

Wed 14 – Sun 18 June 2017 (5 Trading Days)

Shopping Village -Trade Stand Application Form

Business Name	
Trading Name for Programme	
Contact Name	
Contact Numbers	Landline: Mobile:
E-mail	
Web Address	www.
Address	
Postcode	
Product/Service Brief description for the programme & our website, max 12 words	

BOOKING YOUR STAND

Shopping Village			
<p>Avenue A: sold as open space only, minimum charge £300 plus £6.60 for each m². (E.g. a 9mx9m² plot = £300 + 81 x £6.60 = (£834.60). This area is reserved for larger exhibitors such as vehicle displays, mobile units and exhibitor's own marquees exceeding 6m x 6m² (36m²). A photograph of your marquee/unit must be supplied for approval. No parking for vehicles at the rear of these plots permitted.</p>			
Avenue A	Size Required	Price	Sub-Total (£)
	Frontage:	£300 plus £6.60 for each m ²	
	Depth:		
<p>Avenues B, C, D & E: are in shedding, provided by us (a long marquee, separated by dividers).</p>			
Avenues B, C, D & E Space	Price	Fixed Sizes	Sub-Total (£)
3m x 3m = 9 ²	£360	3m front x 3m depth	
6m x 3m = 18 ²	£420	6m front x 3m depth	
6m x 6m = 36 ²	£540	6m front x 6m depth	
9m x 6m = 54 ²	£660	9m front x 6m depth	
Then Add Shedding Price			
3m x 3m = 9 ²	£150	3m front x 3m depth	
6m x 3m = 18 ²	£220	6m front x 3m depth	
6m x 6m = 36 ²	£320	6m front x 6m depth	
9m x 6m = 54 ²	£395	9m front x 6m depth	
State Preferred Location:			

Additional Extras for Shedding		
Wooden Flooring	Price £4.50/per metre ²	Sub-Total (£)
Contract Carpet	Price £4.50/per metre ²	Sub-Total (£)
Additional Extras		
500w Electrical Power Supply (to Trade Stand)	Price £70	Sub-Total (£)
Additional Staff Wristbands		
Each Trade Stand will be allocated 2 vehicle passes and 4 staff wristbands. Wristbands & vehicle passes will be posted approximately 3 weeks prior to the show. Additional staff wristbands can be purchased for £10:		
Quantity:	Price £10	Sub-Total (£)
Bolesworth Caravan & Campsite		
Exhibitors must let us know in advance if they intend to stay onsite in a vehicle, caravan or tent. Exhibitors will be allocated space in the Caravan & Campsite. The site has water supply, showers, toilets & waste disposal point.	Vehicle, Caravan or Tent: N.B. for fire safety reasons traders are not permitted to stay behind Trade Stands.	F.O.C.
Caravan & Campsite 3kw electrical hook-up is £80 for the duration of the show.	Price £80	Sub-Total (£)
	Sub-Total	£
	VAT @ 20%	£
	Grand Total	£
Payment		
A deposit payment of £200 + VAT (£240) is due at the time of booking to secure your position.		
Please make payments by card, cheque or bank transfer to Bolesworth Events LLP		
Telephone for card payments 01829 307676		
Bank details: Bolesworth Events LLP, sort code: 60-40-08, account no: 328 880 58		
Address: Show Office, Bolesworth Lake Farm, Bolesworth Road, Tattenhall, Chester, CH3 9HQ		
Exhibitors will not be permitted onsite if full payment has not been received in advance of the show.		
Credit/Debit Card Machine Hire – hard wired internet enabled		
The show credit card machine supplier is 123Hire. They provide internet enabled credit card machines for hire at the event in conjunction with our nominated IT provider. These are offered at a preferential show rate, contact Cristian Barnes, cristianbarnes@123send.net or 07769 110 282		
Please read the Terms & Conditions then sign and date below:		
Signature:	Print Name:	Date:
Version 1 HB 14-02-17		

Equerry Bolesworth International 2017 Trade Stand Terms and Conditions

1. APPLICATION FOR TRADE STAND SPACE

All applications for Trade Stand sites must be made by completing the Trade Stand Booking Form which must be signed by the Exhibitor; such a signature being an acceptance of these Terms and Conditions. Such application and these Terms and Conditions constitute the entire contract between Bolesworth Events LLP and the Exhibitor and may only be varied in writing being signed by the Exhibitor and an authorised representative of Bolesworth Events LLP (the Organisers).

Trade Stand Booking Forms must be completed and returned by 30 April 2017, with a deposit payment of £200 + VAT (£240) to secure your booking. A separate application is required for each Trade Stand should an Exhibitor require more than one. The balance is due for payment by 19 May 2017. Providing full payment has been received, approximately 3 weeks prior to the show a Trade Stand Pack including showground passes and all associated information will be despatched.

No site will be reserved until the completed Trade Stand Booking Form and payment has been received. The Organisers reserve the right to refuse any application, whether received prior to the closing date for applications or not, and is not obliged to give any reason for such refusal. The Organisers also reserve the right to cancel any application which may have previously been accepted without any reason being given for such cancellation, in which case any fees paid will be refunded to the Exhibitor, but no other compensation damages or penalty will be payable to the Exhibitor. In the event of total cancellation of the event, any fees paid will be refunded to the Exhibitor, but no other compensation, damages or penalty will be payable to the Exhibitor.

2. ALLOCATION OF TRADE STAND SPACE

Ground space is hired to the Exhibitor along with the hire of shedding, flooring, carpeting and an electrical supply where stipulated or requested (see separate sections on the Trade Stand Booking Form). Exhibitors may choose the location for Trade Stands by referring to the Showground Plan, which has numbered plots. If the chosen plot has already been reserved then we will suggest an alternative. Ultimately, allocation of Trade Stand space is entirely at the discretion of the Organisers, although every endeavour will be made to meet requests from Exhibitors regarding the position of their Trade Stand.

The area applied for must include all ground necessary for the erection of guy ropes and stays which under no circumstances will be allowed to project beyond the Exhibitor's allocated area. Permission must be obtained at the time of application for Trade Stands over 5.4m (18') high. Allocation of space is personal to the Exhibitor who shall not assign or transfer their rights, nor shall they sub-let any of the space allotted to them. Any Exhibitor found to have moved their Trade Stand without permission from the Organisers, shall be removed from the venue.

3. EXHIBITOR'S WITHDRAWAL OR CANCELLATION OF A TRADE STAND BOOKING

If, for any reason whatsoever a Trade Stand booking is cancelled by the Exhibitor then 50% of the total fees paid shall be refunded by the Organisers. This is provided that the Organisers are notified in writing not less than four weeks prior to the commencement of the event. Any later cancellation will result in the forfeit of the total amount of fees paid. The Organisers reserve the right in all such instances to re-let the space without accounting to the Exhibitor.

4. RESTRICTED GOODS

The sale of jokes and tricks including any article containing or capable of discharging any noxious smell, noise, coloured spray, foam or other product that could be a nuisance or annoyance to any other person within the venue is not permitted. The sale of knives and catapults is restricted to persons over the age of 18 years. Exhibitors may NOT sell or donate either inflated or deflated balloons on the venue for reasons of animal safety.

5. FIRE, HEALTH AND SAFETY PRECAUTIONS

Trade Stands will be inspected by the Health and Safety Manager to ensure compliance with health and safety and fire regulations.

6. CATERING

Exhibitors may supply refreshments free of charge to their customers. However, under no circumstances will they or anyone else on their Trade Stand be permitted to sell or receive money for refreshments without the written permission of the Organisers. Exhibitors supplying food and drink must conform to the requirements of the Food Law Code of Practice (2015).

7. NOISE

Exhibitors must not use any public address equipment. The Organisers will stop any activity which by reason of smoke, noise, smell or other nuisance is deemed by them to be offensive to neighbouring exhibitors or the public.

8. COLLECTIONS AND APPEALS

Charitable or other institutions wishing to make appeals for contributions to their funds must first obtain permission from the Organisers.

9. GENERATORS, ELECTRICAL SUPPLY & WATER

Generators are permitted providing they are moderately sized and do not reach a noise or emission level whereby they become a nuisance to others. The Organisers are empowered to stop the use of any such equipment if, in their opinion, it is causing a nuisance to others or is in a dangerous condition. The equipment must comply with Health and Safety Regulations. Electricity supplies are available, however due to the fact that this is via a generator, there may be times when continuity of supply cannot be guaranteed. Water is available via taps at a number of points around the venue.

10. TRADE STAND PREPARATION AND REMOVAL

Set-up day is Tuesday 13 June 2017. Exhibitors wanting to set-up on any other day should apply to the Organisers for permission. On the set-up day the Showground is open between the hours of 9.00 am - 6.30 pm. Exhibitors wanting to come to the Showground outside these times should apply to the Organisers for permission. The dismantling of Trade Stands may not commence before the completion of the final competitions. All Trade Stands and equipment must be removed from the Showground no later than 9.00 am on Monday 19 June 2017.

Please note that there will be no movement of vehicles on the showground between the hours of 8am and 5pm on each day of the show.

11. TRADING DAYS AND TRADE STAND OPENING TIMES

Trading days: Wednesday 14 June – Sunday 18 June (5 days)

Trade Stand opening times: 12.00 pm on Weds and 10.00 am Thurs-Sun until the end of competitions in the arenas (approximately 7.00 pm)

12. SECURITY

Property of an Exhibitor remains on the venue at the sole risk of the Exhibitor; the Organisers will not be responsible for any loss or damage to Exhibitor's property. Exhibitors are advised to make their own arrangements for the security of their Trade Stands and to take out appropriate insurances.

13. PUBLIC LIABILITY INSURANCE AND RISK ASSESSMENT

Exhibitors must have current public liability insurance. At the time of booking Exhibitors must provide a copy of their public liability insurance certificate and a risk assessment for the activities that they will be undertaking during build-up, trading periods, dismantling and removal.

14. STAFF WRISTBANDS AND VEHICLE PARKING

Each Trade Stand will be allocated 2 vehicle passes and 4 staff wristbands. Wristbands and vehicle passes will be posted approximately 3 weeks prior to the show. Additional staff wristbands can be purchased for £10. Some trade stand plots have parking space at the rear of the trade stand, this is not guaranteed. The length of your vehicle must not exceed the length of your trade stand if you intend to park behind it (i.e. it must not infringe on a neighbouring exhibitor's parking area).

17. GENERAL CONDUCT

The Organisers acknowledge that shows can be a stressful time for those involved. However, they will not accept abusive or threatening behaviour from an Exhibitor or Contractor. Any such action will result in the Exhibitor or Contractor being removed from site and their Trade Stand being closed for the duration of the show.