

DEMONSTRATION STAND BOOKING FORM

CONTACT DETAILS

Contact Name	
Company	
Tel No.	
Mobile No.	
Email	
Website	
Address	

DEMONSTRATION TRADESTANDS REQUIREMENTS

Type	Size	Cost	QTY	Price
Internal Stand with sales	3m x 3m	£90		
Small External Stand with sales	6m x 6m	£120		
Large External Stand with sales	6m x 12m	£150		

EXTRAS

Item	Cost	QTY	Price
Additional Exhibitor Passes	£10/day		
Additional Show Vehicle Passes	£20 each		
Show Website Link	£10 each		
Facebook & Twitter Share	£10		
Campsite Pass	£20 each		
Additional Pre Show Vehicle Pass	£0 each		

ALLOCATION OF COMPLIMENTARY TICKETS

Exhibitor Passes Per Day	2 for the first 3m frontage	1 per additional 3m frontage
Show Day Vehicle Passes	1 for the first 3m frontage	1 per additional 6m frontage
Pre Show Vehicle Passes	1 for the first 3m frontage	1 per additional 6m frontage

ELECTRICITY REQUIREMENTS

Electricity supplies can be provided directly to your stand and we do not allow tradestands to use their own generators. Supplies are switched on from 6pm Friday 17th July to 6pm Sunday 19th July.

Supply Size	Price	QTY	Cost
Single 13 amp plug	£75		
Double 13 amp plug	£95		
Single 16 amp cee-form plug	£95		
Single 32 amp cee-form plug	£120		
Total			

Please list **all** items you will be attaching to this electricity supply (items must be PAT tested or they will be detached)

SHOW PROGRAMME INFORMATION

Company Name	
Tel No.	
Email	
Website	
Description 15 words max	

STAND SET UP

Please indicate when you will be arriving to set up your stand in the week prior to the Show

Tuesday		Thursday		Friday (pm)	
Wednesday		Friday (am)		Saturday (am)	

OTHER INFORMATION

HGV access required		Access to Adjacent Site required for setting up	
Do you require single day tickets?		Corner Site Required (extra charge)	

INSURANCE DETAILS

Policy Number		Insurer	
Expiry Date		Public Liability Limit	

DEMONSTRATION

Please give full details of the demonstration you will be conducting:

PAYMENT TOTALS

Tradestand Requirements Total	£
Extras Requirement Total	£
Electric Total	£
Sub Total	£
VAT @ 20%	£
Total Due	£

PAYMENT METHOD - please tick

I enclose a cheque made payable to 'Yeovil Show CIC'		
I have made a BACS payment and enclose the remittance to account: Sort Code 60-24-37 Acc. No. 19492898 Acc. Name Yeovil Show CIC		
Please deduct the Total Due from my Credit/Debit card (details below)		
Card Type		
Card Number		
Expiry Date		
Issue Number		CSV Number

BOOKING CHECK LIST:

<i>Have you ordered enough tickets for your staff?</i>	
<i>Have you ordered your electricity supply if needed?</i>	
<i>Have you completed your insurance details?</i>	
<i>Have you booked enough space for your stand including guy ropes/tow bars?</i>	
<i>Have you completed the Risk Assessment or enclosed your own version?</i>	
<i>Have you added VAT to your total?</i>	
<i>Have you enclosed your payment in full?</i>	

SIGNATURE

I have read and understood the YEOVIL SHOW CIC tradestand terms and conditions and hereby undertake on behalf of myself / ourselves and all persons in my / our employment to abide by the terms and conditions.	
Name	
Company	
Signed	

Please return to The Yeovil Show, Yeovil Showground, Barwick, Yeovil, BA22 9TA or email to info@yeovilshow.org

COMPULSORY RISK ASSESSMENT FORM

THIS FORM MUST BE RETURNED WITH YOUR TRADE STAND APPLICATION

In order to comply with the statutory regulations of the Health and Safety at Work Act 1974, all exhibitors, displays and stand holders are required to complete a Risk Assessment form to be returned together with the Trade Stand Application.

The Health and Safety Risk Advisors must know in advance of any **HAZARDS** being introduced to the Showground, aiming to pre-empt potential incidents and reduce the risks of accidents. Alternatively, you may send us details of your existing Health and Safety arrangements for attending Show grounds. In particular, the following should be declared:

HAZARDS - PLEASE CONSIDER ALL POSSIBLE RISKS INCLUDING:

Slipping / Tripping e.g. Guy Ropes, pegs	Sharp instruments, blades and sharp edges
Vehicles e.g. tractors, fork lifts, cranes, trucks	Fumes / Fuel spillages
Vans, cars, motorcycles and quad bikes	Gas, gas cylinders, LPG
Water boilers	Ovens / Hobs
Hot Fluids e.g. refreshments	Fire Risk e.g. rubbish & flammable substances
Display boards, racks and cabinets	Moving parts on machinery

FIRE ASSESSMENT - A FIRE EXTINGUISHER MUST BE PROVIDED AND A FIRE RISK ASSESSMENT UNDERTAKEN BY ALL EXHIBITORS

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
LPG (Liquid Petroleum Gas) on site? YES / NO		
Are you serving hot food or drinks? YES / NO		
Name	Signed	Date