



West London Electronics Show
Kempton Racecourse, Sunbury on Thames, Surrey. TW16 5AQ

Sunday 15th April 2018

www.radiofairs.co.uk

Booking form to be sent to:-
Ray Howells
Radio Fairs
16 Handel Walk
Tonbridge, Kent. TN10 4DG

General enquiries
Paul Berkeley
Tel: 0845 165 0351
E-Mail: paul@radiofairs.co.uk

Bookings and layouts
Ray Howells
Tel: 0845 165 0353
E-Mail ray@radiofairs.co.uk

Company..... Contact E-mail.....

Address

..... Postcode.....

Tel No..... Address changed since last booking or first time booking (New)? YES NO NEW

BEFORE BOOKING - SEE OUR TERMS AND TABLE RESTRICTIONS on Website: www.radiofairs.co.uk

Trader Tables	£52 each:	Qty	£.....
Additional tables (after 4 tables)	£45 each:	Qty	£.....
Club and Personal tables	£32 each:	Qty	£.....
Additional tables (after 2 tables)	£25 each:	Qty	£.....
Rear Tables (in addition to tables above)	£ 7 each:	Qty	£.....
Power outlet	£ 5:	YES/NO	£.....
Extra Trader Passes	£ 4:	Qty.....	£.....
Shell scheme space <i>per sq.metre (6sq.m min.)</i>	£40.00:	sq. M' s	£.....
Syndicate/Meeting Room:		<input type="checkbox"/>	£ POA
Total Payable (Excl. card charges)			£.....

Cheques to be made payable to 'Radio Fairs' OR Payment by credit/Debit card -
We do not take American Express or Diners Card.
C/C Receipts will be issued with invoices. After processing, we do not retain card details. VAT not applicable

Name on card	Card Type	Card Number	Start Date	Exp. Date	Sig. Digits



The following is subject to availability.

Do you intend to erect an outside aerial, if so bring at least 50m of cable no thicker than RG58

Yes No

Do you want to be added to the PowerPoint presentation on the Screens

(Contact Ray as above)

Do you want your logo and link to be added to the Radio Fairs website

(Contact Ray) as above)

Do you need a wall position (early ordering required)

Do you need access before 07.30am

(Permission will be given as an exceptional need only)

Time

Please state preferred area but subject to availability, BOOK early to secure your preferred area.
Preferred area - state zone number I.E. A1, D2 etc. See our website for details www.radiofairs.co.uk
Office use

ZONE -

Sales order No: Invoice number: Date:..... Cr. Card Fee taken Y/N

Allocated zone: Auth. Code: Total amount taken

TERMS AND TABLE RESTRICTIONS

Before booking please ensure that you have read this page first.

Trader tables - these can be booked at the normal rate for 1 to 4 tables and includes one trader pass per table up to a maximum of 3 passes. When more than 4 tables are required, these additional tables can be booked at the reduced rate.

Club Tables - the club rate includes one trader pass per table. When more than 2 club tables are required it is possible to book up to 3 additional tables at the reduced rate. No more than 5 club tables in total can be booked. All bookings shall be via the **Clubs' Officer** to his/her address.

Personal Tables - the rate includes one trader pass. When more than 2 personal tables are required it is possible to book up to 3 additional tables at the reduced rate. No more than 5 personal tables in total can be booked. These tables are reserved for people who wish to dispose of second-hand personal possessions only.

Shell schemes - Tables are not provided for shell schemes and will be charged on the basis of 6 sq. metres minimum.

Meeting rooms - Meeting rooms will be available and will be priced on application.

Payment - *Before the booking is accepted*, full payment must be made by cheque, credit card or bank transfer. Payments will not be accepted on the day.

Cancellation of booking – Refunds can be accepted provided we are notified is not less than no less than 21 days before the event. Credit card fees cannot be refunded.

General Information

1. The arrival time should not be before 07:30am, no admission will be gained before that time unless by prior arrangement - see booking form.
2. Radio Fairs staff will be available from 07:15am, the racecourse staff will be on duty from 06.00am.
3. All traders must wear an exhibitor pass at all times. No visitors will be allowed on site before 10.00am. Extra passes can be purchased at the time of booking.
4. No trading shall take place before 10:00am.
5. Loading, unloading and security is the sole responsibility of the seller, Radio Fairs is not responsible for damage, loss or injury.
6. All health and safety rules shall be adhered to; in particular no goods shall be stacked unsafely or stowed in gangways. The show will not open if this is not adhered to.
7. After unloading all vehicles shall be parked in the seller's car park on the hard standing, not on the grassed areas. Unloading shall be complete and vehicles moved by 09:30am. The show will not open until all vehicles are removed.
8. At the end of the show packing up must take place in a manner so as not to block gangways or cause danger to visitors.
9. Vehicles can only be moved to loading bays when the show is finished, an announcement will be made. Under EXCEPTIONAL circumstances vehicles can only be moved early to public areas under Kempton escort at walking pace and with flashing hazards on.
10. No fire exit shall be obstructed in any way, this includes aerial feeds.
11. Please read the H+S regulations on our website www.radiofairs.co.uk
12. Table sizes are 6' by 2'6" each