

Coalville Model Boat Show

2017

CLUB DISPLAY SPACE BOOKING FORM.

I/we the undersigned wish to reserve trade space at **The Coalville Model Boat Show 2017**, which will take place at the Hermitage Leisure Centre, Coalville on the 1ST & 2ND April 2017. I/we understand that this booking form is the basis of a legal contract the conditions of which are attached.

CLUB DETAILS (we intend to also produce a short visitors' guide, as well as a website, these details will form your entry unless you advise otherwise, if you have a logo that you would like us to use on the web site please e-mail it to info@coalvilleshow.co.uk)

Club Name			
Address (of club representative)			
Postcode			
Telephone		Fax No:	
Website			
e-mail address			

Tables & Electricity

Each table measures approximately 6ft x 2ft (1.8m x 0.6m) & will normally be laid out 2 deep i.e. in blocks of 6ft x 4ft (1.8m x 1.2m) so if you request 8 tables you will get a block 4 tables long x 2 tables deep – 24ft x 4ft. Please indicate the number of tables desired & if a specific layout is desired, please include a sketch. We will make every effort to accommodate all requests for space, however, in the interests of the event, it may become necessary to limit the number of tables for each club.

Number of tables desired		Each table 6ft x 2ft	
Number of chairs		Electricity Required?	Yes / No

Authorised by

Name		Signed	
Position		Mobile number	

Allocation of Tickets to Club Members.

Each club shall be entitled to a maximum of 8 free tickets, any additional tickets required for club members will be charged at the discounted rate of £5.00 per member for the weekend. ***No re-selling of discounted or free tickets is allowed.***

Whilst we would love to give away as many free tickets as clubs want, this is simply not possible, as I'm sure you understand, we have to re-coup the not inconsiderable costs of running this event somehow.

Total number of tickets (including free ones) required		Maximum 8 free tickets per club
Number additional discounted tickets		Discounted price £5.00 for a weekend ticket (normal price £8.00)
Please forward payment for any additional tickets either by cheque made payable to "Component-Shop" or bank transfer to Co-Operative bank, Account: Component-Shop, Account No: 70623080, Sort Code: 08-92-50 giving your club name as payment ref.		

Notes Regarding Setting-Up & Taking-Down.

There is a limited amount of access space to the venue, so in the interests of the smooth running of the exhibition we kindly ask that you observe the following:

Do not park your vehicle in such a way as to obstruct the venue access areas unless you are in the process of loading or unloading.

If you are able-bodied & have only small items to take into the venue, please do not park in close proximity to the doorways, save that space for those less able, or those with bigger & heavier items.

Immediately on completion of loading / unloading, please move your vehicle away from the vicinity of the doorways, so that someone else can do their loading / unloading.

A little thought & consideration for others goes a long way towards the smooth running of the show.

Completed booking forms should be returned either by e-mail (preferred) to info@coalvilleshow.co.uk, fax to 08707 052556 or post to Component-Shop, 1 LLWYN BLEDDYN, LLANLLECHID, BANGOR, LL57 3EF. If sending by post, please also send us an e-mail to let us know that you are booking & the space required so that we can allocate space straight away.

Definitions.

"Club" means Non-Trade Exhibitor – The person or organisation completing this booking agreement.

"Exhibition" The Coalville Model Boat Show taking place about the weekend of 1ST – 2ND April 2016.

"Organiser" Component-Shop.co.uk Ltd.

1. Reservation of display space.

The provision of display space is only confirmed upon receipt of a correctly completed booking form. If a correctly completed booking form is not received prior to the 24th of March 2017 any provisional booking will be cancelled & space will be re-allocated.

2. Duration of Exhibition.

During the published Exhibition public opening times, the stands & exhibits must not be covered up.

3. Subletting.

Clubs may not sublet, any part of their stand, unless previously agreed with the Organiser.

4. Allocation of display space.

The organiser will make every effort to allocate display space in the Club's chosen location. The organiser reserves the right to make whatever alterations it deems required for the smooth running of the event. For example: If, in the opinion of the organiser, a Club is not making full use of the table space allocated, the organiser may re-allocate that space to another Club, trader or for any other purpose that the organiser sees fit for the smooth running of the event.

5. Organisers right of cancellation.

The organiser reserves the right, without explanation, to refuse an application for display space.

6. Obstruction of Gangways.

No Club shall at any time that the Event is open to the public, obstruct in any way, any public gangways, or emergency exit routes. If notified of an obstruction by the Organiser, the Club must immediately remove the obstruction in question. Should the Club fail to do so, the Organiser may take such steps as it considers necessary.

7. Dismantling of Exhibits.

No Exhibits may be dismantled, or removed from the Exhibition prior to the public closing time on the final day of the Exhibition, except with the prior agreement of the Organiser.

8. Damage.

Any damage caused by the Club, its servants or agents to the Exhibition, other Clubs, Exhibitors, or any other property in the Exhibition shall be made good by the Club to the satisfaction of the Organiser.

9. Waste Packaging.

Any waste packaging, or other waste materials, must be removed from the Exhibition at the cost of the Club.

10. Insurance Liability.

It is the responsibility of the Club to ensure that it has adequate insurance cover in place to meet any public liability obligations, as well as for any loss or damage to its exhibits, or any other property or vehicles, however caused.

11. Security of Club Stands.

The security of the Club's stand, exhibits and any other property, will be the sole responsibility of the Club. The Organiser will not accept any responsibility for any loss or damage however caused.

12. Health and Safety at Work Act 1975 and Subsequent Legislation.

All Clubs have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all members and that any plant or systems or work which may be used are safe and without risks to health. This includes that all members, contractors and agents are provided with information, instruction, training and supervision to ensure not only their own health and safety but that of others working or attending the vicinity.

13. Electrical Equipment.

It is the responsibility of the Club to ensure that any electrical equipment in use at the Exhibition is safe & meets all relevant safety requirements, including, but not limited to PAT (portable appliance testing) testing.

14. Contract.

In booking, the Club undertakes to be bound by these conditions and any subsequent instruction or ruling by the Organiser. Should any question arise which is not covered in these conditions, the decision of the Organiser shall be final.

15. If the Club fails to observe, or breaks any of these conditions, or any subsequent ruling of the Organiser, the Organiser shall have the right to declare forfeit the allotted stand space & exclude the Club from the Exhibition, without prejudices to the right of the Organiser to recover any monies payable by the Exhibitor under the terms hereof.