



TRADE BOOKING FORM 2017

East of England Showground,
Peterborough, PE2 6XE

Please complete the entire form (Parts 1-7) in BLOCK CAPITALS and return as soon as possible.

Preferably submit the form via email below or scan/email as an attachment to info@livepromotions.co.uk

If you don't have the facility to send digitally please post to: CLASSIC BIKE LIVE EXHIBITIONS DEPT, C/O Live Promotions Events Ltd, Riverside Quay, Double Street, Spalding, Lincs, PE11 2AB.

PART 1 – Confirmation of contact details

Company Name:
COMPANY NAME AS YOU WOULD LIKE IT TO APPEAR IN OFFICIAL SHOWGUIDE

Contact Name: Position:.....
(Please give the name of the person with whom we should liaise about your participation)

Address:.....
.....Postcode:.....

Telephone No:.....Mobile No:.....

Email Address:

Invoice Name/Address *(only if different to the address above)*:
.....
.....

PART 2 – Stand Information

LOCATION	RATE	NO OF UNITS	FRONTAGE	TOTAL
INDOOR TRADE LIMITED AVAILABILITY	£60 INC VAT PER METRE DEPTH (8M)			
INDOOR AUTOJUMBLE CATTLESLED	£60 INC VAT PER UNIT 5M X 3M UNIT			
OUTDOOR AUTOJUMBLE	£60 INC VAT PER UNIT 5M X 8M UNIT			

Please give exact details of products you will be exhibiting on your stand. The Organisers reserve the right to request the removal of any products not mentioned on this form. Please attach another sheet if necessary.

Please note stand sharing of any kind is NOT PERMITTED without prior consent of the organisers. Anyone found to be stand sharing without permission WILL BE removed from the show.

Continued Overleaf ...

PART 3 – Ticket Allocation

STAND SIZE	PERSONNEL	ON STAND VEHICLE	CAR PARK VEHICLE
UP TO 6M FRONTAGE	4	1	1
7M & ABOVE	6	2	2
PER UNIT	2	1	1

Stands exhibiting a high number of display vehicles will be allocated additional vehicle passes on request, please email kelly@livepromotions.co.uk no later than 3 weeks prior to the show to request these.

Additional personnel passes may be purchased in advance at special discount rates (subject to VAT)

Please supply _____ additional 1 day Personnel/Guest pass(es) @ 9 each

PART 4 – Payment Details

CREDIT/ DEBIT CARD PAYMENT

Visa

Mastercard

Card Number: / / /

Expiry Date: / Security Code:

Card Holder Name and Address:

.....

TOTAL	£
25% DEPOSIT PAID	£
REMAINING BALANCE	£

Please Quote order no if required for invoicing purposes

PLEASE MAKE CHEQUES PAYABLE TO LIVE PROMOTIONS EVENTS LTD

Any applications made later than 1 month prior to the event must include FULL payment.

PART 5 - Declaration

By completing this booking form you are entering into a contract with Live Promotions Events Ltd and acknowledge all terms and conditions (see www.classicbikelive.com for details) Please tick here to acknowledge you have read our terms and conditions.

Signed: Date:.....

Print.....Position:.....

PART 6 – Risk Assessment Form

Please consider what risk there is to those building up trade stands and to members of the public during the event. Outline the steps you propose to take to minimize the risk. To enable us to plan and manage the show safely you must fill in the risk assessment form. Any loss occurring from any hazards/risks introduced to the show we are unaware of you will be held fully liable.

Company:	
Responsible Person:	
Date Assessment undertaken:	
Mobile number for onsite contact:	
Signature of assessor:	

Continued Overleaf ...

Hazard	Persons at risk	Controls to minimize risk

Hazards may include: slipping/ tripping hazards, moving part of machinery, noise, work at height, fumes, LPG on site.

Persons at risk: contractors, members of the public, stand staff

Controls to minimize risk: provide adequate training, fire evacuation plan, and adequate procedures

PART 7 – Public Liability Insurance Details

Insurer Name:		Branch:	
Policy number:		Expiry Date:	

FOR OFFICE USE ONLY			
Date Received		E.O.Max	
Stand Number		Tickets Sent	
Invoice No		Comps	
WB		VP/ECP	
Worldpay Ref		£	
Cheque No		£	

STAND SUPPLIES 2017

SHOW: _____

PLEASE PRINT IN BLOCK CAPITALS

For Office Use Only:
IND/GEN/AJ/CAT:

A - Company/Contact details

Company Name:..... Contact Name:.....

Address:.....

..... Postcode:.....

Telephone No:..... Mobile No:.....

Email Address:

Invoice Name/Address (if different to the address above):

B - Electric

Connection	Cost	Quantity required
16A Ceeform Socket	£190	Qty:
32A Ceeform Socket	£260	Qty:
32A Three Phase	£480	Qty:
63A Three Phase	£750	Qty:

PLEASE NOTE THERE WILL BE NO ELECTRIC AVAILABLE AT SYWELL AERODROME – YOU MUST PROVIDE YOUR OWN. PLEASE REFER TO OUR TERMS AND CONDITIONS.

Higher Amps are available by request (venue dependant).

Charging period covers Live days only. Any additional requirements will be charged at 33.33% of the listed tariff.

In accordance with outdoor electrical regulations, electric is supplied in Ceeform connection.

C - Marquees – Please State Quantity

All contracted marquees must be booked by Live Promotions.

Clear span Structures	Marquee Only	With Wooden Floor
3m x 3m	£180	£280
6m x 6m	£360	£540
9m x 9m	£570	£780
12m x 12m	£960	£1420

Other sizes available on request. Lining available on request with floor option only.

Please send in a separate diagram explaining where you would like the marquee positioned on your pitch.

D - Tables and Chairs

All furniture must be collected and returned by the exhibitor.

Item	Cost (each)	Quantity required
6ft Trestle Table	£8.00	Qty:
Patio type chair	£2.50	Qty:

E - Fencing

Item	Cost	Quantity required
Heras fencing (3.5m) self-erect	£8.00 per panel	Qty:
Pedestrian Barrier (2.3m) self-erect	£4.00 per panel	Qty:

F - Water

Item	Cost	Quantity required
Terminating Tap fixed to post	£140	Qty:
Exhibitors own caravan/mobile unit	£140	Qty:

CREDIT/ DEBIT CARD PAYMENT

Visa Mastercard

Card Number: / / /

Expiry Date: / Security Code:

Card Holder Name and Address:

.....
.....

I enclose a Cheque for the amount of £.....

PLEASE MAKE CHEQUES PAYABLE TO LIVE PROMOTIONS EVENTS LTD

All the above is subject to availability.

If not booked at least 7 days prior to the event a surcharge of 25% is applicable

SUB TOTAL	£
PLUS VAT	£
BOOKING FEE	£ 3.50
TOTAL	£

EXHIBITIONS DEPT, LIVE PROMOTIONS EVENTS LTD, RIVERSIDE QUAY, DOUBLE STREET, SPALDING, LINCS, PE11 2AB

TEL: 01775 768661 EMAIL: INFO@LIVEPROMOTIONS.CO.UK

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