

STOCK OFFERED FOR SALE

1. Charlie Owen Events (COE) 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. COE 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.

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 'Charlie Owen Events') 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. COE 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. COE reserves the right to refuse or cancel any booking without giving a reason.

CANCELLATION OF BOOKINGS

4. 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).

DISHONOURED CHEQUES

5. 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

6. COE 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. COE 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 Charlie Owen Events 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. Charlie Owen Events Limited carries £10,000,000 of public liability insurance.