



Welcome to The Oxford Card Show – Vendor Information Pack

Dear Valued Vendor,

Welcome to The Oxford Card Show! We are thrilled to have you join us for an exciting event celebrating the vibrant world of collectibles! This information pack contains everything you need to know to ensure a smooth and successful experience. Please read through carefully and keep it handy for reference during the event.

Event Details:

- **Event Name:** The Oxford Card Show
Location: Iffley Rd Sports Centre, Iffley Road, Oxford, OX4 1EQ
 - **Dates:** Saturday 26th of July.
 - **Opening Hours:**
 - **VIP Entry:** 9:00 AM
 - **General Entry:** 10:00 AM
 - **Vendor Access:** From 7:30 AM.
 - **Vendor Allocation:** Each vendor may bring up to **2 people per 1 table** for the event.
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Vendor Setup & Sign-In:

- Vendors may arrive from **7:30 AM**.
 - Upon arrival, **please sign in at reception** and collect your vendor passes.
 - All vendors **must be fully set up by 9:00 AM** in time for VIP entry.
 - **Tablecloths** are provided, you may if you like, change them to your own, but we politely ask that you fold them up and hand them to a member of staff.
 - **WiFi** is provided; Vendors will have their own Wi-Fi they can connect to check at reception for information.
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Health & Safety Guidelines:

- Please ensure that all **walkways remain clear** to allow safe movement for vendors and attendees.
- Any electrical equipment must be **PAT tested and used safely**.
- Keep any trip hazards such as cables and boxes neatly stored away.
- Fire exits **must not be blocked under any circumstances**.
- If you notice any safety concerns, report them to event staff immediately.
- Please remain **mindful of others when moving stock** to prevent accidents.

Fire Safety & Emergency Evacuation

- In the event of a fire alarm, please remain calm and follow the instructions of event staff.
- Fire exits are clearly marked throughout the venue. Please locate your nearest exit upon arrival.
- Do not use lifts during an evacuation.
- If you discover a fire, activate the nearest fire alarm and alert a member of staff immediately.
- Assemble at the designated **Car Park** and do not re-enter the building until given the all-clear by emergency personnel.

First Aid

- First aid support is available on-site. If you require medical assistance, please inform a member of staff immediately.
- The designated first aid area is located at **Main Reception**.

General Safety

- Please be mindful of trip hazards, such as cables and bags, and keep walkways clear.
 - Report any safety concerns to event staff as soon as possible.
 - Stay hydrated and take breaks as needed to ensure your well-being throughout the event
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Security Information:

- Security personnel will be present throughout the event.
 - Vendors leaving stock overnight do so **at their own risk**.
 - We advise securing valuable items and **taking high-value stock with you overnight**.
 - CCTV may be in operation, but The Oxford Card Show cannot accept liability for lost or stolen items.
 - If you notice any suspicious activity, please report it to event staff or security immediately.
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Parking & Travel Information:

- Parking is **limited**, but vendors have **priority**.
 - **If Parking on-site you must let reception know your registration upon arrival.**
 - If you have any issues finding us, please check the **“Travel”** segment of our website for directions and additional parking information.
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Close down Info:

- The Venue Closes at 17:00
 - We recommend vendors to begin Closing down from 16:30 on the Saturday
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Additional Information:

- If you require assistance, event staff will be identifiable and available throughout the event.
 - For any last-minute questions or concerns, please contact **oxfordcardshow@coatlectibles.com**
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We appreciate your participation and cooperation in making The Oxford Card Show a fantastic event for all. Thank you for being a part of our vendor community – we look forward to seeing you there!

Best Regards,
The Oxford Card Show Team