



Trade Stand Booking Form

Venue: *Bicton College, East Budleigh, Budleigh Salterton, Devon, EX9 7BY*
T: 01395 562400 F: 01395 562344

Date: *Saturday 20th and Sunday 21st August 2011*

Booking Deadline 1st April 2011

Contact us: Email: info@FibreFest.co.uk Tel: 01884 881234 www.FibreFest.co.uk

Please print this form, complete it and return it to the address at the end, we also recommend that you make a photocopy for your records.

EXHIBITORS DETAILS

Company Name.....

Contact Name.....

Address.....

.....Post Code.....

Email.....Website.....

Telephone Day.....Telephone Eve.....

Description of products sold, this will be included in exhibition programme (25 words max)

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Please include with your booking any pictures, leaflets and promotional material relating to your product or craft, this will help us judge your suitability for the event.

Exhibition Stand Allocation

The exhibition is taking place at Bicton College in the Main Hall and a Marquee on the Cedar Lawn which will be on grass covered with waterproof membrane and carpet.

Please refer to the **Exhibition Layout** document on the website for an up-to-date layout of the event. If you prefer a particular position please identify it by row letter and number on the form below. We will do our best to meet your requirements; however this may not always be possible in which case we will locate you as closely as possible.

Exhibition stands are available as either

Option 1 = **Space Only** or

Option 2 = **Space + Quadraform Shell Scheme**

(Pictures and specification of a typical Shell Scheme is reproduced at the end of this document)

Please be aware that the Marquee will not have solid rear walls, sides or anchor points, those booking **Space Only** should have self supporting stands. You must decide on your stand preference.

SHELL SCHEMES, TABLES & CHAIRS CAN ONLY BE OBTAINED IF BOOKED IN ADVANCE.

Stand Charges

Option 1 Space ONLY at £23/m²

Size	2 x 2	2 x 3	2 x 4	2 x 6
Rate	£92	£138	£184	£276
Position Letter / Number				
Total				

Option 2 Space + Quadraform Shell at £40/m²

Size	2 x 2	2 x 3	2 x 4	2 x 6
Rate	£160	£240	£320	£480
Position Letter / Number				
Total				

Tables & Chairs

Trestle tables and chairs are available at an extra cost. Please specify what you require from the list below.

Deposits of £50 will be required at the event before items are used.

	Table Trestle 1.8 x 0.6	Table Bistro	Chair
Rate	£10.00	£6.00	£5.00
Number of units required			
Total			

Note. We have some outside space for self contained trade stands. Please contact us with details of your requirements.

Show Passes

Exhibitors will receive **one vehicle pass** and **four Set up / Break Down passes** Valid for **19th August 8am – 8pm** and **21st August 4.30pm – 8pm** and **three Show Passes** valid for **20th and 21st August.**

Set Up / Vehicle Unload Slot.

Set up 8am – 9pm Friday 19th August.

There is adequate parking space for unloading close to the exhibition areas; however we would request that as soon as you have completed unloading you move your vehicle to the general parking area to allow others to unload.

THERE IS ABSOLUTELY NO PARKING PERMITTED ON THE ROADWAYS – AS THIS WILL OBSTRUCT ACCESS FOR EMERGENCY VEHICLES

Risk Assessment

All exhibitors must complete the risk assessment form below. If this is not completed your booking can not be accepted and you will not be allowed to exhibit.

Risk Assessment for Exhibitors at FibreFest

Company Name.....:

What products are you selling.....

Do your products represent any danger to the general public.....

Are your products damaging to health in any way.....

If so what steps are you taking to prevent any harm.....

Does your stand activity represent any harm to the general public.....

If so what steps do you take to prevent harm.....

Please list any other product, activity or potential danger represented by your stand and state what measures you will undertake to limit the risk

I/We have assessed our stand/activity and I/We have covered and addressed any potential risk to the general public.

Signed.....Date.....

Position in Company.....

Show Programme Advertising

Each exhibitor gets a free listing on the FibreFest website and 25 words detailing their activities in the show programme which is given free to every visitor coming to the event.

You can enhance your listing in the programme by having an advert within the programme.

	1/8 Page	¼ Page	½ Page	Full page	Back cover*
Rate	£20	£35	£65	£100	£130
Number of units required					
Total					

* Sorry limited to one only!

Insurance

All exhibitors **must** have public liability insurance and a copy of your policy must be sent to us prior to the event.

Any exhibitor not providing proof of public liability insurance before the event will not be allowed to exhibit.

Booking Payment Completion and Check List

Please transfer all the cost items from the tables above

Stand	£
Furniture	£
Advertising	£
On-Site Accommodation	£
Sub Total	£
Add VAT at 20.0%	
TOTAL	

From Accommodation
Booking Form

Please make cheques payable to 'BHNF'.

Check List:

Copy of Public Liability Insuranceenclosed / to follow

Completed the Risk assessment.....Yes / No.

Have you copied Part 1 of this formYes / No.

Enclosed On Site Accommodation Booking FormYes / No.

If we cannot allocate you a stand we will contact you by 1st June 2011.

I/We apply for an exhibition stand space at FibreFest 2011 and agree to abide by the events **Terms and Conditions** - on the web site - which I / We have read.

I / We have also conducted a risk assessment of our stand and completed our risk assessment form.

Signed.....Print Name.....

Position in company.....Date.....

Please return this form to:

**FibreFest 2011,
The Orchard,
Loxbeare,
TIVERTON,
Devon, EX16 9RH**