



The Battle of Cheriton Project Limited

EXHIBITOR BOOKING FORM
The Battle of Cheriton
History Through the Ages Weekend
28th and 29th June 2014

Company Name:	
Contact Name:	
Address:	
	Postcode:
Tel No:	Mobile No:
Fax No:	Email:
Website address:	
Description of Product:	

Craft Marquee 8 x 6' pitch @ £60 each	= £
Craft Marquee additional footage @ £7.50 per foot _____ feet	= £
Outdoor Area 10 x 10' pitch @£50 each	= £
Outdoor Area additional footage @ £6.25 per foot _____ feet	= £
Total amount payable	= £

To confirm your pitch please return proof of insurance and your non-refundable deposit of £20 per pitch with the application form.

Full payment should be received by 2nd June 2014

Please make all cheques payable to The Battle of Cheriton Project Limited.

Please enclose visual material of your product with your application. The Battle of Cheriton Project committee will approve all applications for space. Any unsuccessful applications will have their deposit returned

Please note that any cancellation made after 2nd June 2014 will be liable for full payment.

I agree to the terms and conditions overleaf

Signed: _____ Date: _____

Please ensure that you retain a copy of the above application form for reference purposes

Please return to: Mrs Gillian Gray Knight, Scrubbs Farm, Dark Lane, Bishops Sutton,
Alresford, Hampshire, SO24 0HR

Phone 01962 736029; Email: info@battleofcheriton.co.uk

The Battle of Cheriton Project Limited
Scrubbs Farm, Bishop's Sutton, Alresford, Hampshire. SO24 0HR
Registered Number: 5063900

Schedule of Terms and Conditions

1. Definitions

The 'exhibitor' includes any person, firm, company or organisation to which space has been allocated at the show. The term 'event' refers to 'The Battle of Cheriton History Through the Ages' organised by the Battle of Cheriton Project Limited. The 'event area' refers in all cases to the area being used for the event.

2. Applications

- a) Acceptance of the deposit does not guarantee an offer of space
- b) The organisers reserve the right to accept an application
- c) Space will be allocated by the organisers but exhibitor requirements will be accommodated where possible. However the organisers reserve the right to make any alterations where necessary and their decision is final

3. Final Payment or Surcharges

All fees will be paid in full by 2nd June 2014. Exhibitors who have not paid by this date will be refused admission

4. Bankruptcy, receivership, liquidation

No applications will be accepted from a company, partnership or individual, which is insolvent, bankrupt or in receivership

5. Space Allocations

Details will be sent to exhibitors prior to the event

6. Exhibitor Cancellation

- a) If the exhibitor wishes to withdraw their application before payment of the final invoice there will be no refund of their deposit
- b) If cancellation takes place on or after 2nd June 2011 or when full payment has taken place there will be no refund

7. Postponement

- a) In the event of all or part of the event being postponed or abandoned or in the event of failure or curtailment of any supplies, services or facilities offered to Exhibitors due to strikes, lockouts or other circumstances beyond the control of the Organisers, the Organisers shall be under no liability in any way whatsoever in respect of any expenditure, liability, damage or loss sustained or incurred by Exhibitors and shall be entitled to retain all sums paid to the Organisers
- b) The Organisers shall not be liable for any loss, damage or expense incurred by Exhibitors by reason of any authority intervening and preventing or restricting the use of the Event premises
- c) In the event of any incident that causes the closure in whole or in part of any section of the Event, the Organisers will not be responsible for any loss of promotional facilities or reduction of sales or opportunity.

8. Trading Name

The name on the application form will be the name by which at all times and in all media the Exhibitor will be referred to.

9. Subletting or Shared stands

- a) Sub-letting and sharing of exhibition space is not permitted under any circumstances
- b) Any bodies or organisations that wish to share a stand must make separate applications stating their intention to do so

10. Substitution of exhibits

No replacement, substitution or addition of exhibits specified on application form may be made without the Organisers' permission

11. Set Up & Breakdown

Details will be included in the Exhibitor's Instructions, which will be supplied to all registered exhibitors.

12. Insurance

- a) Each exhibitor is to assume complete responsibility for insurance. They **must** as a condition of entry to the Battle of Cheriton weekend, carry public liability not less than £2 million and employer's liability not less than £2 million. They should also cover loss or damage to their exhibits, cancellation, legal liabilities to employee and other third parties
- b) Insurance policy or proof of insurance must be produced on demand

13. Liability of Organisers

- a) The Organisers are not liable for any loss, damage etc unless directly caused by negligence of themselves, their servants, agents or employees
- b) The Organisers are not liable for death or personal injury unless caused as above
- c) If Exhibitors fail to vacate the site by the required time they shall be fully responsible for any loss, damage or expenses caused to the Organisers

14. Security

- a) Security staff employed by the Organisers will be in charge at all times of gates where access is permitted to the site.
- b) Exhibitors must ensure that their non-transferable access passes are carried at all times and should be shown on request.
- c) Access to the site out of hours will only be permitted at designated points. Any person found making entry at any other points will be deemed an unlawful entry and dealt with accordingly.
- d) Use of caravans, tents or other overnight accommodation will be at the discretion of the organisers and a charge may be levied.

15. Expulsion of Persons

The organisers reserve the right to expel any persons whose presence in the Event is deemed to be prejudicial to the best interest of the event

16. Stand Construction

- a) Exhibitors who construct their own stands must ensure that their walls present a fair and clean surface to neighbouring stands.
- b) Exhibitors who construct their own stands are entirely responsible for the safety and worthiness of construction.

17. Attendance at Stands

All stands must be fully displayed and attended by a competent person during the entire public opening hours of the Event unless the Organisers grant specific permission

18. Stand Cleaning

- a) Exhibitors are responsible for the cleanliness and good order of their stand
- b) Exhibitors are responsible for clearing their stand at the end of the show. All litter, waste stand materials etc to be placed in bins or skips provided

19. Public Address and Visual Presentation

- a) Use of PA systems by Exhibitors is not permitted
- b) Exhibitors wishing to use music, video etc must first make application to the Organisers.

20. Fire Precaution

- a) Exhibitors are reminded that it is their responsibility that each stand should be provided with one or more fire extinguishers of a suitable type.
- b) The use of propane gas or paraffin heaters is not permitted on the stands without express permission of the Organisers.

21. Power driven or dangerous substances

- a) It is strictly forbidden to run motors, engines or use dangerous substances within the exhibition site without the express permission of the Organisers.
- b) Generators may not be used without permission.

22. Exhibition Passes

- a) Exhibitor passes will be issued upon receipt of full payment
- b) These passes are not transferable under any circumstances.

23. Mechanical handling

All mechanical handling on the Event site shall be the responsibility of the Organisers. Charges to Exhibitors may be levied for any mechanical handling required.

24. Electrical Installation

Where applicable all electrical installations may inspect and control any electrical installation at any time.

25. Posters, banners and other advertising material

- a) The Organisers control all poster and banner sites
- b) No advertising or promotional material is to be erected, displayed or attached outside the boundaries of the Exhibitor's stand without permission from the Organisers

26. Distribution of Leaflets

No distribution of leaflets or promotional materials is permitted outside the area of the Exhibitor's stand

27. Raffle Tickets or Literature for Sale

Written authority from the Organisers is required for sale of raffle tickets or other promotional material

28. Promotional Entertainment

All promotional entertainments on stands must be notified to the Organisers in advance

29. Exhibitor's Lists

Exhibitor lists may be circulated for PR & Marketing purposes. The Organisers accept no responsibility for any errors contained in these lists

30. Non-compliance with regulations

Failure to comply with the above Terms and Conditions May result in space allocations withdrawal. The Organiser's decisions are final.