

# Exhibition Space

## Invoice Application Form

For Office Use Only

Ref No: N

Chq No:

ST No:

Date R:

**East Anglian Game & Country Fair - Euston Estate, Thetford, IP24 2QH**  
**Sat 24th - Sun 25th April 2021**

PP: VP: Date sent:

<b>Company Name:</b>		<b>Contact Name:</b>	
<b>Address:</b>			
		<b>Post Code:</b>	
<b>Tel:</b>	<b>Mob:</b>		
<b>Email:</b>		<b>Website: www.</b>	
<b>Social Media: Facebook:</b>		<b>Twitter:</b>	<b>Instagram:</b>

	If booked & paid in full by	Cost per metre Frontage	Total Cost (£)	
<b>1. Open Stand Space</b> (Grass pitch within trade avenues, see note overleaf) Frontage required in metres (minimum frontage bookable 3m) Qty <input type="text"/> <b>M</b> All stands come with 12m depth	20th Dec 2020	£73	£	
	By 31st Jan 2021	£78		
	By 28th Feb 2021	£82		
	After 28th Feb 2021	£89		
<b>2. Marquee inclusive of stand space (Shedding)</b> (Marquee erected for your arrival inclusive of site costs. See note overleaf) Qty <input type="text"/> Unit(s) bookable in 3m x 6m depth sections	If booked & paid by 20th Dec 2020	£375	£	
	By 31st Jan 2021	£395		
	By 28th Feb 2021	£405		
<b>3. Optional Extras</b>				
Qty <input type="text"/>	Table Hire £18 each / Chair Hire £10 each	Cost per table/chair	£18/ £10	£
Qty <input type="text"/>	Floor Carpeting £90 / Timber Flooring £125 (per 3m x 6m sections)	Cost per section	£90/ £125	
<b>4. Electricity</b> No Generators permitted - If you require Electricity please book at <a href="http://www.gofer.co.uk/payment">www.gofer.co.uk/payment</a>				
<b>5. Additional Passes</b> You are given - 2 Exhibitor Personnel passes plus, 1 Vehicle pass per 3m frontage (see notes overleaf)				
Qty <input type="text"/>	Exhibitor Pass (Discounted rate, passes are compulsory for both set up & show days including delivery/support personnel)	Per Pass	£25	£
Qty <input type="text"/>	Trade Vehicle Pass (Only admits Vehicle into the site. Personnel Passes required for each occupant. One required per vehicle including delivery/support vehicle.)	Per Pass	£5	£
Qty <input type="text"/>	One Day Admission Tickets (Discounted advance rate) valid one show day only		£12.50	£
<b>6. Membership (2 Day)</b> A minimum of one trade membership must be purchased per tradestand exhibiting at the show. Includes access to Members Bar & Restaurant in Members' Enclosure with lawn overlooking Main Arena.				
Qty <input type="text"/>	Additional 2 day Trade Stand Membership	@ £20 per membership		£ 20.00
<b>7. Note</b> Cheques should be made payable to: Grand Promotion Events Ltd and sent to Ringers Farm, Ingworth Road, Banningham, NR11 7DL. BACS details: (BACS must be paid when completed form is returned. Please use trading name as reference). Grand Promotion Events Ltd Sort: 09-01-29 Acct No: 15022624 All prices are exclusive of V.A.T.				
		<b>SUB TOTAL</b>	£	
		<b>+ VAT (20%)</b>	£	
		<b>TOTAL</b>	£	

**8. VAT Invoice** Please retain this copy as your VAT invoice. VAT number: 818 243 040

**9. PRODUCTS/SERVICES:** Please give a FULL description of the products/services that will be available on your stand

**10. SPECIAL ALLOCATION REQUESTS:** If you have any special requests, i.e position, adjoining exhibitors etc. please advise

Please receive this as my/our application for space and other requirements at 'The East Anglian Game & Country Fair' and I/we accept and agree to the Terms and Conditions overleaf. I authorize for Grand Promotion Events Ltd to contact me using the given details above.  
**Please keep a copy of this invoice for your records.**

Name: Signature:

Company: Date:

# Terms & Conditions

# East Anglian Game & Country Fair

24th & 25th April 2021

## 1. Definitions

"Application Form" is the Event application form attached to these Terms and Conditions  
"the Company" is Grand Promotion Events Ltd. Company number 4757447  
"an Exhibitor" is any person or organisation submitting an Application Form to the Company.  
"the Event" is the East Anglian Game and Country Fair at the Euston Estate, Thetford on 24th and 25th April 2021.  
"the Optional Extras" are services or facilities to be provided by the Company in addition to the provision of Space and include the hire of 6' x 2'3" tables and carpet floor matting in 3m x 6m sections.  
"Open Stand Space" is a grass standing pitch sold by the metre frontage with an approximate depth of 12 metres.  
"Marquee inclusive of stand space (shedding)" is a pre erected covered marquee space with a 3 metre frontage and 6 metre depth sections.  
"Catering Space" is open space with authorisation from Grand Promotion Events to sell food and drink.  
"Food Hall Space" is covered marquee space erected for Grand Promotion Events & Space is sold in 3m frontage x 3m depth configurations. Any number of 3m x 3m space may be purchased. Each additional 3m will be placed next door to the first 3m purchased.  
(a) "Food Hall Space" minimum frontage bookable in Food Hall is 3m.  
"the Site" is the Euston Estate, Thetford.  
"Space" shall mean Open Stand Space, Marquee (Shedding) Unit Space, Catering Space or Food Hall Space as the context may require.

The notes on the front of the Application Form also form part of these Terms and Conditions.

## 2. Applications

- All applications must be made on the Application Form.
- The Company reserves the right to refuse any application without giving reasons and no agreement will be concluded until an application has been accepted by the Company in writing.
- The supply of the Application Form does not constitute an offer of Space.
- The Application Form must be completed with all the relevant details and sent to the Company at the address shown on the Form with a cheque for payment in full for the Space and any Optional Extras, personnel & vehicle passes requested.
- No Space will be reserved until the Form and payment in full has been received or is due to be received.
- The submission of an Application Form constitutes an acceptance of these Terms and Conditions.

## 3. Space Allocation

- Space is allocated at the sole discretion of the Company.
- The Company reserves the right to determine and, at any reasonable time prior to the Event, change the location of an Exhibitor's Space.
- Trading hours on show day 8am - 6pm. Please do not dismantle your trade stand before 6pm.

## 4. Open Stand Space

- Exhibitors may only apply for Open Stand Space with a minimum frontage of 3 metres.
- Any application for Open Stand Space with a greater depth than 12m will be granted in the Company's absolute discretion.
- Exhibitors using Open Stand Space must retain all coverings, stands, seating or other equipment (including guy ropes or any ancillary items) within the metre frontage reserved.
- The Company will not be liable for any Exhibitors' failure to reserve sufficient Open Stand Space.

## 5. Marquee (Shedding) Unit Space

- Exhibitors may only apply for Shedding Unit Space with a minimum frontage of 3 metres.
- Any application for Shedding Unit Space with a greater depth than 6 metres will be granted in the Company's absolute discretion
- Shedding Unit Space cannot be rotated by 90 degrees.
- All shedding plots sit in a 12m depth plot so a vehicle may be positioned behind your stand. Please ensure your stand and support vehicle fits within the size of the area booked.
- The Company will not be liable for any Exhibitors' failure to reserve sufficient Shedding Unit Space.

## 6. Food Hall Space

Is Bookable in multiples of 3m x 3m Covered Space in the Food Hall Marquee.

## 7. Optional Extras

- Any Optional Extras must be paid for in full when the Application Form is submitted to the Company and subject to such payment will be delivered to the Exhibitor's Space.
- Grand Promotion Events Ltd cannot guarantee tables and chairs will be available to hire on site without prior booking.

## 8. Use of Space

- The sharing of Space with another Exhibitor is not permitted.
- The products and services provided by the Exhibitor in the Space must conform to the details provided on the Application Form.
- Exhibitors must comply with the requirements of the Fire Brigade, Environmental Health Officers and any other competent authority and any statutes, regulations or bye laws relating to the Site or its use.
- Exhibitors will be responsible for the conduct of all personnel authorised to be present on their Space.
- In the event that the Company reasonably concludes that the behaviour of an Exhibitor, a member of its staff, its agents or contractors is unacceptable, the Exhibitor will be required to leave the Site and will not be entitled to any refund of any charge made by the Company.
- Exhibitors must not occupy any part of the Site other than the Space allocated to them.
- Subletting of space is not permitted, unless specifically authorised in writing by the Company.
- All Marquees erected on behalf of any exhibitor must fit within the frontage and depth booked overleaf. Any marquees erected outside of the allocated area booked will result in marquees being re-erected, within the correct space by the said contractor at their expenses. If Marquees do not fit within allocated space the Company reserves the right to refuse these to be erected and or levy additional meterage charges.

- No PA Systems are permitted without prior written permission from the Company.
- Front trading lines must not be traded in front of either by goods or persons.

## 9. Prohibitions

- No illegal material may be displayed by an Exhibitor and the Company reserves the right to remove such material and/or require the Exhibitor to leave the site without refund of any charge made by the Company.
- No raffles, lotteries or games of chance will be permitted unless specifically authorised in writing by the Company.
- No electricity generators will be permitted unless specifically authorised in writing by the Company.
- No heating or cooking appliance may be used unless specifically authorised in writing by the Company, with the exception of official catering units.
- No posters, banners, displays or advertising matter shall be put up anywhere other than within the Space allocated to the Exhibitor unless specifically authorised by the Company.
- The Exhibitor must not leave any litter or cause any pollution to any part of the Site.

## 10. Passes

- All Exhibitors' representatives will require an exhibitor personnel pass to enter the Event on setup and show days. Each pass is valid for show set up and the two show days.
- One vehicle and two exhibitor personnel passes will be issued to each Exhibitor who has reserved Open Stand Space for every 3m of frontage reserved.
- Any Exhibitor who has reserved Food Hall Space will receive 1 vehicle pass and two exhibitor personnel passes for every 3m frontage booked.
- Any Exhibitor who has reserved Shedding Unit Space will receive 1 vehicle pass and two exhibitor personnel passes for every 3m x 6m section booked.
- Any additional passes required thereafter can be purchased at the discounted rate shown on the Application Form.
- All additional passes required must be requested when the Application Form is submitted to the Company and paid for in full at least 14 days before the Event after which the discounted rate shown on the Application Form will not apply. Please note the cost of additional passes will be 10% above the discounted rate shown on the Application Form to cover administration charges.
- Exhibitors arriving at the Event without the correct passes will be charged the full admission price.
- Passes will be dispatched by ordinary second class post and the Company will not accept any liability for the loss of passes through postage. Exhibitors may at their cost request the Company to dispatch passes by first class post; recorded delivery or courier.

## 11. Health and Safety

- All Exhibitors must comply with all current Health and Safety legislation and all guidance notes and codes of practice published by the Health and Safety Executive.
- No vehicle movements permitted within the show site between 8.00am-6.00pm.

## 12. Insurance

- All Exhibitors must have Public Liability Insurance of at least £2m
- The Company shall accept no responsibility for any loss or damage to any Exhibitor's property, howsoever caused.

## 13. Payments

- All cheques should be made payable to Grand Promotion Events Ltd.
- Payment in full for both the Space and any Optional Extras must be received before the Space is reserved. Please note all rates referred to in the Form are subject to VAT.
- The Company charges an extra £20 for any declined cheques.
- Signing of this document forms a legal binding agreement and once received by the Company full payment is due.
- A signed application form entitles Grand Promotion Events to receive full payment due for the space as per the front of the application form.

## 14. Discounts

- Discounts may be taken as offered on the Application Form subject to entitlement.
- The Company reserves the right to refuse the offer of a discount if the Company deem the Exhibitor to be ineligible.

## 15. Cancellations

- All cancellations must be made in writing and sent to the Company at the address shown on the Form.
- If written cancellation is received by the Company before 20th December 2020 any payment or payments due to be made will be returned to the Exhibitor subject to a cancellation fee of 50% of the total payment made.
- Exhibitors withdrawing after 20th December 2020 will not be entitled to any refund.

## 16. Liability

- In the case that the Event, or any part of it, is postponed, abandoned or cancelled due to circumstances beyond the Company's control the Company shall not be liable for any losses incurred by the Exhibitor and the Company shall be entitled to retain the whole or such part of all of the sums paid to them, as it, in its absolute discretion deems necessary to cover expenses incurred in connection with the Event.
- In the case that the Event or any part of it, is postponed, abandoned or cancelled due to circumstances within the Company's control the Company's liability will be limited to the sums paid to the Company by the Exhibitor.
- The Exhibitor shall indemnify the Company against all costs, charges, losses, expenses, actions, proceedings or claims arising out of any infringement of the right of any third party, or damage or injury to any property or person whatsoever occasioned directly or indirectly by the act, default or negligence of the Exhibitor or its staff or contractors.
- The Exhibitor shall indemnify the Company against any claim, losses, costs or expenses incurred whatsoever directly or indirectly.

Please return your form to: **Grand Promotion Events Ltd, Ringers Farm, Ingworth Road, Banningham. NR11 7DL**

For further enquiries: **Tel: 01263 735 828 Email: [info@ukgamefair.co.uk](mailto:info@ukgamefair.co.uk) Website: [www.ukgamefair.co.uk](http://www.ukgamefair.co.uk)**