



# TRADE BOOKING FORM

## SUNDAY 23<sup>th</sup> AUGUST 2020

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

Company .....

Contact Name .....

Contact Address .....

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

Website ..... No of Wristbands required .....

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 Buses magazine, social media and in the show programme.

### Payment Options (please tick)

Stand size required .....ft frontage x .....ft depth

Indoor trade space £8 per ft frontage (6 ft depth standard) £ .....

Outdoor trade space at £11 per ft frontage (20ft depth) £ .....

Registered charity trade space at £35 for up to 12ft frontage (6ft depth) £ .....  
 £5 extra per ft frontage. \*INDOOR / OUTDOOR \* Please circle your requirement.

Registered charity number .....

No of tables (5ft) at £4 per table (INDOOR ONLY) £.....

**Total** £.....  
 VAT @ 20% £ .....  
**TOTAL INC. VAT** £ .....

**MINIMUM 25% non-refundable deposit on booking** £.....  
**FULL PAYMENT FOR ALL TRADE SPACE MUST BE RECEIVED BY FRIDAY 31 JULY 2020**

- 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 755 131 and speak to Debi McGowan in the Production Office)

Signature..... Date...../...../.....

**Please return the completed Booking Form, Risk Assessment (T&C 14) and Public Liability Insurance Certificate/Insurance Indemnity Form (see T&C 8) to:**  
 Julie Hawes, Buses Festival, Key Publishing Ltd, PO Box 100, Stamford, Lincolnshire PE9 1XQ  
 Or email to [julie.hawes@keypublishing.com](mailto:julie.hawes@keypublishing.com)



## TERMS & CONDITIONS

**Organised by Key Publishing Ltd** subsequently referred to in these rules 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.

**3. Trading.** Gates open for traders at 07:30 on Sunday 23 August 2020 and stands should be set up and ready to trade by 10:00, when the show opens to the public. All exhibits must be clear of the venue by 19:00 on Sunday 23 August 2020; otherwise the event organisers reserve the right to pass on any additional fees from the venue to the Exhibitor(s). All Exhibitors must book in at the Information Point/Buses Magazine stand before proceeding to the 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 **31 July 2020**.

**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 official Exhibitors' car park displaying the vehicle pass.

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

**12. Electricity.** All electrical supplies requested by an Exhibitor (indoors) to be supplied by the venue will be "switched on" on the day of the event, or earlier only where possible. Exhibitors' electrical equipment should carry a current Portable Appliance Testing (PAT) label, which should be available for inspection at the event.

**13. Cancellation. All cancellations must be made in writing to the Event Organisers.** Any cancellations made prior to 1 month before to the show date, 25% of the total stand cost is non-refundable, after this time full payment will be due.

**14. 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)

**15.** At all times after entering The British Motor Museum 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, 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.

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