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## TRADE BOOKING FORM

SATURDAY 24 – SUNDAY 25 JULY 2021

(By completing this form you are agreeing to the Terms & Conditions as outlined overleaf)

Company .....

Contact Name .....

Contact Address .....

.....Postcode .....

Daytime Tel ..... Email .....

Website .....

No of Day passes required ..... Camping Passes (max 2 per stand) .....

Brief description of trade items .....

Any special requirements. ....

*We cannot guarantee to fulfil your requirements but we will endeavour to do so.*

I confirm (please tick) I give consent for the above details to be used in any event promotions, including listings on the event website, within Classic Land Rover magazine, on social media and in the event programme

### Payment Options (please tick)

Stand size required .....metre frontage x .....metre depth

Outdoor trade space at £50 per 3 metres frontage

Total stand £.....

VAT @ 20% £.....

**Total due inc. VAT** £.....

**Amount of Deposit paid at time of booking (minimum 50% of total) £.....**

**FULL PAYMENT FOR ALL TRADE SPACE MUST BE RECEIVED BY 30 JUNE 2021**

BACS Transfer: Barclays Bank PLC. S/C 20-81-53 A/C no 40239208 – Key Publishing Ltd

Cheque enclosed made out to KEY PUBLISHING LTD

Please take payment from my credit/debit card (To make payment by credit or debit card please contact our offices on 01780 663 011 and speak to Debi McGowan on Ext 125)

Signature.....

Date...../...../.....

Please return the completed Booking Form, Risk Assessment (T&C 13) and Public Liability Insurance Certificate/Insurance Indemnity Form (see T&C 8) to:

Sam Clark, CLR Gathering, Key Publishing Ltd, PO Box 100, Stamford, Lincolnshire PE9 1XQ

Or email to [sam.clark@keypublishing.com](mailto:sam.clark@keypublishing.com)



## TERMS & CONDITIONS

**Organised by Key Publishing Ltd subsequently referred to in these terms and conditions as the Event Organisers. It is understood that in signing for and purchasing exhibition space at this event, the show terms and conditions will be adhered to.**

**1.** By completing a show booking form, you are entering into a contract with the event organiser (Key Publishing Ltd). All contracts are fully binding making you fully liable for the total amount of the stand space booked.

**2. Deposit.** All bookings must be accompanied with a minimum of a 10% deposit which is non-refundable. (exception will be made if the event is unable to proceed due to COVID 19 restrictions in which case a full refund will be issued)

**3. Trading.** Access for traders will be from 12 noon on Friday 23 July 2021 and stands should be set up and ready to trade by 10:00 on Saturday 24 July 2021, when the show opens to the public. All exhibits must be clear of the venue by 19:00 on Sunday 25 July 2021. All Exhibitors must book in with the Event Organisers before proceeding to their allocated trade space.

**4. Payment.** Must be made as per the instructions on the booking form. No tickets/passes will be despatched until full payment has been received. Payment for the total stand space is strictly required by **30 JUNE 2021**.

**5. The sub-letting** of all or part of a stand by an Exhibitor is strictly forbidden unless authorised by the Event Organisers, in writing, prior to the event.

**6. Merchandise.** Under no circumstances will any exhibitor be allowed to sell any merchandise featuring the show title without written permission from the show organisers.

**7. Security.** Although security will be provided throughout 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 at the venue.

**8. 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 expenses whatsoever in any way arising out of his/her attendance or his/her exhibits on the event site. The completed booking form for a trade stand must be accompanied by **either proof of Public Liability Insurance cover or a completed Insurance Indemnity form**, to cover the Event Organisers, their staff and their agents against all and any claims which may arise.

**9.** 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.

**10. Car Parking.** Any outdoor stands wishing to use their vehicle as a part of their stand or for holding stock behind the stand must include this within the required stand size. All other vehicles must be parked in the car park.

**11. Stand Cleaning.** Exhibitors are responsible for the cleanliness of their stands and all rubbish must be removed.

**12. Cancellation. All cancellations must be made in writing to the Event Organisers.** Any cancellations made prior to one month before to the show date, 10% of the total stand cost is non-refundable, after this time full payment will be due.

**13. 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. **A risk assessment** should be submitted at the point of booking and if required a risk assessment form can be obtained from the Event Organisers. For more details on risk assessments please see: [www.hse.gov.uk/pubns](http://www.hse.gov.uk/pubns)

**14.** At all times after entering Lower Farm, Skillington premises, you will ensure that your exhibition equipment, vehicles and all other property is in a condition that is safe for all persons who may reasonably and foreseeably come into contact with or be affected by it. You will also ensure that you, and all stand staff 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.

**15.** Any discrepancies regarding trade space are to be reported to Key Publishing event staff at the show – no correspondence will be entered into without this prior notice.