

Provincial Booksellers Fairs Association

The Old Coach House, 16 Melbourn Street, Royston, Herts. SG8 7BZ
Tel: 01763 248400 ˆ Fax: 01763 248921 ˆ email: info@pbfa.org ˆ www.pbfa.org
VAT Reg. No. GB 424 7436 52



Toby English
10 St.Mary's Street
Wallingford
Oxfordshire
OX10 0EL
Tel/fax: 01491 836389
email: chris@tobyenglish.com

14 February 2011

U.K. FINE PRESS BOOK FAIR, SAT/SUN 5-6 NOVEMBER 2011 OXFORD BROOKES UNIVERSITY, OXFORD

Enclosed is a booking application form for the U.K. Fine Press Book Fair, run by the Provincial Booksellers Fairs Association in conjunction with the Fine Press Book Association.

The Fair Manager is Toby English to whom all enquiries should be directed at his shop address above.

Please note the following booking information & conditions

1. In accordance with the PBFA constitution all exhibitors must be a member of either the PBFA or the FPBA. For membership details please refer to the addresses listed below.
2. The fair venue has room for up to 60 full spaces for private presses (plus 25 for specialist booksellers and a small number of trade suppliers). The spaces will be available as follows:
 - a). a full space consisting of approx.6 foot table space plus 1 or 2 chairs. A limited number of screens will also be available with some of the full spaces.
 - b). a half space consisting of approx.3 foot table space plus 1 chair. Only a limited number of half spaces will be available.
 - c). a bookseller's stand equivalent to 6 foot of floor space plus 1 or 2 chairs. A small table, 24 x 18 ins., will also be available for each bookseller.
3. The rentals as listed on the enclosed booking application form are for the whole two day fair and are inclusive of Value Added Tax (VAT).
4. Cancellations. Bookings will be confirmed as soon as possible after the closing date for applications, but remember there are at least a third more applications than there are spaces. **Send NO MONEY** at present. When you are offered a space you will be required to pay a deposit of £50, inc. of VAT, as confirmation of your booking.

5. The following standard PBFA cancellation conditions will apply:
 - a). cancellations made more than 42 days before the event will cost the exhibitor the deposit only.
 - b). cancellations made within 42 days of the event will cost the exhibitor the full stand rent minus the VAT.
6. The opening times of the fair will be 11am-6pm (Saturday) and 10am-5pm (Sunday). We hope to offer a programme of extra events (lectures, discussions etc) to take place on the Sunday.
7. Overnight accommodation. The Fair Manager will provide a list of nearby bed-and-breakfast accommodation to all exhibitors at a later date.
8. Oxford Brookes University has car parking space. It is a non-smoking venue.
9. Insurance. The PBFA provides public liability insurance. All other insurance requirements are the responsibility of the exhibitors. Neither the Fair Manager nor the PBFA can be held responsible for any losses.
10. The booking application form must be returned to TOBY ENGLISH at the address below by the 11th March. Please keep a copy of your application.
11. We are planning another Dinner at St Cross College on the Saturday night. We'd like you to come and make it a memorable event, with a specially printed menu. It would be helpful if you could let Simon Lawrence (01226 792200, or simon@fleecepress.com) know at this point whether you would expect to come, and say if you would like to bring a guest. Further details will be sent out about September 1st.

Best of luck !!

Toby English

Addresses are on the attached sheet

**U.K. FINE PRESS BOOK FAIR, SAT/SUN 5-6 NOVEMBER 2011
OXFORD BROOKES UNIVERSITY, OXFORD**

CONTACT DETAILS

Toby English

Toby English
10 St. Mary's Street
Wallingford
Oxfordshire OX10 0EL
Tel/fax: 01491 836389
Email: chris@tobyenglish.com

Provincial Booksellers Fairs Association

Becky Wears, Administrator
PBFA
The Old Coach House
16 Melbourn Street
Royston, Herts., SG8 7BZ
Tel: 01763 248400, Fax: 01763 248921
Email: info@pbfa.org

Fine Press Book Association

Kathy Whalen
36 Bow Street
Oldham OL1 1SJ
UK

