

N.B.  
THIS FORM IS  
FOR **INDUSTRY**  
EXHIBITIONS ONLY



COMMERCIAL VEHICLES &  
ASSOCIATED INDUSTRIES  
EXHIBITION SPACE  
BOOKING FORM

**For office use only.....**  
 D.REC \_\_\_\_\_ 2 D EX \_\_\_\_\_  
 SENT \_\_\_\_\_ A D 1D \_\_\_\_\_  
 INV.No. \_\_\_\_\_ A D 2D \_\_\_\_\_  
 E.O.P. \_\_\_\_\_ COMP \_\_\_\_\_  
 E.O.C/P \_\_\_\_\_ VP \_\_\_\_\_  
 ST.No \_\_\_\_\_ ECP \_\_\_\_\_

**PRICES HELD**

**Royal Highland Centre, Ingliston, Edinburgh  
Saturday 31st July & Sunday 1st August 2010**

**Booking form MUST BE SIGNED before application can be accepted**

**PLEASE PRINT IN BLOCK LETTERS**  
 COMPANY NAME: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 POST CODE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 DESCRIPTION OF GOODS ON STAND (Main points will be printed in official catalogue - must be completed)  
 \_\_\_\_\_

**UNCOVERED EXHIBITION SITES - 'INDUSTRY AREA'**  
 Please reserve \_\_\_\_\_ metres frontage x **15m** depth of exhibition space @ £130 per metre run frontage (min.4m) £ \_\_\_\_\_  
 Please reserve \_\_\_\_\_ metres frontage x **6m** depth of exhibition space @ £100 per metre run frontage (min.4m) £ \_\_\_\_\_

**ELECTRICITY SUPPLY (See condition 13 overleaf)**  
 Please supply \_\_\_\_\_ 13A Single socket @ £120 £ \_\_\_\_\_  
 Please supply \_\_\_\_\_ 13A twin socket @ £160 £ \_\_\_\_\_  
 Please supply \_\_\_\_\_ 16A Ceeform socket @ £150 £ \_\_\_\_\_  
 Please supply \_\_\_\_\_ 32A Ceeform socket @ £190 £ \_\_\_\_\_  
 Please supply \_\_\_\_\_ 63A single phase supply with connection exhibitors own caravan or mobile unit @ £275 £ \_\_\_\_\_  
 Please supply \_\_\_\_\_ 3 phase 63A supply (where possible - check before booking) @ £375 £ \_\_\_\_\_  
 If not pre-booked at least 7 days prior to the show, a surcharge of 25% is applicable to all electricity supplies

**WATER SUPPLY**  
 Please supply \_\_\_\_\_ Supply to Stand terminating in tap fixed to post @ £100 £ \_\_\_\_\_  
 Please supply \_\_\_\_\_ Supply to Exhibitors own sink unit including connection of waste pipe @ £125.00 £ \_\_\_\_\_  
 Please supply \_\_\_\_\_ Supply to Exhibitors own Caravan or Mobile Unit @ £115.00 £ \_\_\_\_\_

**TICKET ALLOCATION**  
 Up to 6m x 6m - One exhibition stand vehicle pass, one exhibitor car park pass and four staff personnel passes  
 7m and above - THREE exhibition stand vehicle passes, THREE exhibitor car park passes and TEN personnel passes  
 Stands exhibiting a high number of display vehicles will be allocated additional vehicle passes on request.  
 Additional personnel passes may be purchased in advance at special discount rates (subject to VAT):  
 Please supply \_\_\_\_\_ additional 1 day Personnel/Guest pass(es) @ £9.50 each £ \_\_\_\_\_  
 Please supply \_\_\_\_\_ additional 2 day Personnel/Guest pass(es) @ £16.00 each £ \_\_\_\_\_

**CREDIT / DEBIT CARD PAYMENT**  
 PLEASE CHARGE MY  VISA  MASTERCARD  MAESTRO  
 CARD NUMBER                  
 EXPIRY DATE   /   ISSUE NUMBER   (Maestro Only) VALID FROM   /    
 SECURITY CODE    (if printed on card)

SUB TOTAL	£ _____
Plus VAT at Standard Rate	£ _____
Booking/Admin Fee	£ 3.50
<b>TOTAL</b>	£ _____

**Worldpay Ref:** \_\_\_\_\_ *Office Use Only* I enclose deposit Cheque/P.O. for £ \_\_\_\_\_ being 25% of the total fees  
 Please quote order No. if required for invoicing purposes BALANCE (to be paid no later than 1st July 2010) £ \_\_\_\_\_  
 PLEASE MAKE CHEQUES PAYABLE TO LIVE PROMOTIONS EVENTS LTD.  
 Any applications made later than 1st July 2010 must include **FULL** payment.

**If you want to be removed from our mailing list please tick this box and fax back to: 01775 768665**

I have read and agree to the show rules and conditions printed overleaf.  
 Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Name in Print: \_\_\_\_\_ Position: \_\_\_\_\_



Please send completed booking form to: **EXHIBITIONS DEPARTMENT, TRUCKFEST OFFICE, LIVE PROMOTIONS EVENTS LTD, RIVERSIDE QUAY, DOUBLE STREET, SPALDING, LINCS. PE11 2AB.**

# LIVE PROMOTIONS EVENTS LTD.

## TRUCKFEST 2010 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. Truckfest 2010 is being organised by Live Promotions Events Ltd., subsequently referred to in these rules and conditions as the Event Organisers.

1. **Deposit.** All bookings must be accompanied with 25% deposit which is non-refundable, to secure the booking. No stand is confirmed without this.
2. **Trading.** will be as detailed overleaf. Exhibitors are welcome to begin setting up from midday on Thursday 29th July, or earlier by prior arrangement. Show times are 09.00 - 17.30 on both days. **All exhibits must be cleared by 14.00 Monday 2nd August**, otherwise the event organisers reserve the right to pass on any additional fees from the venue to the client(s). All Exhibitors must book in at the Organisers office before proceeding to trade space allocated.
3. **Payment.** must be made as per instructions on the booking form. When paying by credit/debit card, full payment will be taken UNLESS OTHERWISE INSTRUCTED. Any additional banking fees incurred during payment are chargeable in full to the clients.
4. **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.
5. **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 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.
- 5a. 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.
- 5b. **Truckfest Logo Merchandise.** Under no circumstances will any exhibitor be allowed to sell any merchandise featuring the word Truckfest without written permission from the show organisers.
- 5c. The use of radio microphones is strictly prohibited unless written permission is given stating frequency allowed.
6. **Security.** Although both day and night security will be supplied by the Event Organisers from the day prior until the morning after the event, 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.
7. **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.
8. **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. All exhibitors are required, by law, to provide a fire risk assessment for their stand.
9. **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.
10. 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.
11. **Car Parking.** All vehicles must be parked in the official exhibitors car park unless they form an integral part of the trade stand.
12. **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.
13. **Electricity.** All electrical supplies requested by an exhibitor to be supplied by the Showground Contractor will be "switched on" on the day prior to the event, or earlier only by arrangement. A location plan for all sockets should be supplied to the Event Organisers no later than 21 days prior to the event. Where no plan is provided, the contractors will position the socket at their discretion. Full copy of terms and conditions available on request. If not pre-booked at least 7 days prior to the show, a surcharge of 25% is applicable to electricity supplies. Electricity supplies may not be available to all stands - this is to the discretion of the electrical contractors.  
  
Where an exhibitor provides their own electrical supply, generators should be fit for purpose, powered by either diesel or LPG. They should have suitable earthing arrangement by either spike or earthing plate. The organisers reserve the right to prevent use of an electrical system which is not installed in accordance with current regulations.  
  
Exhibitors electrical equipment should carry a current Portable Appliance Testing (PAT) label, which should be available for inspection at the event.
14. **Cancellation.** No refunds will be made should the event be cancelled due to reasons beyond the control of the Event Organisers. Any trade stand cancellation should be made in writing. Cancellation received within 2 weeks of the event date will require FULL payment and will be non refundable.
15. **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.
16. Should inclement weather prevent the siting 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. You are strongly advised to carry your own cancellation insurance for any event you may exhibit at.**
17. 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.
18. **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 2010 season. (Telephone us for further details)
19. Any discrepancies regarding trade space, electricity or water supplies are to be reported to Live Promotions events staff at the show - no correspondence will be entered into without this prior notice.