

HIGHCLERE SHOW

26th & 27th May 2024

Highclere Castle, Newbury, Berkshire RG20 9RN
info@highclereshow.co.uk www.highclereshow.co.uk

2024 SEASON

OFFICE USE ONLY

Reference Number: _____

Date Received: _____

Form Ref.: GEN _____

Application for Exhibition Space

Company Name: _____	Contact Name: _____
Address: _____	
_____	Post Code: _____
Telephone: _____	Mobile: _____
Email: _____	Website: _____
Facebook: _____	Twitter: _____
Registered Company No: _____	VAT No: _____

Details will be published on our website under the Exhibitor Listing.

1. PRODUCTS / SERVICES

PLEASE GIVE DETAILS OF THE PRODUCTS & SERVICES THAT ARE AVAILABLE ON YOUR STAND, THESE WILL BE USED ON OUR WEBSITE.

Will you be exhibiting any of the following:

☐

Guns

☐

Ammunition

☐

Alcohol

☐

Food

☐

Live Animals

2. SPECIAL REQUIREMENTS ANY SPECIAL REQUESTS I.E A SPECIFIC POSITION, NEAR TO OR NEXT TO ANOTHER EXHIBITOR ETC.
PLEASE NOTE WE WILL DO OUR BEST TO ACCOMMODATE THE REQUEST, BUT THIS CAN NOT BE GUARANTEED.

3. OPEN STAND SPACE

Frontage (metres)	Cost per metre	Qty	Total Cost (£)
Price is per Metre frontage. Minimum order of 3 metres. 12m depth is given as standard.			
Booked By 28th February 2024	£90.00		
Booked After 1st March 2024	£110.00		
Corner Site Premium*	£300.00		

REQUEST FOR ADDITIONAL DEPTH

Total Depth of Stand Metres

*If you would like to request a corner site, this is charged at a premium as above. All requests will be considered for corner spaces, however, these are limited. If you are unsuccessful in securing a corner site you will not be charged.

4. PAVILION, FLOORING & CARPET

	Cost per unit	Qty	Total Cost (£)
This is in addition to your open stand space. Please refer to our Terms & Conditions.			
3m x 6m Pavilion + 3m Banner Rail	£310.00		
3m x 6m Flooring	£210.00		
3m x 6m Cord Carpet	£110.00		

5. CRAFT MARQUEE (TENTED SPACE)

Craft Marquee	Cost per metre	Qty	Total Cost (£)
Price per Metre, includes 1 x Table, min. 3m. Depth: 2.4m. Must include access.			
Craft Marquee Space	£60.00		

6. FOOD VILLAGE UNIT (TENTED SPACE)

Food Village Unit	Cost per unit	Qty	Total Cost (£)
Food Village Space 3m x 3m Pavilion	£300.00		
Immediate Consumption Commission	£500.00		

7. FURNITURE HIRE

	Cost per item	Qty	Total Cost (£)
6ft x 2ft 6" Trestle Table	£15.00		
Samsonite Folding Chair	£10.00		

8. ADDITIONAL PASSES

	Cost per item	Qty	Total Cost (£)
You are given FOC:			
1 x Vehicle Pass per 3m booked			
1 x Vehicle Pass permits access to the vehicle and 2 x occupants for the duration of the event.			
Single Day Personnel Pass	£5.00		
Two Day Personnel Pass	£10.00		
Trade Vehicle Pass (2 people & vehicle)	£20.00		

All costs are exclusive of VAT. VAT to be charged at the standard rate of 20%

9. SHOW MAP ADVERTISING - Distributed **FREE** to all visitors

Final Artwork Supplied in PDF Format

All Adverts are in Full Colour
Copy deadline: 1st April 2024

Final artwork to be emailed to
info@highclereshow.co.uk by the copy deadline.

100mm (W) x 55mm (H)

55mm (W) x 55mm (H)

Cost per item

£200.00

£125.00

Qty

Total Cost (£)

10. PAYMENT

BOOK NOW - PAY LATER

NO PAYMENT DUE UNTIL 1st March 2024

PLEASE SEE TERMS & CONDITIONS

Sub Total:

+ VAT (20%)

Total Due:

11. PROMOTIONAL TOOLKIT

Promote the show to your audience

How many will you distribute?

Quantity:

DL Promotional Leaflets:

A4 Posters:

YES

NO

Please email me a Digital Toolkit:

12. SPONSORSHIP

If you would like to donate an item as a prize on the lead up to the event, then please let us know by ticking this box.

We will be in contact shortly to discuss this.

13. HEALTH & SAFETY DECLARATION

Insurance/Health and Safety Policy

I confirm that the following insurance / policies are current and valid: (Tick accordingly if YES)

☐

Public Liability Insurance

☐

Employee Liability Insurance

☐

Health & Safety Policy

☐

Risk Assessment

☐

Fire Risk Assessment

14. HEALTH AND SAFETY AT WORK ACT 1974

It is a condition of entry into Highclere Show Limited that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the Health and Safety at Work Act 1974, regulatory reform (Fire Safety Order 2005), and all other legislation, Rules and Regulations associated with this Event. The Exhibitor accepts that it is their legal and moral duty to ensure that their own and others Health and Safety is not endangered by their actions or inaction throughout the build up, event days and breakdown periods. Your point of contact Safety Representative for all safety matters will be:

Name: _____ Position: _____ Mobile No: _____

15. FIRE PROTECTION MEASURES

Please list the fire fighting equipment you will have on your stand here:

16. CONTRACTOR CONTROL

You must ensure that any contractors / sub-contractors that you intend to use are given copies of your risk assessment. It is necessary to ensure that contractors give you copies of their risk assessments and method statements on how they intend to carry out tasks safely. Evidence of current inspection certificates for certain equipment may be requested. Licenses / competency certificates may be requested for users of specific equipment.

We are satisfied that our stand staff and others have been given sufficient information, instruction and training to carry out their tasks in a competent and safe manner.

Tick this box to confirm:

☐

All staff including contractors and sub-contractors have been informed of any potential risks on site.

Tick this box to confirm:

☐

We..... agree to liaise with the Event Management / Health and Safety department on all matters regarding Health and Safety prior to and during tenancy where necessary to ensure the Health and Safety of all parties who may be affected by our action / inaction. We recognise that Highclere Show Limited reserve the right to issue a suspended action notice for contravention of the Health and Safety rules of the Organisation and for relevant statutory provisions and may, given the circumstances, prohibit an exhibit or activity where the agents of Highclere Show Limited consider that the Health and Safety or Welfare of personnel is at risk.

17. ESTIMATED TIME OF ARRIVAL

To help us with our scheduling please provide your estimated time of arrival to the show site

Date: _____ Time: _____

BY SIGNING THIS APPLICATION, YOU ARE AGREEING TO OUR FULL TERMS AND CONDITIONS ATTACHED

☐ I have read and understand the Terms & Conditions

SIGNATURE

DATE:



Woodbine Cottage Tanshelf Drive,
Pontefract West Yorkshire WF8
4DH

email: spc_eventelectrics@live.co.uk
07968 445674



HIGHCLERE SHOW 26th & 27th May 2024

Application for Electricity Supply

Dear exhibitor.

Please see below prices for the electricity provision at the Highclere Show.

If you have any questions or queries regarding supplies, or if you need something bespoke, then please do give us a call and we can arrange,

Kind regards

Neil

Spc Event Electrics

Terms & Conditions

1. We cannot guarantee being able to provide an electricity supply for late orders or orders on-site, nor will the organisers or we be held liable for any losses suffered through your failure to pre-order.
2. Where we are able to provide a supply at short notice or on-site, the rates below may be subject to a surcharge.
3. The electrician on site will be available between the hours of 0800 and 1900 daily.
4. Due to the nature of supply, ie from generating sets, we cannot guarantee uninterrupted supply. We will however make every attempt to reinstate the supply as soon as possible. We will not be held liable for any loss suffered through matters beyond our control.
5. Where you are advised that a particular item of electrical equipment is faulty this shall be removed from the supply immediately and should not be re-connected without our authorisation.
6. Sub-letting of electricity supply is **NOT ALLOWED** and will lead to immediate disconnection of supply and confiscation of connecting leads. The same applies to unauthorised connection to the supply at one of our termination points. If you connect to our supply without authority, you hereby agree to pay the maximum rate for the supply available at that point, regardless of the period of connection or load connected.

CEEFORM SOCKETS. To comply with regulations, we are only allowed to connect and terminate supplies using Ceeform type sockets and connectors. 13A square pin sockets are not deemed suitable for outside use. As such you should ensure your equipment has the appropriate ceeform plug for connection, or you have your own adaptor to convert from 16A ceeform to 13A square pin. Whilst we do not condone the use of such adaptors, we realise this may be the only feasible way for you to connect your appliances, and as such these will be available for sale from the electrician on site; -
16A ceeform to 4 gang square pin adaptor Sale price: £10.00



OFFICE USE ONLY

Rcvd: / / B:

Chq: acct:

Woodbine Cottage
Tanshelf Drive, Pontefract
West Yorkshire WF8 4DH

Email: spc_eventelectrics@live.co.uk**07968 445674**

HIGHCLERE SHOW 26th & 27th May 2024

Application for Electricity Supply

Trade Stand Name: _____ Stand No. _____

Address: _____

Contact Name: _____ Tel No: _____ Email: _____

Dear Sirs

We will be providing electricity in the TRADE STAND AREA at this year's event, 26th & 27th May 2024, and this will be the only supply available. PORTABLE GENERATORS WILL ONLY BE ALLOWED FOR BUILD UP.

If you require power, please complete this order form and return with your remittance a.s.a.p.

Your order should reach us no later than 1st May 2023. PRICES BELOW INCLUDE VAT.

**TIMES OF SUPPLY: From Saturday 25th May 2024 at 1.00 pm, continuously and
24 hours through Saturday / Sunday until Monday 27th May 2024 at 7.00 pm.**

CODE	DESCRIPTION	QTY	£
CCMO	220v (1A) 200w supply terminated in 16A ceeform Socket EPOS/ PHONE /LAPTOP/CHARGER ETC ONLY, Supply will disconnect with loads exceeding 250W TRADE STAND <input type="checkbox"/> CRAFT TENT <input type="checkbox"/>	<input type="text"/>	£138
2KWV	220V 2KW (8A) SUPPLY TERMINATED IN 13A SQUARE PIN SOCKET FOOD VILLAGE ONLY	<input type="text"/>	£174
2KWSS	220V 2000W (8A) SUPPLY TERMINATED IN 16A CEEFORM SOCKET	<input type="text"/>	£228
4KWSS	220V 4000W (16A) SUPPLY TERMINATED IN 16A CEEFORM SOCKET	<input type="text"/>	£294
8KWSS	220V 8000W (32A) SUPPLY TERMINATED IN 32A CEEFORM SOCKET	<input type="text"/>	£396
24KWSS	400V 24Kw (100A) SUPPLY TERMINATED IN 32A 3 PHASE SOCKET	<input type="text"/>	£690
ADAP	16A CEEFORM TO MULTIWAY 13A SQUARE PIN ADAPTOR	<input type="text"/>	£15
SPECIAL		Total £	<input type="text"/>

Bacs Payment made to SPC Event Electrics / Lloyds Bank / sort 30-99-01 / acct 17812868
(PLEASE ENSURE YOU USE KEL24 FOLLOWED BY TRADE STAND NAME AS REFERENCE)

Alternatively, please provide your mobile number to receive a payment link:

We have read and accept the enclosed Terms & Conditions, Signed: _____

!! NO PAYMENT, NO POWER !!

PLEASE EMAIL THIS COMPLETED APPLICATION TO: spc_eventelectrics@live.co.uk

Exhibitor Application Terms & Conditions 2024

- All exhibitors are responsible for their own health & safety and insurances, to include public liability.
- It is the legal responsibility of all exhibitors to have a fire risk assessment for their stand and operation.
- The application form is for exhibition space for the event and no right of ownership is given.
- The application form must be signed by the person responsible for the exhibit.

OPEN STAND SPACE

- Open Stand Space is booked by the meter frontage
- The minimum booking is 3 meters. Space can be booked by the meter thereafter
- 12m depth is given, please inform us if greater depth is required and we will make every effort to accommodate this.
- Additional depth may be charged.
- If you bring your own tentage/cover arrangements, please ensure that you order the correct space.
- Remember to include space for feet, guy ropes, towbars etc.
- Highclere Show Ltd cannot be held responsible for an exhibitors' failure to reserve sufficient open stand space.

PAVILION

- Pavilions are erected in units of 3m front x 6m deep. Units can only be purchased in units of 3m frontage.
- Exhibitors can order as many units as required.
- The units cannot be turned 90 degrees.
- 6m depth will be available after the erection of the pavilion for parking/storage.
- Please inform us if greater depth is required and we will do our best to accommodate.
- The pavilion price does not include your open stand space. If you are booking a pavilion you must also book the open stand space for this. So, for instance, if you were booking one pavilion (3m frontage by 6m deep), you would need to also book 3m frontage of open space etc.
- Pavilions include an external 3m banner rail

FLOORING & CARPET

- Please refer to the application form for sizes and costs.
- You must book Flooring to be able to book Carpet.
- Carpets will not be supplied without the Flooring.

CRAFT MARQUEE (TENTED SPACE)

- Space is booked by the meter frontage within a marquee.
- The minimum booking is 3 meters. Space can be booked by the meter thereafter.
- Total depth provided is 2.4m.
- Your booking includes 1 trestle table per 3m booked.
- Additional tables can be ordered
- Total frontage booked must include a provision to access your pitch

FOOD VILLAGE UNIT (TENTED SPACE)

- Space is booked by the unit. A unit is a 3mx3m marquee covered space.
- The minimum booking is 1 unit. An exhibitor may order multiple units.
- Space behind the unit is available for support vehicles.
- Total Depth provided is 12m including the unit.
- Units include a 3m external banner rail
- Exhibitors wanting to sell for immediate consumption must pay the additional premium.
- Immediate consumption applications are strictly limited and may be rejected.

FURNITURE HIRE

- If any items of furniture are not returned, or are returned damaged or faulty, then Highclere Show Ltd will invoice for the replacement or repair of these items directly to the exhibitor

ADDITIONAL PASSES

- All exhibitor vehicles require a vehicle pass to enter the show site.
- One vehicle pass admits 2 personnel and a vehicle, one vehicle pass will be issued for every 3m frontage booked. Any additional vehicle passes required thereafter can be purchased by exhibitors.
- Please ensure you order and pay for additional passes as required before the event.
- Passes not ordered with the application form will carry an additional 10% administration fee.
- Exhibitors arriving at the show site without the correct passes will be charged the full admission price. Highclere Show Ltd cannot be held responsible for missing or lost passes, and under these circumstances exhibitors will be required to purchase replacement passes at the full admission price.

Exhibitor Application Terms & Conditions 2024

ELECTRICITY SUPPLY

- Electricity supplies will be provided by SPC Event Electrics.
- SPC Event Electrics cannot guarantee being able to provide an electricity supply for later orders or orders taken on site, nor will they or Highclere Show Ltd be held liable for any losses suffered through exhibitors' failure to pre-order.
- The on-site electrician will be available between the hours of 0800 to 1900 daily.
- Due to the nature of supply (generating sets) SPC Event Electrics cannot guarantee uninterrupted supply. They will make every effort to reinstate an interrupted supply as soon as possible, but will not be held liable for any losses suffered through matters beyond their control.
- Where exhibitors are advised that an item of electrical equipment is faulty, this shall be removed from the supply immediately and should not be reconnected without authorisation from SPC Event Electrics.
- Sub-letting of an electricity supply is not permitted and will lead to the immediate disconnection of supply and confiscation of connecting leads, as will unauthorised connection to the supply at one of the termination points.
- If an exhibitor connects to the electricity supply without authority, they agree to pay the maximum rate for the supply available at that point, plus a £25.00 unauthorised connection premium, regardless of the period of connection or load connected.
- Ceeform sockets: to comply with regulations, SPC Event Electrics are only allowed to connect and terminate supplies using ceeform type sockets (caravan style). 13A square-pin plugs and sockets are not deemed suitable for outside use. As such exhibitors should ensure their equipment has the appropriate ceeform connector for connection, or have their own adaptor to convert from 16 ceeform to 13A square-pin. Although SPC Event Electrics do not condone the use of such adaptors, they appreciate that this may be the only feasible way for exhibitors to connect their equipment, and therefore will have these available to hire from the electrician on site.
- These adaptors are used at the Exhibitor's own risk.
- **The use of personal generators is strictly prohibited.**

STAND SPACE ALLOCATION/GENERAL

- Highclere Show Ltd cannot guarantee the stand location of any exhibitor, and Highclere Show Ltd reserve the right to site all exhibitors as they feel appropriate and at any reasonable time prior to the event, change the site of an exhibitor.
- Exhibitors must not occupy any other part of the site, other than the site that has been designated to them. In particular, no banners, displays or other advertising material to be displayed anywhere other than your designated site without prior arrangement with Highclere Show Ltd.
- Highclere Show Ltd cannot be held responsible for adverse weather conditions, or the impact of adverse weather on either the venue or the event.
- No PA Systems are permitted without prior written arrangement from Highclere Show Ltd.
- Highclere Show Ltd cannot be held responsible for poor sales, reduced sales or loss of revenue.
- All changes made from the original application must be done so in writing
- Where an exhibitor books close to the event, Highclere Show Ltd will do there utmost to ensure a good position is given, but cannot be held responsible for poor sales due to the exhibitor booking late. Preference is given to those that book early with us.
- Exhibitors are responsible for the security of their stand. Highclere Show Ltd are not liable for thefts or losses.
- All marquees and tentage erected on behalf of an exhibitor must fit within the frontage and depth that has been booked on your application form. Marquees or tentage erected over the designated sites will be required to be taken down and re-erected to fit the designated space, at the cost of the exhibitor or contractor. Attempts to erect incorrect size marquees or tentage will either be refused by Highclere Show Ltd or additional frontage costs will apply
- The exhibitor has a duty of care to his/her neighbours and will consider those around them at all times
- The exhibitor will act responsibly and within the law.
- Highclere Show Ltd are not responsible for the activities of the exhibitor.
- The sharing/sub-letting of space is strictly prohibited
- It is the exhibitors responsibility to ensure that the ground space they have rented is left in exactly the same condition as when they arrived. Highclere Show Ltd reserve the right to charge the exhibitor/contractor for the full price to return the ground to the condition it was in.
- Your space will not be reserved until the form has been completed accurately and that full payment for your order has been received
- Filling in this application form and returning it to Highclere Show Ltd does not guarantee that space will be allocated, and Highclere Show Ltd reserve the right to reject your application.
- By entering into the stand space agreement, the exhibitor agrees to adhere to all the rules & regulations as detailed in the terms and conditions. Failure to do so will result in the exhibitor being required to leave the event.

FIREARMS / EXPLOSIVES

If you intend to deal, store or display firearms please inform Highclere Show Ltd on your applications. You must also make applications to the local firearms licensing office for your RFD's. Please see contact details below:

Highclere Show: Hampshire Police Tel: 02380 478104 (between 10am – 12 noon)

ALCOHOL

- If you intend to supply or retail alcohol you **MUST** contact Highclere Show Ltd to discuss if you are required to apply for a temporary events notice and to obtain our event site reference number for the local licensing authority.

FOOD & DRINK

- Under no circumstances is anyone permitted to sell food or drink for consumption on the day unless through prior written arrangement with Highclere Show Ltd. All exhibitors selling food and drink **MUST** ensure that they comply with the most recent Food Safety Act and Food Hygiene Regulations and have his/her certificate available for inspection upon request.

Exhibitor Application Terms & Conditions 2024

SPECIAL REQUIREMENTS

- Highclere Show Ltd will attempt to provide exhibitors with special requirements where requested. However, Highclere Show Ltd cannot guarantee that special requirements will be provided. Exhibitors are requested to ensure that any requests for special requirements are both reasonable and practicable, and are reminded that exhibitors will be responsible for providing all display items and infrastructure for their own exhibit.

PAYMENTS

- Payments are to be made via Bank Transfer on receipt of invoice.
- Invoices will be issued on 1st March 2024
- Successful applications received on/after 1st March 2024 will be invoiced on receipt.
- Your stand cost is subject to VAT @ 20% (or appropriate rate at the time of the event)
- Stand Space will not be confirmed or allocated until full payment is received.
- Failure to follow these payment conditions and procedures will result in your application being rejected.
- Closing date for applications is 30th April 2024.

CANCELLATIONS

- All cancellations must be made in writing.
- Exhibitors can cancel their application without penalty up to 28th February 2024
- Exhibitors wishing to cancel their application on/after the 1st March 2024 may be liable for the total stand cost.
- Highclere Show Ltd reserves the right not to offer a refund on/after 1st March 2024.
- In the case of the event being cancelled for reasons beyond our control, a refund will not be offered.
- Highclere Show Ltd advise exhibitors to have their own insurance cover for adverse weather conditions / force Majeure / cancellation.

DESCRIPTION OF TRADE

- Please do give details about products that you will be exhibiting. This will be added to our website. Please ensure that handwriting is legible. Highclere Show Ltd will not be held responsible for incorrect information published on our website.

SECURITY

- Highclere Show Ltd has in operation a stop and search policy for added security and benefit to all. At any time for any reason you may be requested to assist a member of security in the search of your vehicle. Refusal may result in the police being called.

DISCLAIMER

- Save for the death or personal injury caused by the negligence of Highclere Show Ltd or anyone for whom they are in law responsible, neither Highclere Show Ltd nor any agent, employee or representative accepts any liability for any accident, loss, damage, injury or illness to owners, spectators, land or any other person or property whatsoever, whether caused by their negligence, breach of contract, or in any way whatsoever.
- Highclere Show Ltd will take reasonable precautions to ensure the health and safety of everyone at their events. For these measures to be effective, everyone must take reasonable precautions to avoid and prevent accidents occurring, and must obey the instructions of Highclere Show Ltd and all the Officials and Stewards. Highclere Show Ltd reserves the right to refuse the admission of any exhibitor or visitor to any activity at their discretion.
- Exhibitors enter the show site at their own risk.
- During inclement weather conditions, there may be a requirement to tow your vehicle/s onto/off the show site. Exhibitors will be towed at their own risk.
- Highclere Show Ltd reserve the right to remove by whatever means any exhibitor; their staff, vehicles and exhibition stand at any time for whatever reason.
- Please observe a 10mph speed limit at all times whilst you are at the events
- Under no circumstances must anybody be driving a vehicle on the public aisle ways on site. The layout is meticulously planned so that there are access routes to guide you to your stand. Escorts are available so please be patient once you arrive at the trade entrance.

Important Notices – 2024

Trade Entrance – Set Up/Breakdown Times

The timetable of trade gate opening times for each event will be printed on your vehicle passes. Arrival outside these times will be strictly by appointment. We suggest you make onsite accommodation arrangements where possible, especially in wet conditions. Please also try to arrive at least the day before the event to relieve first morning show traffic. If you use contractors or stand builders please notify Highclere Show Ltd their expected arrival and build schedule. Please see below trade entrance opening times for 2024:

Highclere Show 2024

Wed 22nd May	08.00 – 20.00
Thur 23rd May	08.00 – 20.00
Fri 24th May	08.00 – 20.00
Sat 25th May	08.00 – 20.00
Sun 26th May	07.00 – 08.30 17.30 – 22.00
Mon 27th May	07.00 – 08.30 17.30 – 22.00
Tues 28th May	08.00 – 20.00

Deliveries

Unfortunately Highclere Show Ltd will not accept deliveries of any kind. Please ensure a representative is at the trade entrance waiting to accept all deliveries and that you have arranged your own means of transferring the delivery to your stand. Forklifts may not be available.

Heavy Goods Sold

Under no circumstances will a member of public be permitted to enter the show site with his or her vehicle. You must make your own arrangements to transfer heavy goods sold to your customers within the constraints of our No Vehicle Movement Policy.

Electricity

Under no circumstances may personal generators be in operation on the showground. Any generator found to be in operation will be switched off. Power is supplied by SPC Event Electrics. Please book your electric supply direct with SPC with your trade stand application. Onsite supplies may be available; please contact Neil Dobson on 07968 445674.