

**NVCF**

**Warwickshire Exhibition Centre**

**Sunday May 13<sup>th</sup> 2012**

## **STALL BOOKING CONDITIONS and INFORMATION**

**1. Tables** 2ft x 6ft or slightly larger will be provided. It is not permitted to extend table space (with paste tables etc) or to spill stock into the walkways in front. Tables must not be moved or sub-let and must be fully stocked with items for sale. Stallholders should bring their own chairs.

**2. Electrical Safety:** The National Vintage Communications Fair is a fair specialising in early or obsolete collectables. Before selling any item that without modification is capable of being plugged into the mains electricity supply stallholders must ensure that it is safe and complies with the latest Electrical Equipment (Safety) Regulations copies of which are obtainable from local trading standards offices.

**3. Electricity supply:** 240 volt (2A max) supplies will be available only at a very limited number of wall stall positions and will be allocated on a first come first served basis. It is unlikely that we will be able to satisfy requests for both a power supply and a particular stall position.

**4. Unloading and build up:** Vehicle movements and parking on site are the responsibility of the WEC staff and their directions must be followed. All stallholders tickets must be given up to the door marshals and exchanged for wristbands on first entry to the hall. Between 7am and 9am trolleys may be used to take stock into the hall. (A number of trolleys are provided by the WEC.) After 9am, when early entry visitors are admitted, trolleys are banned and stock must be hand carried to stalls.

**5. Children** are not permitted in the hall during build up (7am -10.30am) and breakdown (4pm to 6pm). If you bring children with you remember they are your responsibility and must be under your strict supervision at all times.

**6. Packing up:** As the fair is a public event with advertised opening hours (10.30am to 4pm) stallholders are not permitted to pack up before 4pm.

**7. Prices:** (no increases over last year)

Option 1a:	One-table stall and one stallholder	£40
Option 1b:	One-table stall and two stallholders	£60
Option 2a:	Two-table stall and one stallholder	£60
Option 2b:	Two-table stall and two stallholders	£80
Option 3:	Three-table stall and two stallholders	£95
	Power:	£10

A discount of £5 can be claimed for each stallholder who is a paid up BVWS member.

**8. Bookings** will be made only after a completed booking form, full payment, and a stamped self-addressed envelope, have been received by the organisers. Telephone bookings will not be accepted. Booking early is advised if the same stall position as last year is desired. By returning a form an applicant acknowledges acceptance of the booking conditions. Tickets are issued to named individuals and must not be passed on to any other person.

**9. Cancellation:** Refunds will be given if the organisers manage to resell stall(s) to someone on the waiting list.

**10. Contact us:** Email, [secretary@bvws.org.uk](mailto:secretary@bvws.org.uk), the telephone number 01865 247971 may sometimes be answered. Look at the NVCF website for news. (Stall booking forms are also available as downloads (PDF) from the site.)

# NVCF 2012, STALL BOOKING FORM

Please **PRINT** clearly

office use

Name(s) of stallholder(s):

(i)..... (ii).....

Company or Society name (if any):

Address:

Telephone number(s)

Email address:

Main speciality (ring one or describe other): Radios TVs Telephones Gramophones Records  
Scientific apparatus Books Other

	Price
Booking:	
Option: .....	.....
Power: .....	.....
BVWS member discount: .....	.....
	Total .....

Location: If possible I would like to be placed next to .....

Send your **completed booking form**, a **stamped self-addressed envelope** ( $6\frac{1}{2} \times 9''$  or  $4\frac{1}{2} \times 9''$ ), and **payment** (sterling cheque payable to NVCF, postal order, or cash) by **ordinary first class mail** to:-  
NVCF 13 Warneford Road, Oxford. OX4 1LT.

Declaration: I have read, understood, and accepted the booking conditions.

Sign here:

Office use below this line -----

Date received:

Membership checked:

Fee checked:

Table(s) last year: