixth booking. If you book up to nine shows you will receive 15% off bookings 7 & 8 and 9 set against the ninth booking.

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. SPC 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. SPC 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 The Shopping Pavilion Company Limited responsible for any losses you sustain. If in the reasonable opinion of the primary event 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. The Shopping Pavilion Company Limited carries £10,000,000 of public liability insurance.

Thankyou for booking with The Shopping Pavilion Co

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

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— THE —
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