



Wiltshire Christmas Show

Booking Form November 1st & 2nd 2008

Please complete following details then return this form to: **Wiltshire Christmas Show, PO Box 2560, Wilts. SN3 1WL.** Please read and retain show terms and conditions.

STALL HOLDERS: (please print details clearly using capital letters)

Business Name:
 Your Name:
 Contact Address:

 Telephone Number Home: Post Code:
 Mobile:
 Email Address (please PRINT clearly): Website address:

CLOSING DATE FOR RECEIPT OF PRE-BOOKING FORM IS 30th SEPTEMBER 2008. Occasionally, if a cancellation becomes available, we may be able to consider a late booking but please check BEFORE completing form as we normally have a waiting list of potential traders. If your late booking is accepted, we cannot guarantee size, location, electricity or table availability.

Brief description of goods being sold (please state whether you make or design your goods yourself):
<i>IMPORTANT: We may not be able to accept your application if several traders are already booked offering similar goods. Please check with us before completing this form to avoid disappointment. Sorry, but we are not accepting general 'bric a brac' type stalls or traders offering catering.</i>

Pitch requirements: (all pitches are INDOORS)

Pitch price includes space only for two days. Electricity can be available for lighting, demonstration equipment and cash registers but must be ordered. All appliances, plugs and leads must be certified as PATS compliant. Please bring your own extension leads and table coverings.

LARGE PITCH <small>(These pitches are more flexible, you can use tables, display shelves, rails, baskets or whatever you wish so long as it is ALL within the allotted space)</small>	£ Price per pitch	No of pitches req'd	£ Total due	SMALL PITCH <small>(These pitches are intended to consist of one 6ft table, or equivalent, only. There will be sufficient space to serve from behind the table only. All stock and displays must be either on or under the table)</small>	£ Price per pitch	No of pitches req'd	£ Total due
Pitch Hire -2days@£35 p day, 4m(frontage) x 2m (approx 12'x6')	£70			Pitch Hire - 2 day@£20 p day, approx 8ft (frontage) x 4ft	£40		
Table Hire (approx 6ft long)	£5*			Table Hire (approx 6ft long)	£5*		
Additional demonstration space	Free*			Additional demonstration space	Free*		
Electricity Required?*	Y/N			Electricity Required?*	Y/N		

Please note: * Subject to availability - book early to avoid disappointment!

- All pitches are for space only. We do have some tables available for hire but these are limited so book early!
- All stock, personal belongings etc must be retained within your booked pitch space or remain in your vehicle. If you need more space, please book additional pitches. If you intend to stop overnight in your vehicle or caravan, please notify us so we can make appropriate arrangements.
- Cancellations within 30 days of the show start date **WILL NOT be refunded.**

Please note that you will be issued with TWO FREE show passes per pitch only.

Vehicle Details	Reg no

Insurance will be required for EVERY stall holder for a minimum of £1 million. Please provide evidence of your insurance with your booking form or when you collect your passes. Please note: No claims for loss, damage or injury caused by the stallholder can be made against the organiser or the venue. This is the responsibility of the stallholder.

Total amount paid: £..... (please make all cheques and postal orders payable to 'JUNKWIZARD Ltd') Cheque enclosed? Y / N or Paid by Paypal? Y / N

I have read and agree to abide by show terms and conditions **, and I enclose a copy of my insurance documents/ I will bring insurance documents when collect passes (please delete the statement that does NOT apply).

IMPORTANT NOTE: If you do not sign and acknowledge acceptance of site terms & conditions your payment will be returned and you will not be allowed to trade on site. If you do not have insurance on the day, you will not be allowed to trade and your fee will not be refunded.

Signed: Date:

• **full terms & conditions available from www.wiltshireshow.co.uk or Wiltshire Christmas Show PO Box 2560 Wilts SN3 1WL

Please take all your rubbish home or deposit it in one of the collection points.



Wiltshire Christmas Show 2008

Terms & conditions for stall holders

PO Box 2560, SN3 1WL. email: wroughtonshow@tiscali.co.uk Tel: 07747 804487

IMPORTANT: Please take a few minutes to read this document concerning our terms and conditions, safety and other related issues.

BOOKING A PITCH:

- **All pitches should have a Christmas theme as visitors will be expecting a 'Christmassy feel', tinsel or such like!**
- Booking forms can be downloaded from our website, www.wiltshireshow.co.uk, or by calling 07747 804487.
- Please book your pitch(es) with adequate space for your needs. Free standing display units, baskets, shelving, additional stock etc must ALL fit into your purchased space.
- Stalls will be allocated on a first come first served basis and the organisers retain the right not to accept a booking (eg if several traders are already booked offering similar good or the goods being offered are not within the remit of the show - **please check with us BEFORE completing the booking form**)
- Free advertising on the show website will only be available when the booking is complete (ie when payment has been received and cleared). Please note that free advertising may not be available in the month immediately prior to the show.
- **BOOKINGS WILL NOT BE ACCEPTED AFTER 30th SEPTEMBER 2008. All stalls MUST be pre-booked and payment must have been received and cleared to complete booking.**
- **Public liability insurance will be required for every stall holder for a minimum of £1 million. Please enclose a copy of your insurance certificate with your booking application. Please note: No claims for loss, damage or injury can be made against the organisers, this is the sole responsibility of the individual stallholder(s).**

TRADING TIMES & ACCESS:

- You will be able to access the site from 8am each day. The main show hall will be locked when the show finishes each day.
- The show opens to the public from 10.00am on Saturday 1st and Sunday 2nd November 2008. The show will close at 5.00pm on the 1st and 4.00pm on the 2nd.
- All stalls **must be in place AND READY TO TRADE when the show opens to the public.**
- **Please DO NOT shift stock or fittings, set up or pack away while the show is open to the public. Apart from obvious Health and Safety issues this is considered unprofessional and is unfair on both visitors (particularly those arriving later in the afternoon) and your fellow traders. By making your booking for this show you are accepting our terms and conditions and will therefore be expected to be set up and trading from when the show opens to the public right through until it closes to the public ON BOTH DAYS. If this is unacceptable, please do not book.**
- The site MUST BE CLEARED by 7pm Sunday 2nd November.

GENERAL INFORMATION:

- Pitch price includes space only for two days. Tables can be hired (subject to availability). Electricity can be available for lighting, demonstration equipment and cash registers but must be ordered. All appliances, plugs and leads must be certified as PATS compliant. Please bring your own extension leads and table coverings.
- Show passes should be collected when you arrive to set up. You will also need to show your public liability insurance documents at this stage if you have not previously supplied them.
- You will need to carry your exhibitor pass with you at all times during the show.
- All stock, personal belongings etc must be retained within your booked pitch space or remain in your vehicle. If you need more space, please book additional pitches.
- If you intend to stop overnight in your vehicle or caravan, please notify us so we can make appropriate arrangements.
- All vehicles must be parked in the designated trade parking area.
- Cancellations within 30 days of the show start date WILL NOT be refunded.
- **Please note that you will be issued with TWO FREE show passes per pitch only.**
- Please collect up **all** your general litter and **place in skip provided.**

DOGS

- Sorry, dogs are not permitted in the Leisure Centre.
- **Please DO NOT leave your dog in your car**, particularly in hot weather.

Well that's about it! Oh, nearly forgot, we shall again be taking lots of pictures during the day for promoting next years show and for the website, if you do not want your picture included please let us know. We hope you enjoy the show and look forward to meeting you all personally on the day.... **Greg and Jo Dunningham - Organisers and hosts of the Wiltshire Christmas Show**