

Trade Stand Application for CPOP 10th -12th June 2016

Company	
Contact Name	
Contact name on site	
Contact Job Title	
Address	
Postcode	
Email Address	
Telephone	
On site mobile number	
Website	
Signature	

Form 1 Trade Stand Application

The minimum plot frontage within the Trade Stands is 3m x 6m (see attached map) with plots increasing in increments of 3m frontage. To book a corner plot is an additional £100 + vat

Tentage Space – Rows G,H & I @ £28.20/m ²			
First Choice		Frontage (m)	
Total Sq Metres		Cost excluding Vat	
Premier Open Space – Rows B,E,F,& J @ £16.00/m ²			
First Choice		Frontage (m)	
Total Sq Metres		Cost excluding Vat	
Standard Open – Rows A, C, D, @ £12.75/m ²			
First Choice		Frontage (m)	
Total Sq Metres		Cost excluding Vat	

Form 2. Exhibitor Tickets and Vehicle Passes

Complimentary exhibitor tickets – dispatched three weeks prior to event

Tickets are allocated depending on the size of the exhibition space booked.

- 3m frontage: 2 tickets/day
- For each additional 3m frontage booked 2 tickets/day will be allocated
- Additional tickets can be ordered. The day tickets are £23, with the three day tickets being £46. These prices are excluding VAT.
- Please ensure you purchase sufficient tickets for all attending on your behalf.

Vehicle Passes – dispatched three weeks prior to event

One vehicle will be allowed to park behind the stand as long as it does not encroach on the adjacent stand & space permitting. Vehicle passes are allocated depending on the exhibition space booked.

- Two vehicle passes are allocated for the initial 3m plot booked, along with a pass for each vehicle on static display
- An additional pass will be allocated with each additional 3m frontage booked.
- Additional passes can be purchased at £10/pass excluding VAT.
- The vehicle passes admits the vehicle on to the site on event days prior to 8am.
- The vehicle passes should only be used for the building of, or supply to, the stand. Staff should park in the public car parks on event days.
- Unless the vehicle forms part of the exhibition or is parked behind the stand it must be removed to general car parks before 8am.
- Vehicle passes are required pre and post event days.
- Vehicle passes do NOT admit driver or occupants.
- Vehicle passes must be displayed clearly.

Additional Wristbands and Vehicle Passes Required

	Number	Total (£)
One day exhibitor ticket @ £23 each		
Three day exhibitor ticket @ £46 each		
Vehicles on static display		n/a
Additional vehicle passes @ £10 each		

Form 3. Application for Electricity Supply

Electricity will be allocated to each stand throughout Thursday as stands are completed. If you require electricity before 10.30 am on the Thursday please indicate on the form below.

Contact Name				
Company				
Mobile number for onsite contact				
Type of electric required	Cost exc VAT	Required before 10.30am 9 th June (additional cost of £20/requirement)	No required	Total exc VAT
13 amp socket (0-3kw)	£75			
16 amp cee – form socket (0-4kw)	£90			
Twin 13 amp socket (0-6kw)	£95			
32 amp cee – form socket (0-8kw)	£110			
63 amp cee – form socket (0-15kw)	£150			

Terms and conditions for the supply of temporary electrical supply (See information

Form 4 Flooring, Carpeting, Tables & Chairs Application Form to be completed and returned to Charlie Barlow, Eximius Events Ltd, Egerton Bank, Egerton, Cholmondeley, Malpas, Cheshire SY14 8AF Tel: +44 (0)1829 739206 Fax: +44 (0)1829 720186.

	Area / Quantity	Total
Flooring @ £4.85 m ²		
Carpet @ £3.55 m ²		
Trestle Table @ £7.40		
Chair @ £3.60		
Plus Vat		
Total		



Form 5. Risk Assessment Form

Please consider what risk there is to those building up trade stands and to members of the public during the event. Outline the steps you propose to take to minimize the risk.

Company	
Responsible person	
Date assessment undertaken	
Mobile number for onsite contact	
Signature of assessor	

Hazard	Persons at Risk	Controls to minimize risk

Hazards may include: slipping/tripping hazards, moving part of machinery, noise, work at height, fumes, LPG on site

Persons at risk: contractors, members of public, stand staff

Controls to minimize risk: provide adequate training, fire evacuation plan, adequate procedures

Public Liability Insurance Details

Insurer name		Branch	
Policy number		Expiry date	

Failure to supply this information may result in your application being delayed and or rejected.



Form 6. Exhibitors Index Listing

Company Name:	
Company Address:	
Company Website:	
Email Address:	
Enquiry Line Number (optional):	

Please detail below the wording you wish to be printed in the program. (25 words)

.....

.....

.....

.....

.....

.....



Form 7 Summary Booking Form

Summary of Requirements

To ensure no details are missed please complete the below with total figures from previous forms. This will then allow us to raise an Invoice for the total amount and secure your exhibition space.

Trade Stand	£
Electricity requirements	£
Flooring/Carpeting/Table/Chairs	£
Additional day exhibitor wristbands @ £23/day	£
Additional 3 day weekend wristbands @ £46	£
Additional vehicle passes @£10	£
Wifi/ Broadband required, please mark and the WIFI provider will contact you directly	
Total	£
VAT @ 20%	£
Total amount to be invoiced	£

If you wish the Invoice to be sent to another address please complete below:-

Company Name.....

Address.....

.....

.....

Declaration: I have read and agree to abide by the events rules and regulations for trade stands

Signed..... Printed Name.....

Date.....

Please submit all completed forms to Charlie Barlow, Eximius Events, Egerton Bank, Malpas, Cheshire, SY14 8AF or electronically to charlieb@eximius.org.uk



Company Name _____

I wish to pay by:-

1. Cheque – Payable to ‘CPOP LTD’ post dated cheques are not accepted.

2. Credit Card

Name as appears on Card _____

Credit Card Type _____

Long Number _____

Expiry Date _____ Start Date _____ Issue Number _____

Security Code: _____

Address _____

Postcode _____ Email _____

3. Bacs – Payment Details.

Barclays Bank

Account Name:- CPOP Ltd

Account Number:- 2064 2509

Sort Code:- 20-24-09

Reference:- Your Company Name

Deposit of 50% Must accompany your application

If you do not put a reference on payments they may not be allocated to the correct account.



TRADE STAND APPLICATION CHECK LIST

To ensure that we can provide you with a high standard of customer service, please complete the below check list as appropriate before posting your application.

Please keep a copy of all paper work for your reference.

1. Trade Stand Application Form
2. Risk Assessment Form
3. Copy of Adequate Insurance Cover
4. Electricity Supply Booking Form
5. A Photograph of your Trade Stand
6. Additional Wristbands/Tickets, Guest Tickets, Vehicle Passes.
7. Show Programme Advertising/Listing Information.
8. Wifi / Broadband connection
9. Payment Details.

Please Note:

Under advice, Portable Generators of any kind are not permitted on the Showground.

All exhibitors must use Showground electricity supply only. See enclosed form.

Please return ALL completed Application Forms with payment to:

Charlie Barlow, Eximius Events Ltd, Egerton Bank, Egerton, Cholmondeley, Cheshire SY14 8AF.

Tel;-01892 720 186