

ORDER FORMS 2019



	FORM DESCRIPTION	RETURN BY	RETURN TO
1	CATALOGUE – FREE EDITORIAL ENTRY FORM / BUYERS GUIDE TO BE CIRCULATED BY THE PUBLISHERS – Horticulture Week		
2.	CATALOGUE – DISPLAY ADVERTISEMENT ORDER FORM TO BE CIRCULATED BY THE PUBLISHERS – Horticulture Week		
3.	Accommodation Booking Form	ASAP	Congleton Tourist Information Centre
4.	Invitations Order Form	01/07/19	Pat Cou tts Four Oaks
5.	Stand Sharing (notification)	ASAP	Pat Cou tts Four Oaks
6.	Horticulture Week New Products Awards - Entry Form	30/08/19	Pat Cou tts Four Oaks
7.	Electricity Supply	23/08/19	Pat Cou tts Four Oaks
8.	Compressed Air / Water	01/08/19	Pat Cou tts Four Oaks
9.	Planted Containers Order Form	3008/19	Marlon Kent Four Oaks
10.	Timber Products	01/08/19	Country Rustics
11.	Strawberry Wood Caravan Park	30/08/19	Paul Jenkinson
12.	Catering Equipment	27/08/19	5 Star Catering Equipment Hire
13.	Audio Visual Equipment	27/08/2019	Fisher AV
14	Hospitality Catering	30/08/19	Fresh 5 Ltd
15a+b	Stand Panelling / Carpet / Furniture	ASAP	Hire requirements
16.	Posters/Banners/Design& Printing	19/08/19	ASG Creative Communications

FORM 3- ACCOMMODATION BOOKING



September 3 - 4th 2019

Congleton Tourist Information Centre

The Congleton Tourist Information Centre will be offering an Accommodation Booking Service for Exhibitors and Visitors to Four Oaks Trade Show.

If you wish to take advantage of the service, *please send this form to the address below.*

A 10% deposit is required which will be deducted from your account at the accommodation.
Details of the booking will be given and confirmed when the deposit is received.
Credit cards or cheques will be accepted.

CONGLETON TOURIST INFORMATION CENTRE – ACCOMMODATION BOOKING

NAME:			
ADDRESS:			
	Post Code:		
E-MAIL:			
TELEPHONE:	Home:	Business:	
	Fax:	Mobile:	

TYPE OF ACCOMMODATION REQUIRED & PRICE RANGE – (per person per night)

No. of Persons:		No. of Nights:	
Date of Arrival:		Date of Departure:	

Please select

Price Range:	£35- £40	£40 - £50	£50 plus
Mode of Transport:	Car	Air	Train

HOTEL	En-Suite	Standard Room	No of Rooms
	<input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Single	<input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Single	
GUESTHOUSE	En-Suite	Standard Room	No of Rooms
	<input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Single	<input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Single	
FARMHOUSE	En-Suite	Standard Room	No of Rooms
	<input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Single	<input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Single	

PLEASE RETURN TO:

CONGLETON TOURIST INFORMATION CENTRE
Town Hall, High Street, Congleton, Cheshire UK CW12 1BN.
Tel: +44 (0) 1260 271095 Fax: +44 (0) 1260 298243
E-mail: congletontic@cheshireeast.gov.uk

FORM 4 – INVITATION ORDER FORM



Four Oaks

September 3-4th 2019

Name of Company: _____

Stand No/s: _____

Visitor invitations are supplied *free of charge* for distribution to your customers, and will be available from the end of June. June.

The pdf version for email circulation is an excellent means of promoting the show over a prolonged period.

a) Number required _____

Signed: _____

Date: _____

NOTE: *Please make use of this free publicity material to promote your presence at the show. Supplies are not limited.*

**PLEASE RETURN TO: -
PAT COUTTS – FAX BACK TO +44 (0) 1477 571314
Four Oaks Trade Show, Farm Lane, Lower Withington, Macclesfield, Cheshire SK11 9DU, UK
Tel: +44 (0) 1477 571392**

FORM 5 - STAND SHARING



September 3-4th 2019

FREE EDITORIAL ENTRY FOR EVERY PARTICIPATING COMPANY

IF YOU ARE SHARING A STAND, PLEASE COMPLETE THIS FORM, TO ENSURE THAT EVERY COMPANY IS LISTED, AND RECEIVES ITS FREE CATALOGUE ENTRY.

Company Name: _____

Address: _____

PostCode: _____

Telephone No _____ Fax No: _____

Email _____ Web _____

Under which letter of the alphabet should the above company be listed? _____

Company Name: _____

Address: _____

PostCode: _____

Telephone No _____ Fax No: _____

Email _____ Web _____

Under which letter of the alphabet should the above company be listed? _____

Company Name: _____

Address: _____

PostCode: _____

Telephone No _____ Fax No: _____

Email _____ Web _____

Under which letter of the alphabet should the above company be listed? _____

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FORM 6

HorticultureWeek



Trade Show

NEW PRODUCT AWARDS

Four Oaks

September 3-4th 2019

ENTRIES ARE INVITED FOR THE 2019 FOUR OAKS AWARDS.

To register your entry, please complete this form and return it as soon as possible to the address below. Entries must be received no later than August 30th 2019.

ENTRY IS FREE – and the number of entries per company is not limited.

- Categories of entry: -**
- 1. Bedding & Pot Plants**
 - 2. Nursery Stock**
 - 3. Professional Products & Services**
 - 4. Retail Products**
 - 5. Professional Equipment**
 - 6. Technical Excellence**

In addition to the category winners, an overall winner will be chosen.

Company Name:

Stand No:

Contact Name:

Category of Entry:

	Bedding & Pot Plants		Retail Products
	Nursery Stock		Professional Equipment
	Professional Products & Services		Technical Excellence

In addition, the following awards will be made which do not require an official entry: -

- 1. Most Innovative Exhibit**
- 2. Best Overseas Exhibit**

PLEASE RETURN TO PAT COUTTS - Email: four-oaks-hort@btconnect.com

**Four Oaks Trade Show, Farm Lane, Lower Withington, Macclesfield, Cheshire SK11 9DU, UK
Tel: +44 (0) 1477 571392**

FORM 7- ELECTRICAL REQUIREMENTS



Four Oaks

September 3-4th 2019

Company Name:	
Address:	
Tel no:-	Fax no:-
Stand No:-	Drawing Attached YES / NO

TWIN 13 AMP SOCKETS

One twin 13 amp socket	Cost £70.00	<input type="text"/>
<u>Additional</u> twin 13 amp socket/s	£35.00	<input type="text"/> Number required

3 PHASE SUPPLY

	Cost	Total Load in KW	Circuits Total Load
3 Phase Neutral & Earth	£120.00	<input type="text"/> kw	<input type="text"/> Amps

**NOTE: Electrical requirements should be notified
no later than August 23rd.**

**PLEASE RETURN TO: -
PAT COUTTS – FAX BACK TO +44 (0) 1477 571314
Four Oaks Trade Show, Farm Lane, Lower Withington, Macclesfield, Cheshire SK11 9DU, UK
Tel: +44 (0) 1477 571392**

FORM 8—COMPRESSED AIR/ WATER



September 3-4th 2019

COMPRESSED AIR / WATER

Compressed air and water can be provided to certain areas only.

If you require either of these services, please fax back this form.

Company Name: _____

Stand No: _____

Contact Name: _____

Contact Telephone No. _____ Fax No. _____

Please advise availability of the following services to the above site, and quote: -

Compressed air - Amount _____
Litres per minute _____

Water Supply

**PLEASE RETURN TO: -
PAT COUTTS – FAX BACK TO +44 (0) 1477 571314
Four Oaks Trade Show, Farm Lane, Lower Withington, Macclesfield, Cheshire SK11 9DU, UK
Tel: +44 (0) 1477 571392**

FORM 9 – PLANTED CONTAINERS



September 3-4th 2019

FOUR OAKS CASH & CARRY

- Four Oaks Cash & Carry will be offering planted tubs and troughs to exhibitors for stand decoration.
- All containers will be terracotta coloured plastic and will be planted with seasonal flowering and foliage plants as available.
- Special requirements will be catered for on request.
- Prices include delivery to your stand on Monday September 2nd.
- Orders must be received no later than Friday August 30th

38cm SQUARE PLANTER	@ £25.00
40cm ROUND BELL POT	@ £25.00
54cm x 26cm TROUGH	@ £25.00

STAND NAME:

STAND NO:

Invoice Address:

.....

.....Post Code

PLEASE RETURN TO: -
MARLON KENT- FAX BACK TO +44 (0) 1477 571314
Four Oaks Cash & Carry, Farm Lane, Lower Withington, Macclesfield, Cheshire SK11 9DU, UK
Tel: +44 (0) 1477 571392



COUNTRY RUSTICS

COUNTRY RUSTICS are a local company to Four Oaks Nurseries, producing quality wooden garden products that can be used to enhance your exhibition display.

Planters, Trellis Work, Seats or any item to your own design can be delivered direct to your stand.

Items can be purchased or hired for the duration of the show.

This service has been offered to exhibitors for many years, and customers have found our products to be of the highest standard.

For a personal quotation please contact –

PHILIP or JOHN GREGORY
Tel: + 44 (0) 1260 224270
Fax: + 44 (0) 1260 224769

OR Fax back this form and we will contact you.

Company Name: Stand No:

Address.....

.....

.....

..... Post Code:

Tel: Fax:

Email:

Contact Name:

FORM 11 – CARAVAN PARK



September 3-4th 2019

STRAWBERRY WOOD CAMPING & CARAVAN PARK

Home Farm, Farm Lane,
Lower Withington, Macclesfield, Cheshire SK11 9DU.
Tel: + 44 (0) 1477 571407
Contact: Paul Jenkinson / Hazel Harcourt

Due to site congestion, Four Oaks exhibition site cannot accommodate caravans.

Strawberry Wood Camping & Caravan Park is a small quiet touring site set within mature woodlands, immediately opposite the exhibition site.

The park has hard standing, a shower block and electric hook-up points – advance booking is recommended.

Please telephone for rates, and return the booking form with the requested deposit to – PAUL JENKINSON at the address below.

Four Oaks Trade Show 2019

CARAVAN PARK BOOKING FORM

Name:

Address

.....

..... Post Code

Telephone

DATES – From To

Number of Nights

**RETURN TO: -
PAUL JENKINSON,
Home Farm, Farm Lane, Lower Withington, Macclesfield, Cheshire SK11 9DU.
Email: info@strawberrywoodcaravanpark.co.uk
Web: www.strawberrywoodcaravanpark.co.uk**

FORM 12 – CATERING EQUIPMENT



Four Oaks

September 3-4th 2019



5 Star Catering Equipment Hire supply everything you may need for on-stand catering from refrigeration to beverages, crockery and glassware.

A full list of equipment with prices can be found on website www.5starhire.co.uk

<i>Item Code</i>	<i>Description</i>

Company Name: Stand No:

Address:

.....

.....

..... Post Code:

Tel: Fax:

Email:

Contact Name: Signed:

5 STAR CATERING EQUIPMENT HIRE LTD

20 Greys Court
Kingsland Grange
Woolston
Warrington
WA1 4SH

Tel: 01925 822527

Fax: 01925 820179

Email: info@5starhire.co.uk

Web: www.5starhire.co.uk

FORM 13 AUDIO VISUAL EQUIPMENT



Four Oaks
September 3-4th 2019



Fisher AV are the approved Audio Visual supplier for the show. We will be on site for the duration of the show and will be able to offer AV support for your stand.

Listed below is a small selection from our price list

The prices quoted are for a **2 day period** and are **exclusive of VAT**.

<u>Equipment</u>	<u>Quantity</u>	<u>Price per Item</u>	<u>Total</u>
42" LED screen	_____	£170.00	_____
50" LED screen	_____	£225.00	_____
75" LED screen	_____	£495.00	_____
DVD Player	_____	£ 30.00	_____
Blue Ray Player	_____	£ 70.00	_____
Laptop	_____	£130.00	_____
Shelf to hold DVD / Laptop	_____	£ 10.00	_____
Media Player	_____	£ 50.00	_____

Please note that LED Screens come complete with eye level stand.
All prices include delivery, set-up, and installation / removal. The equipment will be collected at the close of the show.

***If you require any other equipment, please email or call quoting "Four Oaks".
On receipt of your enquiry, a formal quotation / pro forma will be provided which will include our bank details. Payment will be required 14 days prior to the event.***

Stand Number

Contact name

Company

Address

.....

TelFax

E-mail

Fisher Presentations Ltd.
Carrington Business Park, Manchester Road, Carrington, Manchester M31 4ZU,
Tel: +44 (0)161 775 0515 Fax: +44 (0)161 776 4166
Email: carol@fisherav.co.uk Web: www.fisherav.co.uk

FORM 14 Hospitality Catering Order Form



The contract caterer will once again be Fresh 5. In addition to the visitor catering, a hospitality menu will be offered for standholders who wish to entertain clients on the stands.

		Sept 3 rd	Sept 4 th
Flat of Meat Sandwiches			
20 quarters of an assortment of meat sandwiches	£10.00	_____	_____
Flat of Fish Sandwiches			
20 quarters of an assortment of fish sandwiches	£10.00	_____	_____
Flat of Vegetarian Sandwiches			
20 quarters of an assortment of vegetarian sandwiches	£10.00	_____	_____
Flat of Canapés (6 of each type)	£25.00	_____	_____
Smoked Salmon Knots with Cream Cheese and Dill on Rye Bread Chicken Liver Pâté on Toasted Brioche with Cranberry Chutney Broccoli and Gruyere Soufflé Tartlet Honey and Lemon Chicken Skewer Caramelised Shallot, Camembert and Sundried Tomato Tartlet			

Company
 Stand Number
 Contact name
 E-mail
 Tel
 Fax
 Address:

 Post Code:

Fresh 5
 Head Office: 4E Stag Estate
 Atlantic Street,
 Altrincham
 Cheshire,
 WA14 5DW
 Tel: 0161 928 2299
 Email: fouroaks@fresh5.co.uk

The display panels offer exhibitors complete flexibility. Any configuration can be supplied from a single panel to a full stand. We ask you to complete this enquiry form indicating your requirements, and we will submit a formal quotation based on the rates shown overleaf.

ENQUIRY FORM

Company: Address:
Tel:
Fax:
Contact Name : Email:

STAND NUMBER

PLEASE DELETE AS REQUIRED

Panel System Nameboard YES / NO
Carpet – YES / NO Carpet Colour Preferred
(Dark Blue / Dark Green / Grey)

INDICATION OF STAND LAYOUT

Furniture & Accessories – see overleaf

Furniture & Accessories – see overleaf



Quantity Description

Quantity Description

**PLEASE DO NOT HESITATE TO CONTACT PETER OR GRAHAM ROBERTS
IF YOU REQUIRE FURTHER INFORMATION OR ADVICE**



HIREQUIREMENTS LIMITED

Unit 5, Longwood Road, Trafford Park, Manchester M17 1PZ

TEL: +44 (0)161 848 7208

Website: www.hrhire.co.uk

Email: sales@hrhire.co.uk

EXHIBITION EQUIPMENT

Display Panels (7ft high)	£ 8.00 per running foot	Nameboard (30" x 4½") (black lettering, white background)	£12.50
Heavy Base Plates	£ 3.25	Spotlights	£11.00
Corner Angle Supports	£ 5.00	Perspex Literature Dispensers (to fix onto panels)	£ 5.00
4ft x 1ft Shelves	£10.00		
Free-Standing Counter Units		Floor Standing Literature Dispensers (A4) 6 pocket	£37.50
4ft x 2ft x 3ft high	£47.50		
2ft x 2ft x 3ft high	£40.00		
Carpet (sale item)	£ 6.00 sq yd (fitted)	Velcro Strip	£ 2.00 yd



FURNITURE

Sage green patio table 90cm dia	£12.00	Polypropylene stacking chair	£ 3.50
Sage green high back patio armchair	£ 4.00	Dralon upholstered chair	£ 7.00
Circular aluminium table & 4 aluminium chairs	£47.50 per set	Poseur table	£37.50
		Bar stool / Reception stool	£15.00
2' 6" sq table laminate top	£12.50	Low level upholstered seating units	£37.50
4' x 2' 6" table laminate top	£15.00	Coffee table (centre pedestal)	£15.00
6' x 2' 6" table laminate top	£17.00		
4' 3" x 1' 7" table, laminate top	£15.00	Black ash cupboard	£30.00
		Lockable cupboard	£50.00
4' or 6' wooden folding table	£ 7.00		

PLEASE NOTE: All equipment is supplied subject to our general terms and conditions of hire, a copy of which is available on request.

ALL PANEL / CARPET ORDERS SUBJECT TO A DELIVERY, INSTALLATION & COLLECTION CHARGE OF £50.

ALL FURNITURE ONLY ORDERS SUBJECT TO A DELIVERY & COLLECTION CHARGE OF £25.

ALL RATES PLUS VAT

On receipt of order a VAT invoice will be issued.

PAYMENT TERMS: Settlement of invoice required no later than Friday 2nd August 2019.
No reservation of equipment can be guaranteed in respect of payment received after the due date.

HR HIRE REQUIREMENTS LIMITED
Unit 5, Longwood Road, Trafford Park, Manchester M17 1PZ

www.hrhire.co.uk

email: sales@hrhire.co.uk



Exhibitions, Graphics, Design & Print

Providing Design and Print for Four Oaks Trade Show. ASG offers a quick efficient turnaround service for Design, Artwork, Leaflets and Brochures. A wide range of Displays Graphics, Exhibition Stands and Pop-up Units are all in stock and available. (Full brochure supplied free request)

We are just 10 minutes away from the show arena in Congleton, Cheshire.

WE PROVIDE A FAST, FREE, NO OBLIGATION QUOTE SERVICE

For Further Information, Enquiries
or JUST friendly free advice
Contact: **Andy Swinson** (DIRECTOR)

TEL: +44 (0)1260 274839
MOB +44 (0)7775 734756
FAX: +44 (0)1260 274839

email: info@asg-design.co.uk www.asg-design.co.uk

Company: Stand:

Tel No: Fax No:

Contact:

E.mail Website:

- advertising
- brochures
- pop-up stands
- promotions
- graphic design
- stand design
- print work
- exhibition units
- web sites
- posters
- banners
- stand graphics

Please tick area(s) of interest or telephone **Andy Swinson** on **+44 (0)1260 274839**
or post to: **ASG CREATIVE, ASG House, 10 Ribblesdale, Congleton, Cheshire, CW12 2BS, UK**

We design, produce, deliver and set up exhibition displays, pull up banners and pop up stands directly to your plot at the show - all included in the quoted price!