

SAMPLE GUIDELINES 2020:

When sending your samples, these guidelines must be followed:

1. SENDING SAMPLES

- Please post all samples to:

MARY HOWARD 2020
1.92 COUNCIL OFFICES
TRINITY ROAD
CIRENCESTER
GLOUCESTERSHIRE
GL7 1PX

- Please include a packing slip which details the following:
 - **YOUR COMPANY NAME**
 - **A LIST OF EACH ITEM ENCLOSED**
 - **THE DATE YOU SUBMITTED YOUR APPLICATION ONLINE**
 - **ADEQUATE PACKAGING AND POSTAGE SHOULD YOU REQUIRE YOUR ITEMS TO BE RETURNED. (SEE BELOW)**
- Only send a few samples of products you intend to sell at the event
- Each item will need to be labelled with details of its price
- You may send photographs/images of other products in your range
- It is important that we see what your packaging looks like, this can be included if practical or alternatively you may send images.
- You may send catalogues/brochures

2. RETURN OF YOUR SAMPLES

- If you would like your samples returned, please send a suitable sized envelope or bag with pre-paid postage.
- Please note if your samples are of high value or fragile; your pre-paid postage and packaging should reflect this.
- If you send product samples and do not wish to have them returned we will enter them into the 2020 charity tombola in aid of the supported charity. If you do not wish any brochures/catalogues to be returned; these will be recycled.
- We will obtain proof of postage with each return.
- **PLEASE DO NOT SEND US CASH**

3. DISCLAIMER

- All items sent to Mary Howard as samples are submitted at the sender's own risk. The Mary Howard Team will treat every item received due care and attention and cannot be held responsible for any loss or damage to any item. All samples will be returned as soon as the Mary Howard Team has assessed your application – we expect this to be before the end of April 2020.