



ENTERPRISE TAMAR LTD

ENTERPRISE CENTRE
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LAUNCESTON AGRICULTURAL SHOW – THURSDAY 17th JULY 2008

WESTCOUNTRY ARTS & CRAFTS MARQUEE BOOKING FORM

The Launceston Annual Agricultural Show is always an extremely popular show for everyone and whatever the weather is well supported by locals and visitors alike. Our marquee is one of the most popular tents not only providing a showcase for your arts and crafts but customers as well!

INFORMATION

1. Space – 2 metres (7') frontage x 1.8metres (6') deep NB - Stand dimensions are approximate, shape may be irregular and the ground uneven.
2. Tables – 6' x 2'3" Please order on booking form if required. Chairs are not supplied.
3. Parking - Exhibitors cars will only be allowed onto the showground to unload. To assist other standholders, avoid congestion and safety they must then be moved immediately to the proper car park. No vehicles allowed in the area after 8.30am.
4. All stands must be set up by 8.30 am.
5. Exhibitor Tickets – two exhibitor tickets are allocated per table – all extra tickets are £5.00 each.
6. There will be a representative from the event management on site during the trading times of the show.
7. Please read the terms and conditions (on separate sheet).
8. Please complete the risk assessment and send in with application form.
9. An information pack will be sent one month before the show date.

N.B. You are advised to obtain adequate insurance for Public Liability Protection and to cover your goods against loss, damage or destruction. For details of low cost annual Public, Product and Employers liability insurance contact National Market Traders' Federation. Phone - 01226 749021 (Fax 740329), G M Imber Ltd 0800 374315 and Combined Market Traders Insurance Association 020 8500 8489, but do ensure it fully meets your needs.

N.B All application forms will be treated on a first come first served basis.

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WESTCOUNTRY ARTS & CRAFTS MARQUEE

APPLICATION FORM. Please complete in BLOCK CAPITALS and return

CONTACT NAME..... BUSINESS NAME.....

ADDRESS.....

POST CODE EMAIL

TEL CRAFT/BUSINESS (FULL DESCRIPTION).....

I enclose payment in full for	Stand(s) 2mtr (7') frontage x 1.8mtr (6') deep @ £30.00 each	£.....
		To be paid by 30 April 08	
	Tables 6' L x 2' 3" W @ £3.50 each	£.....
		No. of extra exhibitor tickets required @ £5.00 each	£.....
		Total	£.....

I have read, understood and accept the booking conditions

I have (or will obtain) Public Liability insurance withIns.Co. No.....

Data Protection Act- My business details can be published in any show catalogue/publicity materialYES/NO

SIGNED..... DATED.....

Cheques to be made payable to "**Enterprise Tamar Ltd**". Full payment, booking form and risk assessment must accompany all applications. Acknowledgement/receipts will be sent within ten working days of receipt of payment

Traders Health & Safety Risk Assessment

Exhibitor /Trade Name	
Person assessing risk	
Date assessment undertaken	
Signature of assessor:-	
Hazard/Risks	
* Liquid Petroleum on site Yes/No	
* Generator on site Yes/No	
Other hazard/Risks	

* Must be answered

Please consider, what hazards/risks will exist on your site.

Please record what action you will take to reduce any risk to yourselves and others

Any difficulties with this aspect please e-mail or telephone Enterprise Tamar

West Country Arts & Crafts Marquee **Terms and Conditions**

Applications

1. All applications/bookings must be made on the current West Country Crafts Booking Form. If an application has been made and approved by telephone, this must then be registered on a booking form.
2. Stand charges must be paid in advance to Enterprise Tamar. These charges are non-refundable unless there are exceptional circumstances. (See Notes 6-9) Cheques should be made payable to Enterprise Tamar.
3. If you do not receive an acknowledgement of payment/receipt within ten working days, please contact us.
4. Under no circumstances can a stand/stall be sublet
5. If you are disabled please indicate any reasonable operational requirements on your booking form and confirm these with the Events Manager before attending the event.

Cancellations

6. Failure to attend an event without prior cancellation or bona fide explanation within 48 hours of the event may result in cancellation of all future bookings with Enterprise Tamar
7. Cancellations must be made in writing; telephone cancellations must be followed up in writing.
8. If the event has to be cancelled, interrupted or curtailed due to circumstances beyond control, we will not be liable to make good any loss incurred by any party booked on the West Country Craft Show

Trading Terms

9. Traders must attend on all days of the booked event. Failure to do so may result in your stand being removed from the event and all cancellations of future bookings.
10. Positioning of the stands is at the discretion of the events management and their decision is final.
11. The dimensions of your stand must not exceed the agreed area for your work/display/demonstration. Any additional display items must be positioned within this stand area and must not obstruct your own access or pedestrian walkways. (In some circumstances the size will be approximate where the ground is uneven – please see Risk Assessment, traders must be aware that in inclement weather some leaks may occur).
12. All traders must unload and remove their vehicles by the designated time. Vehicles must be removed as soon as unloading has finished and before your display is set up.
13. Stands/stalls are reserved until 09.30am after which time the stand/stall may be reallocated or removed.
14. Traders must attend during each day of the event. No stand shall be vacated prior to the closure of the event. Do not disrupt the event by packing up before the official closing time.
15. Traders are expected to comply with all reasonable directions of the event management for the efficient running of the West Country Craft Show

Stands and Displays

16. Traders must display their business name and address and provide details of where the goods are produced. This information should be of a high standard.
17. The fixing to the marquee structure of display material or goods in such a way as to cause permanent damage or marks is prohibited.
18. Please ensure your area is kept clean and tidy during the event and your area is left clean with all debris removed or disposed of in a suitable way at the end of the event.

Electricity (not applicable to Launceston or Werrington)

19. Electricity - 275 watts for lighting only to avoid overloading circuit.
20. It is the trader's responsibility to make sure their equipment is certificated and tested annually and it is good practice to have any electrical equipment/lighting PAT tested.
21. The traders will be liable for any loss, damages occasioned to the site, equipment therein, or injury to other persons as a result of their negligence.
22. The event management cannot be responsible for the well being of stock or persons while travelling or during the event. ALL traders MUST carry their own insurance for Public Liability and are also advise to cover the well being of themselves employees and stock during the event.
23. The event management reserve the right to substitute, waive or change without notice any details of the event, booking conditions or procedures and failure to comply with any of the above conditions may result in future cancellations of bookings.
24. Smoking is not permitted on the stand/stall or within the immediate vicinity.

NB. Sale of Alcohol for consumption during the event is not permitted. We do not hold a license to do so, should this change we will inform the traders concerned.