



Gauge O Guild Ltd

On-line Stand Booking System – Traders' Guide 2026

The reasons for an on-line booking system?

The on-line Stand Booking for Kettering, Wigan, Guildex (Stafford) and Kempton mirrors the information submitted on paper forms and uses a similar looking format.

From a data protection perspective, the Trader details are taken from the existing trader database already held by the Guild which is used to help traders promote their products in our Product Directory and Trader Lists.

- Our main aim is to save you time
- The booking details can be copied from one year to the next requiring the minimum amount of data input and checking.
- The booking will generate a VAT invoice
- Payment can then be made on-line with basic receipt being issued by email.
- Events Team Administration is greatly reduced because the booking status, payment status and equipment requests are automatically fed into spreadsheets for the Events Team to use

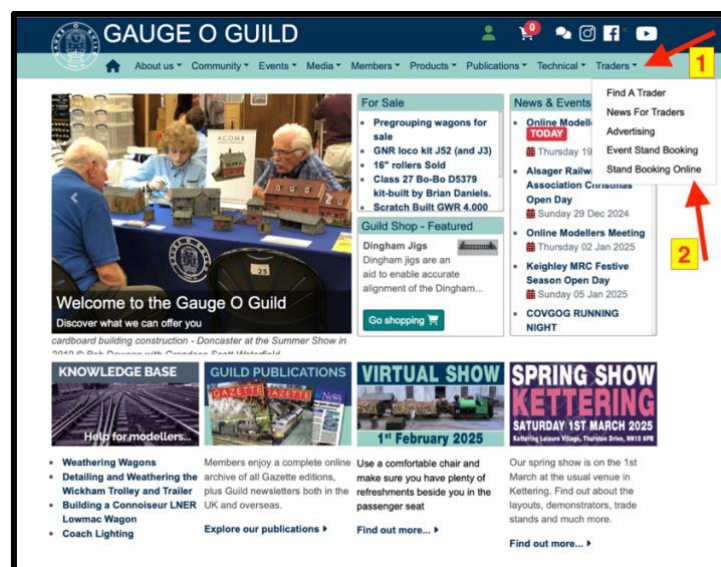
How to complete the forms

This is a step-by-step guide which may seem complicated at first but please follow each step and it will be easier than you think.

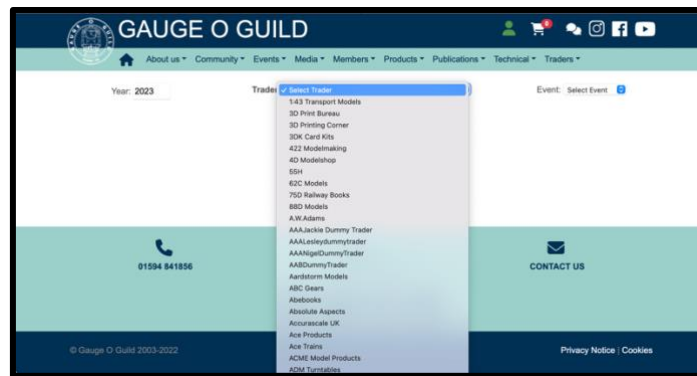
N.B. The images below are from previous years so ignore the dates in the screenshots and use them as a guide

1. Go to the Gauge O Guild website www.gaugeoguild.com

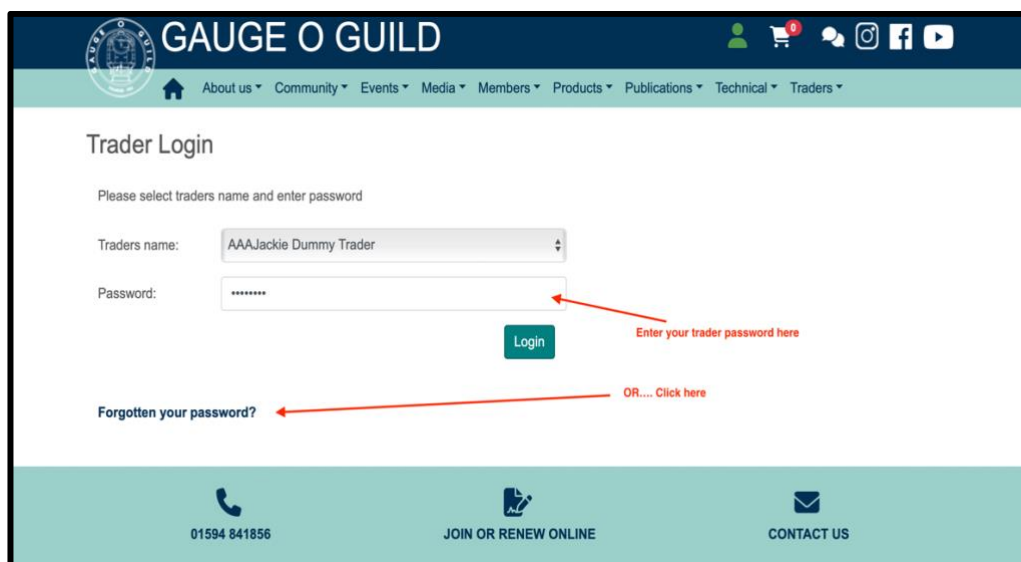
Go to traders in the menu at the top of the front page and in the drop-down list click on 'Stand Booking System' as shown in the screen shot below



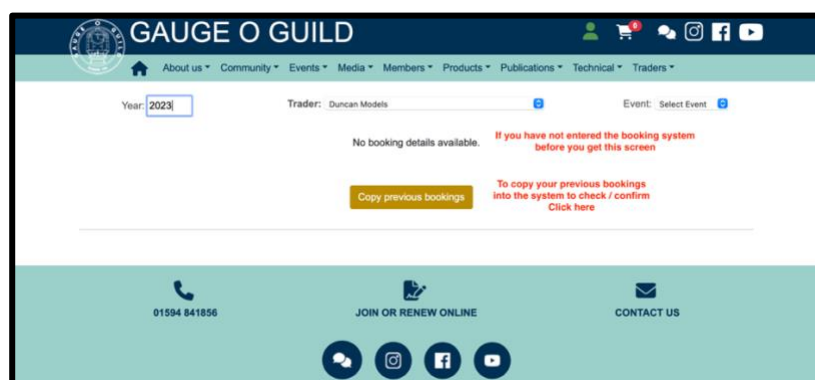
2. On the next screen. Use the drop-down list to select your trader's name.



3. It will then ask you to login. The password you need is the one associated with your trader entry on the Product Directory. If you have forgotten this, click on Forgotten Password and you will get an email. You can also get your password from Lesley Sladen via lesley@artytype.co.uk OR, Andy Duncan (Trade Manager) via duncanmodels@gmail.com



4. If your traders name does not appear in the list then it will be necessary to register, which is free of charge. (see adding your details / checking your details on the Gauge O Guild's database (Appendix 1))
5. Once you have logged in, you get the following screen



6. **For those traders who have previous bookings** (the 2025 bookings have already been loaded into the database) the following details will apply.

N.B. New attendees will be able to complete the blank form. (Go to step 14)

7. **Once you have clicked on Copy Previous Bookings** you will see at the top of the page, a summary of the stand bookings pulled forward from last year appears. **Do not click on anything else yet**

Year: 2024
Trader: **Example Trader**
Event: **Select Even**

Summary	Booking Date	Status	Cost £	Closing Date	Payment	Balance £	Balance Due Date
Guildex	Record Booking Record Balance	Draft	960.00	28/06/24		960.00	28/06/24
Kettering	Record Booking Record Balance	Draft	365.00	29/12/23		365.00	26/01/24
Total after Discount*	Record Booking Record Balance	33%	920.75	29/12/23		920.75	26/01/24

*Discount applies to units, not extras.

Once you have booked your requirements for the show(s) you wish to attend Click 'Make Booking'.
N.B. You only need to click this against the 'Total After Discount' row if a discount applies.
If you are only booking one show, Click 'Make Booking' against that event.
Please note you will be sent an invoice and you do not need to pay until the 'Balance Due Date'.

8. The first thing to do is check the detail of each show to see if you need to make any changes.

9. Click on the down arrow next to EVENT and select each one you need.

Year: 2024
Trader: **Example Trader**
Event: **Select Event**

Summary	Booking Date	Status	Cost £	Closing Date	Payment	Balance £	Balance Due Date
Guildex	Record Booking Record Balance	Draft	960.00	28/06/24		960.00	
Kettering	Record Booking Record Balance	Draft	365.00	29/12/23		365.00	26/01/24
Total after Discount*	Record Booking Record Balance	33%	920.75	29/12/23		920.75	26/01/24

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Once you have booked your requirements for the show(s) you wish to attend Click 'Make Booking'.
N.B. You only need to click this against the 'Total After Discount' row if a discount applies.
If you are only booking one show, Click 'Make Booking' against that event.
Please note you will be sent an invoice and you do not need to pay until the 'Balance Due Date'.

10. **SCROLL DOWN** and the details for the show you have selected then appear below the summary table and you can check all the information, make amends as required and then **save your changes**.

Ref:	Item (see over for descriptions)	Quantity	£ (incl VAT)	Total £
StdUnit	Standard Unit (each) 6ft frontage x 6ft deep on an aisle	0	85.00	0.00
WallUnit	Wall Unit (each) 6ft frontage x 8ft deep against a wall	3	115.00	345.00
Power	Power Connection (one)	1	20.00	20.00
Tables	Extra Tables ONLY AVAILABLE WITH WALL UNITS (each)	0	6.00	0.00
Badges	Extra Badges EACH UNIT ALLOCATED TWO BADGES	0	6.00	0.00
Total Booking Cost				365.00

How many tables do you require?:

How many chairs do you require?:

How many Badges do you require?:

Which day do you intend to set up?:

What time do you intend to arrive?:

Do you have any special requirements?:

Check all details on the form and 'save changes' then go back to previous step and choose the next event in the drop down list to check the form for that

Save Changes

- Do this for each of the shows that you have attended before clicking on anything else.
If you did not attend a show in 2025 but want to attend in 2026 then select that show and add the details to the blank form. Once you save changes, it will appear in the summary table at the top.
- Once you are satisfied that all shows are booked and the forms are correct go back to the summary table. **If you are attending multiple shows just click 'Record Booking' next to the Total After Discount row.**
- If you are attending just one show, click 'Record Booking' next to that single show

Note this is explained in the section shown with stars on the attached screenshot.

Year: 2024

Trader:

Example Trader

Event:

Select Even

Summary	Booking Date	Status	Cost £	Closing Date	Payment	Balance £	Balance Due Date
Guildex	Record Booking Record Balance	Draft	960.00	28/06/24		960.00	28/06/24
Kettering	Record Booking Record Balance	Draft	365.00	29/12/23		365.00	26/01/24
Total after Discount*	Record Booking Record Balance	33%	920.75	29/12/23		920.75	26/01/24

*Discount applies to units, not extras.

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Once you have booked your requirements for the show(s) you wish to attend Click 'Make Booking'.
N.B. You only need to click this against the 'Total After Discount' row if a discount applies.
If you are only booking one show, Click 'Make Booking' against that event.
Please note you will be sent an invoice and you do not need to pay until the 'Balance Due Date'.

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14. Once you have done Record Booking

The next screen shows you have Provisional Bookings and the total payment due

DO NOT Record balance or make a payment until you receive an invoice

Year:
Trader:
Event:

Summary	Booking Date	Status	Cost £	Closing Date	Payment	Balance £	Balance Due Date
Guildex	Record Balance	Prov. Booking	360.00	28/06/24	0.00	360.00	28/06/24
Kempton	Record Balance	Prov. Booking	105.00	31/03/24	0.00	105.00	31/03/24
Kettering	Record Balance	Prov. Booking	105.00	29/12/23	0.00	105.00	26/01/24
Total after Discount*	Record Balance	50%	325.00	0.00	29/12/23	325.00	26/01/24

*Discount applies to units, not extras.

Once you have booked your requirements for the show(s) you wish to attend Click 'Make Booking'.
N.B. You only need to click this against the 'Total After Discount' row if a discount applies.
If you are only booking one show, Click 'Make Booking' against that event.
Please note you will be sent an invoice and you do not need to pay until the 'Balance Due Date'.

15. **For traders who did not attend last year** Choose each event then Scroll Down and a blank form will appear below the table for you to complete. The next image shows the blank Kempton Park form. Complete the form for each event you wish to attend and then click Save Changes. Repeat for each show you wish to attend

Please refer to the Privacy Policy which explains how your data will be used
Bookings for **Kempton - 2023**

Ref:	Item (see over for descriptions)	Quantity	£ (incl VAT)	Total £
StdUnit	Standard Unit (each) 6ft frontage x 6ft deep on an aisle		75.00	0.00
WallUnit	Wall Unit (each) 6ft frontage x 8ft deep against a wall		105.00	0.00
Power	Power Connection (one)		20.00	0.00
Tables	Extra Tables ONLY AVAILABLE WITH WALL UNITS (each)		6.00	0.00
Badges	Extra Badges EACH UNIT ALLOCATED TWO BADGES		6.00	0.00
Total Booking Cost				0.00

How many tables do you require?:

How many chairs do you require?:

How many Badges do you require?:

Which day do you intend to set up?:

What time do you intend to arrive?:

Do you have any special requirements?:

Save Changes

Now follow Step 11 or 12 depending on whether you have booked multiple or just one show

16. Once you have clicked Record Booking....Your order status appears in the summary table at the top of the page as shown in step 13

As stated earlier - DO NOT Pay Balance until you get an invoice.

Deposits are not required but for the discount scheme, **bookings must be made by Friday 23rd January 2026**. The invoice you then receive will have a payment date on it.

If you are part of the discount scheme full payment is due on Friday 30th January 2026

If you are not part of the discount scheme, the invoice will confirm the payment date.

If there any special circumstances which impact on timely payment you should let us know.

When you leave the booking system and log out, your requests are stored for payment later.

17. When you choose to pay the balance, go back to the instructions in Step 1. Log in again and this time, you will find the table appears straight away just as you left it.

18. To make the payment click on pay balance and the following screen appears:

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Confirm Order Details

Final Confirmation

Please check these details carefully

If they are correct, and you wish to proceed with payment, please click on the 'Pay by Card' or 'PayPal' button. Please note that the transaction is carried out on a secure server and that the Gauge O Guild does not have access to any of your card details at any time.

This is your registered postal address and email address and they will be used for any material sent in the post or by email. If you want material sent to a different address please specify as part of the order details.

If you change your mind or the goods are faulty, you may return the goods and obtain a refund by applying, within seven days of receipt of the goods, provided that the goods have not been used.

In the event of any queries with your order please email enquiries@gaugeoguild.com or telephone 01594 841856.

Order Details

1 x Stand Bookings (finalpayment) for 2023

Order Value £392.50

Deliver To

AAA Jackie Dummy Trader Membership Number: 18510

trademanagergog@gmail.com

[Amend](#)

When you click 'Pay Balance'. You get this screen
The 1 stand booking refers to 1 booking for the discount scheme
If you just book for Kettering it will also say 1 stand booking but the Order value would be much less
If you need to go back and check something. Click 'Amend' at the bottom of the box above
If you are happy to proceed to payment click on 'Pay by Card' or 'PayPal checkout'
You then proceed to the payment page

[Continue Shopping](#) [Cancel](#) [Pay by Card >>](#) [PayPal Check out](#)

Once paid, you will find the 'Booking Status' column in the table and 'Balance Due' status changes (see below)

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Year: 2023 Trader: Duncan Models Event: Select Even

Summary	Booking Date	Status	Cost £	Closing Date	Payment	Balance £	Balance Due Date
Barnsley	28/11/22	Fully Paid	245.00	28/02/23	132.50	0.00	Booked
Guildex	28/11/22	Fully Paid	694.00	30/05/23	379.00	0.00	Booked
Kempton	28/11/22	Fully Paid	245.00	13/12/22	132.50	0.00	Booked
Kettering	28/11/22	Fully Paid	245.00	13/12/22	132.50	0.00	Booked
Total after Discount		50%	776.50				

If you have any problems with the new system – do not hesitate to contact Lesley or Andy

Any new system takes a little time to get used to so, please try it and stick with it

This is the fourth time we have used the system so we need to know any glitches and let us now any questions

Thank you

**Andy Duncan
Trade Manager**