

British Computer Fairs

new trader registraion & booking form

Please provide a completed booking form with copy of a phone bill (proof of address & telephone)

Fax completed forms to: **01943 817300**
or post to our office:

British Computer Fairs
45 Leeds Road
Ilkley
West Yorkshire
LS29 0DP

Table Pricing:

London TCR (every Saturday)
£45 per table

London circuit - Croydon, Bracknell & Tolworth
£35 for one table, £65 for two and thereafter £30 each.
Wall tables (where available) cost an extra £5 each.

Southcoast circuit - Worthing, Crawley, Southampton
£35 for one table, £65 for two and thereafter £15 each.

Please enquire directly for Bristol computer fairs.

All prices include VAT.

Organisation / Business Details:

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| Company |
| Address |
| Post Code |

Payment:

Payment is taken on the day in cash or cheque however to guarantee your booking we require your credit card information for pre-authorisation.

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|--------------|
| Card Type |
| Name on Card |
| Card Number |
| Expiry Date |

Contact Details:

| |
|-----------|
| Name |
| Telephone |
| Fax |
| Mobile |
| Website |
| Email |

Booking:

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|-----------------------------|
| Venue |
| Date: |
| Number of tables requested: |

Once you are registered on our system bookings can be made at a computer fair, by phone, fax or email.

Please tick to confirm you have read and agree to our terms and conditions (see reverse).

What do you sell?

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Signed Date.....

Do you have any special requests?

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Terms & Conditions

Booking Requests:

First time booking requests must be made with a fully completed booking request form from the BCF website. Subsequent booking requests can be made with the organiser at a BCF fair or by contacting the BCF office on 01943 817300.

All bookings are subject to availability and BCF reserve the right to decline any booking request if deemed unsuitable or of a detriment to the good reputation of the fairs.

If a booking is cancelled later than 12 noon Friday preceding the fair then BCF reserve the right to charge for the booking in full.

Special booking conditions apply for traders who have a history of no-shows. Please see the BCF website for full details.

Arrival & Setup:

Space is reserved subject to the trader's arrival before 9:30am. Late arrival may result in booked space being re-let or given away without refund. In the event of problems on the day e.g. late arrival or non-attendance telephone the BCF office (01943 817300).

BCF view consistent late cancellations, non-attendance and/or late arrivals negatively.

Traders should not leave the fair prior to the advertised closing time.

All vehicles are to be parked where designated by the BCF organisers and must not breach fire or access regulations.

No goods shall be placed on the floor so as to obstruct the free passage or viewing of goods by persons using the fair, nor should displays unreasonably obstruct the line of sight to immediately adjacent traders' displays. We expect all vendors to show due consideration to neighboring traders, especially where there is limited space behind the stalls.

Signs and adverts should not ordinarily be attached to walls or fixtures as the trader will be held responsible for any damage caused from using adhesives or tape etc.

Compliance with venue rules and regulations is expected at all times, including those regarding smoking and consumption of food on premises.

Advertising or soliciting vendors for other computer fairs is not permitted. Anyone breaking this rule will be told to leave the premises immediately. No refund will be given and offenders will be excluded from all subsequent BCF fairs.

Traders are responsible for their own insurance cover for; Public Liability, Personal Injury, Theft and Damage. The organisers cannot be held responsible for any losses howsoever arising. Traders are advised not to leave cash or valuables unattended or on view in a vehicle, even if it is parked at the venue.

Sales Conduct:

Traders are expected to comply with all aspects of the U.K.'s Sale Of Goods legislation and all other Acts Of Parliament. These requirements are the same as for any other retail outlet and in turn are monitored by Trading Standards, together with other statutory and industry bodies. Traders must cooperate with Trading Standards Enforcement Officers should they attend the fair or intervene on behalf of a customer.

Each stand must clearly display a printed notice or card visibly displaying the trader's current business details including; the trading name, name of the proprietor/s, business address and telephone number. Sub-letting stands or stand-sharing is not permitted.

All items should be price marked. Each customer must be given a receipt with a printed header detailing the trader's current business details including; the trading name, name of the proprietor/s, business address and telephone number together with the amount paid.

All new goods sold by traders must have a minimum 12 months warranty. When dealing with warranty claims or complaints, BCF expects traders to demonstrate that they provide effective after sales service in a prompt and business like manner.

Whilst at a fair, traders must accept and be prepared to deal with goods returned on the day. RTB or return to base - shall mean the point of purchase.

All goods either new or used must be sold in working order. Items sold without warranty must be clearly marked "scrap" - not "sold as seen" which may be misleading to the public.

BCF expect high standards of taste and decency to be observed at all times.

In the interests of preserving the good reputation of the fairs, whereupon a BCF customer has been unable to resolve a reasonable complaint with a trader, the organisers may (at their sole discretion) intervene so as to resolve the problem. The trader hereby agrees to indemnify the organisers against any associated costs incurred.

Attendance at any BCF fair will be deemed as acceptance by the trader of these terms and conditions. These terms and conditions are under constant review. The most current version can be found at www.britishcomputerfairs.com