



Equifest



Thursday 18th - Saturday 20th August 2022 Trade Stand Information, Declaration, Booking & Payment Form

This form must be completed by Trade Stand Responsible Person and all relevant documents enclosed.

If you have any queries relating to this form, please contact info@equifest.org.uk. Tel: 01733 961021.

East of England Agricultural Society (hereafter referred to as EEAS) reserves the right to reject any application and if it does so any monies paid will be returned.

To secure your trade stand space a Deposit of £150 is due at the time of booking.

The balance is then due no later than 20th July 2022. Bookings after this date are subject to availability.

Event Location:	The Showground, East of England Arena and Events Centre, Alwalton, Peterborough, PE2 6XE
------------------------	--

About the Trade Stand

Registered Company Name: (if applicable)		
Registered Company Address:	Post Code:	
Trading Name: (if different from above)		
Trade Stand Main Contact:	Name:	Contact Number: Email Address:
Contact Address (if different from above)	Post Code:	
Trade Stand Payment Contact: (if different from above)	Name:	Contact Number: Email Address:
Name of Contact Onsite: (if different from above)		Contact Number: Email Address:
Emergency 24hr Contact: (if different from above):	Name:	Contact Number:

Products Sold:

--

The EEAS reserve the right to stop Trade Stands selling goods undeclared or unrelated to the Show and require the Trader to remove the goods or displays and refrain from activities the EEAS consider being unsuitable. Under no circumstances are Trade Stands allowed to sell any **FOOD, SWEETS or DRINKS unless previously agreed with EEAS.**



Equifest

Thursday 18th - Saturday 20th August 2022
Trade Stand Space Booking & Payment Form



Payment required by 20th July 2022 to reserve your place

To secure your trade stand space a Deposit of £150 is due at the time of booking.

The balance is then due no later than 20th July 2022. Bookings made after this date subject to availability.

Name of Trade Stand

ALL TRADE STAND ARE OUTDOORS	All prices are excluding VAT
-------------------------------------	-------------------------------------

Total Frontage <small>(minimum 3 metres)</small>	Total Depth <small>(minimum 3 metres)</small>	Rate Per Square Metre (£/m ²)	Total £ <small>(frontage x depth x £/m²)</small>
		£12.50	

Electricity	Quantity	Rate Per Socket	Total £
13-amp Single Socket		£83.00	
13-amp Double Socket		£96.00	
16-amp Blue Socket		£116.00	

Furniture Hire	Quantity	Rate Per Item	Total £
Trestle Table (6' x 2')		£7.00	
Chair		£4.50	

Advertising & Marketing	- All print-ready artwork to be supplied by client. Deadline: 1st July 2022 ...		
	- Advertising & Marketing costs to be paid alongside deposit when booking		
Type	Size/Location	Rate per Item £	Total £
Official Show Catalogue	Full Page Colour	£345.00	
	Half Page Colour	£220.00	
Branded Banner Placement (6m x 1m supplied by client)	Main Entrance Avenue for Vehicles & Pedestrians	£200.00	
	Inside Main Ring Barriers	£250.00	

SUB TOTAL

VAT @ 20%

Compulsory Environmental Deposit (no VAT)

TOTAL

£50.00

Vehicle Pass	2 passes included FOC with trade stand booking
Vehicle 1 - Reg no (required):	
Vehicle 2 - Reg no (required if applicable):	
<i>Any other vehicles must park in the main car park</i>	
Caravan Pass	YES NO

PAYMENT DETAILS

Name of Trade Stand:

BACS details for the return of your environmental deposit, subject to our T&Cs.	Bank account name:
	Bank account number:
	Sort code:

Payments can be made by BACS or Card or Cheque

For all payment options, please indicate chosen method below & return paperwork (& cheques) to:

**Equifest Trade Stands
East of England Agricultural Society
FitzRoy House
East of England Showground
Alwalton
PE2 6XE**

Fully completed forms can also be emailed to accounts@eastofengland.org.uk , if preferred.

Tick to Select			
	BACS	Payment reference: Trade Stand Name	Acc Name: East of England Agricultural Society Acc Number: 10786862 Sort Code: 09-02-22
	Card	Complete details below. <i>Details will be held securely and destroyed once full payment is</i>	
	Card - By Phone	Call East of England Agricultural Society accounts on 01733 961028 or 961029	
	Cheque	Cheque No.:	Payable to: East of England Agricultural Society

CREDIT CARD PAYMENT (We do not accept American Express)

CARD TYPE:	Visa	Mastercard	Maestro	Delta
CARD NUMBER:				
Valid From:	Expiry Date:		Security Code:	
Maestro Issue Number:				
Cardholder Name:				
Cardholder Address:				
Cardholder Daytime Telephone No.:				

Once your trade stand is booked and the fee is received you have entered into a contract with the East of England Agricultural Society and Equifest.

Exhibitors must remain on site the entire show and are not allowed to sell their position to a third party.

- I/We have completed the Trade Stand Information and Declaration Form.

- I /We understand that this Application is made in accordance with the Terms described in the East of England Agricultural Society Trade Stand Terms & Conditions (1st edition). A copy of which I have read and understood.
- I/We understand that non-attendance for whatever reason does not release me from this contract.
- I/We understand I/we are responsible for my/our stand and risks it may pose to other persons within its allowed space or immediate areas.
- I/We hereby apply to exhibit the items detailed in this application at Equifest.
- i/We agree to abide by these Rules, Regulations and Conditions of the East of England Agricultural Society (showground owner) and who are the organiser of Equifest. Please see attached full T&C's.
- I/We confirm that we hold current public liability insurance.
- If accepted I/we agree to pay the total amount payable and exhibit at the event.

THIS APPLICATION MUST BE SIGNED BY THE TRADER

Name of Trade Stand:

Responsible Person's Name:	Signature:
Responsible Person's Position in Company:	Date:

The information on this form will be kept by the East of England Agricultural Society and only be used for legitimate business purposes and will not be transferred to a third party unless required to do so by law. Our privacy policy can be viewed at www.eastofengland.org.uk



Equifest

Thursday 18th - Saturday 20th August 2022

Trade Stand Declaration Form



Insurance: Please enclose a copy of your insurance with this form and have a copy available at the event

Name of Insurer:

Public Liability	Yes / No	Amount of Cover:	Minimum cover £2,000,000	Expiry Date:
Employers Liability	Yes / No / NA	Amount of Cover:		Expiry Date:

East of England Agricultural Society shall not be liable for any injury, loss or damage occasioned to any property of the Trade Stand Holders. The Trade Stand Holders shall indemnify East of England Agricultural Society against all claims, damages, actions, and all costs and/or expenses whatsoever arising as a result of their activities.

Show Information

Setting Up	Tuesday 16th August 2022 Wednesday 17th August 2022	9am to 6pm 8am to 8pm
Trade Stand Vehicles Site Access	Entrance & Exit is via Gate 3 (manned 24hrs) for set up, show days & breakdown	
Trade Stand Parking	During show opening times there will be NO parking of vehicles with the trade stand, all must be parked in the allocated area on the hard standing adjacent to Gate 3 or as directed by the Trade stand Co-ordinator	
Trade Stand Camping	Only one vehicle can be parked with the trade stand, all others must be in the allocated area as directed by the Trade Stand Co-ordinator.	
Vehicle Movements on Show Days	NO VEHICLES TO BE MOVED DURING SHOW FROM OPENING OF SHOW UNTIL 30 MINUTES AFTER CLOSE OF SHOW EACH DAY. SITE SPEED LIMITS MUST ALSO BE OBSERVED AND VEHICLE HAZARD WARNING LIGHTS ON WHILST MOVING	
Show Opening / Closing Times	Opens: 8am Closes: 30 minutes after the Evening Performance	
Breakdown	May commence 30mins after the last showing class occurs on Saturday 20th August or during the day on Sunday 21st August. All trade stands must leave the site by midday on Sunday 21st August.	
Site Vacation	Site must be vacated by 12noon on Sunday 21st August Site must be left clean and tidy	
Trade Stand Waste	All waste produced by the trade stand is the responsibility of the trade stand and they are responsible for removing from site for recycling where possible	
Sub-letting of Trade Stand Space	Sub-letting is not allowed under any circumstances	

The EEAS reserves the right to allocate appropriate sites. The EEAS also reserves the right to change an allocated site if it is deemed necessary. If the EEAS allocates a different site applied for or changes an allocated site, EEAS will not be required to refund any payments

Health and Safety Risk Assessment

I have completed a thorough health and safety risk assessment - including the build-up, live event and breakdown of my stand and cover all activities we will undertake. <i>Examples: Manual handling, vehicle movement slips/trips and falls/ work at height/ Control of Hazardous Substances, fire, electrical, COVID etc. This is not an exhaustive list.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Fire Risk Assessment

Are the structures, walls, fittings and/or materials flame retardant? <i>As required by BS7157, BS 5438 and BS 476 part 7.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have completed a thorough fire risk assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Environmental Assessment		
I have completed a thorough environmental risk assessment of how we deal with our impact on the environment and our waste	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that I must pay a £50.00 environmental deposit when booking my trade stand. This will be refunded by BACS, or back onto the card you paid with, if applicable. This will occur one week after the event and only if you have removed all your trade stand waste from the Showground and left your site clean and tidy	Yes <input type="checkbox"/>	No <input type="checkbox"/>

My stand will include:		
A marquee, gazebo or structure for your stand If so, state the size here:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staking or pinning of any structure or flag into the ground	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Excavation or digging in or around the stand (Only permitted if prior written consent from the EEAS has been granted)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Portable Generator (only permitted in the square of trade stands)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
LPG gas unit	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Health and Safety Declaration		
I declare:		
We will ensure our trade stand is erected in the correct manner, is secured down sufficiently and is fit for purpose	Yes <input type="checkbox"/>	No <input type="checkbox"/>
We will maintain our stand in a safe condition, free from any hazards that may cause fire or injury to others	Yes <input type="checkbox"/>	No <input type="checkbox"/>
We will ensure all exits and entrances are kept clear from obstruction at all times	Yes <input type="checkbox"/>	No <input type="checkbox"/>
We will not leave our trade stand unattended during show opening times	Yes <input type="checkbox"/>	No <input type="checkbox"/>
We will provide adequate fire extinguishers based on our activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
We will ensure all combustible materials are kept away from ignition sources	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any trade stand that has fixed wiring or gas installations shall have the current test certification to prove the integrity of the system, copy of certificate to be available for inspection if required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Each Trade Stand is required to take away with them all waste created by their sales, activities or left by their customers and where possible we request, they recycle all packaging waste. THERE WILL BE NO WASTE SKIPS PROVIDED	Yes <input type="checkbox"/>	No <input type="checkbox"/>
At all times during the build/breakdown, we will wear hi viz vest/jacket and any task specific PPE	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Working at height we take place using safe working practices including fall arrest systems if needed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical power requests are suitable for the equipment we will be running	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staff have adequate and appropriate training to carry out any tasks/activities required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All staff and contractors will abide by site rules at all times and follow instructions from the event organisers	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answer NO to any of the above, without good reason, your trade stand will be rejected

Checklist	Public Liability Insurance (Min. £2,000,000)	Enclosed with this form	YES NO
	Employers Insurance	Enclosed with this form	YES NO
	Health and Safety Risk Assessment	Enclosed with this form	YES NO
	Fire Risk Assessment	Enclosed with this form	YES NO
	Environmental risk Assessment	Enclosed with this form	YES NO

Failure to enclose may result in your trade stand being rejected

Signed Declaration

We have read, fully understand, agree, and accept our obligations of this Trade Stand Information and Declaration Form. We also accept that it is our legal and moral responsibility to comply with the relevant legislation and ensure that our own staff and others' Health & Safety are not put at risk by our actions (or in-actions) throughout the period of the show (build up, open periods and breakdown). We understand that we are responsible for the activities and Health & Safety of ourselves, our staff and any contractor working on our stand. We will make everyone connected with our trade stand aware of the potential risks present on site and will copy them with all health and safety documentation relevant to the show.

The Trade Stand Holder must also agree to follow and abide by any reasonable request from the Committee.

Responsible Person's Name:	Signature:
Responsible Person's Position in Company:	Date: