APPLICATION FORM

OPEN TRADE SPACE

**ROYAL ISLE OF WIGHT COUNTY SHOW**

**Sunday 25 June 2017**

**Not for use by Caterers, Food Pavilion, Craft Marquee.**

**Please use separate forms for these areas.**

Dear Trader,

Thank you for your interest in the 2017 Royal Isle of Wight County Show.

We are pleased to attach the details and booking form.

Feedback from our visitors last year shows us that their shopping experience is an important part of their day.

We are working hard to enhance this for our visitors and for you, our traders.

As part of this we have included traders within our prize-giving. We will be awarding two trophies –

* Best Small Trade Stand for those 3m wide.
* Best Large Trade Stand for stands over 3m wide.

Stands will be judged on:

* Presentation.
* Originality of design.
* Welcome, staff representation and customer service.
* Would it entice you to buy/participate?

Judging will take place throughout the day from 9am.

We are also asking for a photograph of your stand with your application. This will enable us to ensure a good flow within our trade areas so that the public has the best possible access and experience throughout the day.

Please do not send any money with your application. Should your application be approved an invoice will be raised and sent to you within a few days. The invoice acknowledges your booking and reserves your space at the Show.

Nearer the time, you will be sent an Exhibitor’s Pack with details of your stand, your tickets and vehicle passes.

Please note full payment of your invoice must be made within 30 days, otherwise your reserved space may be re-let.

When selecting your stand size you must include space for any guy lines, units or vehicles parked on the site.

Please complete all sections of this form and return it to riwas@naturalenterprise.co.uk

**Return address: IW County Show, Shide Meadows Centre, Shide Road, Newport, Isle of Wight PO30 1HR.**

**Early booking discount: Deduct £10 from total for applications sent in by 31 March 2017.**

**Closing date for applications: 16 June 2017.**

**Terms & Conditions for Traders and Exhibitors**

*Headline Sponsors of the 2017 Royal Isle of Wight County Show.*

1. The Show organisers reserve the right to accept or decline applications for Trade or Exhibition space and also determine the allocation of tent and site positions. The Chairman’s decision on all matters shall be final and binding. Bookings will not be accepted until full payment is received (no post-dated cheques please).

2. There can be no unauthorised raffles, collections, or games of chance. No flyers or advertising material to be distributed around showground or put on vehicles.

3. All Traders and Exhibitors are responsible for the security of their property at all times.

4. All Traders, Exhibitors, and their staff must be in possession of a valid entry pass for the Show.

5. No part of the stand or exhibit should extend beyond the front of the allocated area. If you bring your own tent, you should apply for enough space to accommodate this. Please keep to the marked areas allocated to you.

6. All vehicles belonging to Traders, Exhibitors, and their staff must parked in the allocated Trade Parking area adjoining the main entrance.

7. Entry to the Showground and setting up may take place from 13:00 & 17:00 hrs on Saturday 24th June and must be completed by 08:00 hrs on Sunday 25th June.

8. There will be no vehicle movement allowed on site between 08:30 and 17:00 hrs on the day of the Show.

9. Taking down may not begin before 17:00 hrs on Sunday 25th June, and must be completed by 12:00 noon on Monday, 26th June.

10. Traders and Exhibitors must at all times have due regard for public safety. All thoroughfares must be kept clear of obstructions. ALL exhibitors must comply with the relevant Health & Safety requirements. Completed general and fire risk assessment forms should be submitted with the application.

11. Traders are not permitted to use their own generators. Electricity can be requested at an additional charge. If you request electricity on the day of the show without pre-booking you will be charged £50 which will be collected by the Electrician on the day.

12. Please note that there must be NO SMOKING in any enclosure to which the public is admitted, including tents, marquees, toilets, etc. Your co-operation in this is appreciated.

13. All traders and exhibitors are required to have full third party and public liability insurance - please supply copy certificate with application.

14. Cancellations notified up to 30 days prior to the Show will be subject to a charge of 50% of the fee paid. There will be no refund for cancellations after this date. Should the Organisers cancel or curtail the Show, for reasons beyond their control, no refunds will be made.

15. Please remember that the officials are unpaid volunteers and also wish to enjoy the Show. The Committee will fully support the officials in carrying out their duties, and any person not complying with these conditions will be ordered to leave without compensation.

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| **ROYAL ISLE OF WIGHT COUNTY SHOW 2017****TRADE SPACE BOOKING FORM** |
| **Company name** |
| **Nature of business** |
| **Address** |  |
|  |  |
| **Postcode** |  |
| **Contact name** |  | **Phone number** |
| **Contact email address** |  |
| **Lead name attending on Show day** |  |
| **Mobile phone number for Show day** |  |
|  |
| **Description of your stand (30 words)** |  |
| **Please include a photograph of your stand so that we can ensure a good experience for visitors throughout the Show.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Size** | **Rate** | **No. Required** | **Total** |
| **Open Space – 5 metre depth** | \* Minimum: 3m frontage (includes 2 day tickets) | **£60.00** |  |  |
| \* 6m frontage (includes 2 day tickets) | **£100.00** |  |  |
| \* 9m frontage (includes 3 day tickets) | **£150.00** |  |  |
| \* 10m frontage and above - £17 per metre | **£17 per metre** |  |  |
| **Large Open space – 10 metre depth** | \* Minimum: 3 metre frontage (includes 3 day tickets) | **£75** |  |  |
| \* 4m frontage and above - £25 per metre (includes 4 day tickets) | **£25 per metre** |  |  |
|  | **EARLY BIRD DISCOUNT – DEDUCT £10 FROM SPACE COSTS** **FOR APPLICATIONS RECEIVED BY 15 MAY 2017** |  |
| **Additional tickets** | We will not issue tickets over the above allocation. If you require further tickets for staff you can purchase them in advance at a discounted price of £6. | **£6**  |  |  |
| **Electricity** | Please complete this box if you require electricity(\*Additional units of £40 can be added if required) | **\*£40.00 per 16 amp (= 1 double socket)** |  |  |
| **Banners** | Display of one banner in the Main Ring | **£50** |  |  |
| **\* Please note the above prices do not include electricity – if you require electricity please complete the relevant box above** | **TOTAL AMOUNT PAYABLE** |  |

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| **YOUR CHECKLIST** |
| **Photograph of your stand** (email is acceptable) | **🞏** |
| **Application form** | **🞏** |
| **Risk assessment** | **🞏** |
| **Fire risk assessment** | **🞏** |
| **Copy of insurance certificate** (Please ensure it is valid for the date of the Show) | **🞏** |

**All exhibitors are required to have full Third Party & Public Liability Insurance and must enclose copy of their current certificate. Completed risk assessments / your own risk assessment, must also be submitted as indicated.**

**I / We agree to abide by the Terms and Conditions of the Show as set out on page 2.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For all booking enquiries please telephone 0845 226 9098 or email **riwas@naturalenterprise.co.uk**

For Terms and Conditions please see page 2.

### **FOR OFFICE USE ONLY**

Received (date) ………………………

Invoice Number ………………………

Size of stand Frontage …………

Electricity Required Yes / No

Tickets Allocation ……….

 Extra ……….

Advert Size: Colour / B&W ...………….

Banner Space Qty ……………..

**STAND NUMBER** ………………

Pack sent ………………