



Body & Soul Events

PO BOX 13073 Dunbar EH42 1WU

Tel 01368 862717 office@bodyandsoulevents.com

www.bodyandsoulevents.com

Booking Form 2007

Dear Friends,

2006 is proving to be a good year with lovely events and some great guest speakers. We are continuing with the same programme of ten fairs per year and will be developing the themed features of some fairs following on from the *Shamanic* and *Animal Charity* themes of 2006. Our guest speaker list will continue to grow as we try and support local authors as well as established names in complementary health, spiritual development and wellbeing. Please check our website for the latest information. If you have suggestions for interesting guest speakers please speak to Agnes who is always keen to find new people. Our directory of stallholders will be developing in 2007 with opportunities for stallholders to advertise. This will then be mailed out in advance of the Fair to those on our mailing list. If you are interested in this, please contact Agnes or myself.

We have made a small increase in stall cost from 2007 – our first increase since January 2004. More stallholder information will be provided directly from our website in our continuing effort to be more environmentally friendly and reduce paper consumption. From 2007 set-up details for each venue will only be available from the website and only posted out if specially requested.

Finally, I would like to thank you all for being part of our continuing Body & Soul Fair programme and contributing to the understanding and availability of mind body spirit knowledge and services in Scotland. Our aim is to provide visitors with an excellent spectrum of interest and opportunity and to support the community of our stallholders at every fair. We welcome constructive feedback and look forward to seeing you at future Body & Soul events.

Booking Discount

The 10% booking discount is still applicable for 2007. To qualify you will need to book and pay the full amount minus 10% for all fairs at least six weeks prior to each fair.

Therapists Booking Discount – Limited Availability

We are continuing with our booking discount for therapists and healers. You must be offering taster sessions and information only and no merchandise or items for sale on the stall. This is to encourage therapists who may not otherwise be able to afford a stall at the fair and to maintain a good balance of stalls.

This discount is on a first-come first-served basis and there are a limited number of discounted stalls per fair so you cannot assume a discount is available when you book. Please call/email to confirm if a discount is available.

Please ensure you mark clearly on your booking form if you wish to apply for this discount.

Discount Rates are: Edinburgh/Glasgow £110 (normally £160), one day £60 (normally £90); Dundee one day £50 (normally £70). This discount is not applicable to the Aberdeen fair.

Recommended Equipment for Stalls

As a guide please check over the following list of essential items for your stall to look and work at its best:

An attractive table cover that will cover the whole table and reach to the ground;

Large poster or display materials (A3 / A2/ A1 size) to hang behind your table to advertise your business name and give a strong impression of what you are offering or promoting;

Leaflets/business-cards/ handouts with your contact details and therapy/product description to give to visitors and to put out on our leaflet tables;

Small spotlight or lamp to illuminate your stand within the larger exhibition area;

Clipboard with appointment list/ mailing list to allow interested visitors to leave their details if you are busy.

Kind Regards

Donald Busby /Partner

Body and Soul Events Booking Form 2007

Body & Soul Events

PO BOX 13073 Dunbar EH42 1WU

Tel 01368 862717 office@bodyandsoulevents.com

Name:Business Name to be used:

Address:

Postcode:Website:

Tel: email:

Contact Tel to be used in visitor directory (if different from above).....

All therapy/ products on stall:.....

Relevant qualifications

I have read and understood the terms and conditions of booking (please sign)

Talk title for consideration (if appropriate):.....

Two sentence description of your talk.

Deposit for of shows @ £20 per show. Please debit my account / I enclose a cheque for £.....

Credit Card Number:..... Expiry Date:

Issue no (If relevant) Security Code (last three digits beside signature on back of card)

- Tick here if you'd like to receive a receipt Tick here if you'd like to receive complimentary tickets
 Tick here if you'd like to apply for a therapist discount (remember this may not be available).

Fair	Date	Price per stall		Number of stalls
		day	w/end	
2007				
Dundee, Caird Hall	27 th January	£70		
Glasgow, Royal Concert Hall	24 th & 25 th February	£90	£160	
Aberdeen, Beach Ballroom	24 th & 25 th March	£70	£120	
Edinburgh, Assembly Rooms	21 st & 22 nd April	£90	£160	
Glasgow, Royal Concert Hall	19 th & 20 th May	£90	£160	
Glasgow, Royal Concert Hall	18 th & 19 th August	£90	£160	FULL
Dundee, Caird Hall	8 th September	£70		FULL
Edinburgh, Assembly Rooms	22 nd & 23 rd September	£90	£160	FULL
Aberdeen, Beach Ballroom	27 th & 28 th October	£70	£120	
Glasgow, Royal Concert Hall	17 th & 18 th November	£90	£160	FULL

OFFICE USE ONLY

Rec: _____ Rcpt: _____ Comps: _____ Finalized: _____



Body & Soul Events

PO BOX 13073 Dunbar EH42 1WU

Tel 01368 862717 office@bodyandsoulevents.com

Terms & Conditions

- ⊛ All bookings must be guaranteed with a £20 deposit and are only confirmed when this is received. This £20 deposit is **non-refundable and non-transferable**. An invoice for the remaining balance will be sent six and a half weeks prior to the fair and will be due from this time. Please note that event dates may have to be changed at a later time.
- ⊛ Payment is due (at the very latest) by the Friday two weeks before the fair date. Any payments not received by this time may result in your stall being allocated to another stallholder on our reserve list.
- ⊛ All bookings, cancellations and/or changes to your booking must be made **in writing at least four weeks before the fair**. Cancellations received after this period **will be the responsibility of the stall holder**. If a suitable replacement stall cannot be found by them, the full stall hire amount for the fair will still be due.
- ⊛ When completing the booking form, please list ALL products/ therapies that you intend to offer at the fair. This allows Body and Soul to ensure there's a good balance of stalls and no conflict of interest.
- ⊛ If you want your contact details to be included in the directory given to all fair visitors (and posted out to our mailing list in advance) we must receive your completed booking form at least five weeks before the fair. After this time bookings can still be accepted but listings on the directory cannot be guaranteed.
- ⊛ Stalls can book in as either a reader OR therapist. This is to maintain a fair allocation of the limited number of reader/therapist stalls we have available. Please contact the office if you have any questions about this.
- ⊛ There is a maximum of one reader per stall OR up to two therapists per stall due to the space available and our reader/therapist quotas. Larger stalls (1½ and double) are also available and are recommended for therapists bringing couches who may need extra space. The cost is simply increased proportionately.
- ⊛ It is a condition of booking that you have relevant insurance for any activities you undertake on your stall. You may be required to show proof of this.
- ⊛ It is a condition of booking that stalls must be set up **by the opening time of the fair** (any unoccupied stalls will be reallocated). Stalls must not pack up early unless by prior arrangement with the Event Manager. This is to ensure other stallholders are not disturbed and that there is no hazard to customers. If you do not comply with these conditions future bookings may be refused.
- ⊛ Please keep a record of the fairs you have booked in the table below, for your future reference.

Fairs	Date	Price per stall		Number of stalls
		day	w/end	
2007				
Dundee, Caird Hall	27 th January	£70		
Glasgow, Royal Concert Hall	24 th & 25 th February	£90	£160	
Aberdeen, Beach Ballroom	24 th & 25 th March	£70	£120	
Edinburgh, Assembly Rooms	21 st & 22 nd April	£90	£160	
Glasgow, Royal Concert Hall	19 th & 20 th May	£90	£160	
Glasgow, Royal Concert Hall	18 th & 19 th August	£90	£160	FULL
Dundee, Caird Hall	8 th September	£70		FULL
Edinburgh, Assembly Rooms	22 nd & 23 rd September	£90	£160	FULL
Aberdeen, Beach Ballroom	27 th & 28 th October	£70	£120	
Glasgow, Royal Concert Hall	17 th & 18 th November	£90	£160	FULL