

East Yorkshire Kite Festival

Driffield Showground

2nd & 3rd May 2010

For office use only

ST.No _____

P.Sent _____

Company Name	Contact
Address	
Postcode	
Telephone	Mobile
Email -	
Website -	
Description of goods sold -	

Outdoor Trade Space <small>*Please ensure you have booked enough space to accommodate your exhibition including any structures etc.</small>	£15 per metre Minimum booking 4 metres (all pitches are 10m deep)	Please supply _____ m frontage @ £15 per metre	£ _____
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Indoor Trade Space Only	9ft Space - £50.00	Please supply _____ ft	£ _____
Extras	Electric (one socket) @ £10	_____ Sockets @£10	£ _____
PLEASE NOTE - Tables & chairs are not available at this venue			

TICKET ALLOCATION	ONE vehicle pass, and TWO Trade passes are supplied Additional passes may be purchased in advance at special discount rates:	Please supply _____ additional 2 day pass/es at £3.50 each	£ _____
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TOTAL	£

I have enclosed full payment of £ _____
 Cheque – Credit or Debit Card (Please call us with your card details)
PLEASE MAKE CHEQUES PAYABLE TO BLOOMS A1 EVENTS.

PLEASE NOTE Bookings will NOT be processed or pitches allocated unless all paper work and full payments are enclosed.

IMPORTANT:

- I have read and agree to the show rules and conditions printed overleaf
- I have enclosed a copy of my Public Liability Insurance
- I have enclosed a copy of my Risk Assessment
- I have enclosed a stamped addressed envelope for return of passes

Signed: _____ Dated: _____
 Name in Print: _____ Position: _____

Please send completed booking form to:– Kite Festival, Blooms A1 Events, 4 Holme Close, Holme on Spalding Moor, YORK, YO43 4ET. Tel – 01430 860070 annbloomsa1events@btinternet.com www.kite-festival.co.uk

PLEASE ENCLOSE A SAE FOR RETURN OF PASSES

BLOOMS A1 EVENTS.

East Yorkshire Kite Festival 2nd & 3rd May 2010

Driffield Showground, Driffield YO25 9DN

Show Rules and Conditions

It is understood that in signing for and purchasing exhibition space at the event detailed overleaf that the show rules and conditions will be adhered to. The Kite Festival is being organised by Blooms A1 Events., subsequently referred to in these rules and conditions as the Event Organisers.

1. **Trading** will be as detailed overleaf. Exhibitors are welcome to begin setting up from 2pm on Saturday 1st May or earlier by prior arrangement. Show times are 09.00 - 17.00 on both days. **All exhibits must be cleared by 8pm Monday 3rd May.** Otherwise the event organisers reserve the right to pass on any additional fees from the venue to the client(s).
2. **Payment** must be made as per instructions on the booking form. All Exhibitors must book in at the Organisers office before proceeding to trade space allocated. Any additional banking fees incurred during payment are chargeable in full to the clients.
3. **The sub-letting** of all or part of a stand by an Exhibitor is expressly forbidden unless authorised by the Event Organisers in writing prior to the event.
4. **Description of goods.** The application form for space must contain an accurate description of goods to be exhibited or sold. Only items of this description will be allowed. **Food stuffs or drink may not be sold** from a stand without written permission from the Event Organisers. Tender forms for catering concessions are available by request.
 - 4a. Under no circumstances will auctioning, pitching, raffles, tombola or pick-a-ticket stands be allowed at this event without the written permission from the Event Organisers. Knives, crossbows, catapults, offensive weapons and firearms of any type, including air powered guns and 'BB' guns are strictly forbidden at this event.
 - 4b. The use of radio microphones is strictly prohibited unless written permission is given stating frequency allowed.
5. **Security.** Although both day and night security will be supplied by the Event Organisers from the evening prior until the close of the Show, trade stand holders are responsible for the safe keeping of all goods or items on their stands. The Event Organisers will not be responsible in any way for the loss or damage to Exhibitors property whilst it is on the Showground.
6. **Insurance.** Exhibitors are required to take out the necessary insurance against fire and all other risks including third party claims. The Exhibitor must also indemnify the Event Organisers against all claims, damages or expense whatsoever in any way arising out of his attendance or his exhibits on the event site. The completed booking form for a trade stand shall be deemed as confirmation by the Exhibitor that the necessary insurance cover has been obtained, and the Exhibitor agrees to indemnify the Event Organisers, their staff and their agents against all and any claims which may arise.
AN UP TO DATE COPY OF YOUR PUBLIC LIABILITY must be forwarded with your booking form.
7. **Fire Safety.** Exhibitors must familiarise themselves with fire precautions and are required to provide their own 9kg powder fire extinguisher. The Event Organisers reserve the right of inspection by the Fire Safety Officer of all stands and equipment and further to order the use of such equipment or appliances to be discontinued should they contravene fire and safety regulations.
8. **Promotional Material** The distribution of leaflets, posters or other billing materials outside the confines of the stand is forbidden on the Showground except by written permission from the Event Organisers.
9. The Event Organisers reserve the right to refuse admission or change the site plan at their discretion. The Event Organisers also reserve the right to refuse an application for exhibition space.
10. **Car Parking.** All vehicles must be parked in the official exhibitors car park unless they form an integral part of the trade stand.
11. **Stand Cleaning.** Exhibitors are responsible for the cleanliness of their stands and all rubbish must be removed daily to the bins situated on site. Adequate litter bins must be provided by exhibitors on their stands, should they produce a high volume of litter.
12. **Cancellation.** No refunds will be made should the event be cancelled due to reasons beyond the control of the Event Organisers.
13. **Health & Safety.** It is a legal requirement that every trader should provide a meaningful risk assessment outlining their activities and methods employed to control any hazards and risks. The risk assessment should be submitted at the point of booking.
14. Should inclement weather prevent the sitting of your exhibit, you should contact the organisers office to arrange a suitable tow vehicle. Under no circumstances should this be attempted by any other party. If inclement weather or adverse ground conditions prevent the use of your chosen or allocated site, the organisers reserve the right to arrange an alternative site without prior notice. **Any ground damage will be charged for at cost. In the event of exceptional weather conditions, exhibitors must provide and use protective trackway in order to prevent ground damage and consequent charges from the organisers.**
15. At all times from entering upon the showground you will ensure that your exhibition, equipment, vehicles and all or any other property is in a condition that is safe for all persons and who may reasonably and foreseeably come into contact with or be affected by it that you, your servants and agents conform to all statutory and local conditions, directions and advices of any whatsoever, wheresoever and to whomsoever. All goods or services sold at the show should conform to current trading standards legislation. **5 MPH speed limit at all times and hazard lights must be used**
16. **Website Advertising.** All content must be specified by the advertiser. Banner origination is available - all details must be supplied. All links will remain active throughout the entire 2009/10 season.
17. When paying by credit/debit card, full payment will be taken.
18. Any discrepancies regarding trade space are to be reported to Blooms A1 Events staff at the show – no correspondence will be entered into without this prior notice.

I have enclosed :

BOOKING FORM - SIGNED
FULL PAYMENT by - Cheque
Credit or Debit Card
COPY OF PUBLIC LIABILITY
RISK ASSESMENT
STAMPED ADDRESSED ENVELOPE

Sorry we cannot process your booking without the above