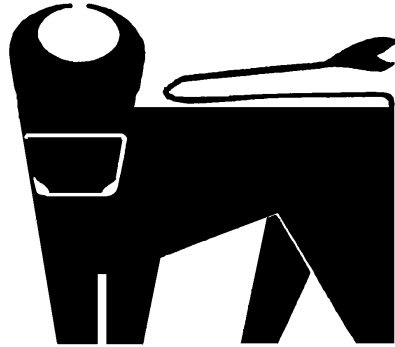


**THE THAME & OXFORDSHIRE COUNTY
AGRICULTURAL ASSOCIATION**

Registered Office as below
Company Limited by Guarantee No. 04102052
Registered Charity No. 1084349



**OXFORDSHIRE COUNTY & THAME SHOW
SATURDAY 31st JULY 2010**

At The Showground, Kingsey Road, Thame, Oxon. OX9 3JL

APPLICATION & REGULATIONS

CRAFT MARQUEE

**10% Discount is offered if FULL payment is received
by 28th February 2010**

Remittances must be made payable to “OXFORDSHIRE COUNTY & THAME SHOW”
and all communications addressed to: The Executive Secretary, Oxfordshire County and
Thame Show, Suite 3, 55 North Street, Thame, Oxon, OX9 3BH
Tel No: 01844 212737 Fax No: 01844 218481
e-mail. info@thameshow.co.uk

- 1) The committee reserves the right to refuse any entry whatsoever at their sole discretion.
- 2) Applications must be fully completed and accompanied by the remittance, otherwise they will be rejected. No provisional reservations or post dated cheques will be entertained. A 10% DISCOUNT is offered if full payment is received by 28th February. Any extra items must be included with this payment. Once applications are received by the office, no fees will be refunded under any circumstances.
- 3) **PLEASE NOTE: Pitch sizes are exact. You must allow room to Enter/Exit from your own frontage. Your neighbour's space must not be encroached on.**
- 4) All Exhibitors are required to hold their own Public Liability Insurance Certificates. The Health & Safety & Risk Assessment statement found on the reverse of the booking form **MUST** be sent with the Application Form. Failure to do this could result in application being refused. Copies of this must also be displayed on your stand.
- 5) Exhibitors will be entitled to receive free admission for themselves and bona-fide assistants on their stands as follows: 2 wristbands and 1 vehicle pass per standard pitch. Additional passes can be purchased at £11 per ticket.
- 6) Applications will be dealt with and site allocated in order of receipt.
- 7) All exhibitors shall provide and have available on their stands fire appliances in the form of portable fire extinguishers. Exhibitors are advised in their own interest to ensure adequate safeguards against the risk of fire, using fire retardant materials where possible.
- 8) No persons other than the exhibitor shall transact business or solicit money. Anyone infringing this rule shall be liable to be ejected forthwith from the show and shall forfeit their admission money. Photographers are not permitted to function on the showground without a permit obtained from the Secretary.
- 9) No announcements either by any official or the exhibitor over the showground's public address will be allowed.
- 10) The stand must be set out in an attractive manner. Exhibitors must supply suitable table covering reaching down to the ground at the front and sides. Boxes etc. must be stored out of sight. At the end of the day please leave your stand area clean and tidy. You may leave your rubbish provided it is bagged up or containerized. Failure to do this may result in future applications being refused.
- 11) Thame Show officials or our Security Company have the power to remove from the showground any property belonging to any exhibitor who shall infringe any of these regulations or who refuses to comply immediately with any instruction given by an official of the show. **No refund will be given.**
- 12) Any complaints or differences must be in writing and addressed to the committee. These will be considered by the committee within 14 days of the show and can only be regarded for future policy and guidance.

- 13) No trades stand will be admitted to the showground after 7.30am. All other vehicles must be removed from the showground and into their allocated car parks by 7.30am. All occupants of vehicles, including the driver, must be in possession of an admission ticket to the showground during the above times and the driver must be in possession of a vehicle pass. It is the responsibility of exhibitors to obtain passes for their employees, agents and contractors otherwise entry may be refused. Our Security Company have instructions to order any unauthorised vehicles out of the showground.
- 14) Every endeavour will be made to have all Craft Marquee sites marked out by the Wednesday preceding the show. Access to the showground may be made from then onwards. It may be necessary to close the showground at dusk on the days immediately preceding the show, in which case arrivals will be required to wait over night in the adjoining car park until the ground is opened. Stallholders are individually responsible for the clearance of their site of refuse, litter, glass or other articles before departing from site. All holes or soil removed must be made good and left in a tidy condition. Any stallholder not complying with this regulation will not have their application considered for future shows and will be charged for costs incurred to rectify the damage. Stands must be open to the public from 8.00am until 5.30pm on show day and all goods displayed must be clearly named and bear the selling price. Stallholders will not be permitted to leave the show site before 6.00pm. Stands erected on Wednesday are left at owner's risk, The Association cannot be held responsible for any damage or loss whatsoever.
- 15) **If electricity is required please indicate on our application form, Please BOOK with ARB Piccadilly direct on the enclosed application form.**
- 16) **NO CRAFT MARQUEE APPLICATIONS WILL BE ACCEPTED AFTER 30th June 2010**
- 17) The Association its officers, servants etc. shall not be held responsible for any accident, damage or loss howsoever caused, to any exhibitor or his servant or other person or persons, animal or article whilst entering or leaving or being carried into or from the showground. All persons shall indemnify and hold harmless the Association from and against all actions, suits, expenses or claims on account of or in respect to any damage caused or occasioned. Further the Association or its officers or servants will not be liable for any errors or mistakes that may happen for goods being delivered or exhibited, or for their safe custody whilst on the showground, or for the entry in the books of the Association.
- 18) The Craft Marquee is a NO SMOKING area.

OXFORDSHIRE COUNTY & THAME SHOW

Saturday 31st July 2010

CRAFT MARQUEE APPLICATION

Please make your application on this form and return it with total remittance to: The Executive Secretary, Oxfordshire County & Thame Show, Suite 3, 55 North Street, Thame, Oxon, OX9 3BH Tel: 01844 212737 Fax: 01844 218481 e-mail info@thameshow.co.uk

For office use only
C.B. No:.....
Stand No:.....

Name of Applicant.....

Company Name.....

Goods Sold.....

Address.....

Post Code.....Tel No.....

Stall Fees	Cost	
	£	p
Standard Pitch (2 mtr Deep x 3 mts Frontage) Includes 1 Trestle Table & 1 Chair	120	00
.....Additional Frontage - Increments of 0.5 Metre @ £20Additional Tables available @ £10 each		
..... Additional passes @ £11.00 for Adults		
Please Tick Box if Electricity Connection Required <input type="checkbox"/> To be booked with ARB Piccadilly (on enclosed form)		
TOTAL (VAT included)		

I/We hereby remit £..... in payment of total fees and hereby certify that the above particulars are correct to the best of My/Our knowledge and belief. I/We hereby agree to conform and abide by all the Rules and Regulations of the Association.

IF YOU REQUIRE A RECEIPT please enclose a SAE.

Signed.....

Date.....



**OXFORDSHIRE COUNTY & THAME SHOW
SATURDAY 31ST JULY 2010**

POWER AND LIGHTING HIRE AGREEMENT

If your requirements are not listed below we will be happy to supply a separate quotation. When completed please forward with your remittance to our address.

Orders will not be accepted without full payment.

Orders should be received by FRIDAY 16TH JULY 2010. A 10% surcharge will apply after this date.

Contract Name.....

Stand Number.....

Company.....

Address.....

.....

.....

Telephone Number.....

Fax Number.....

Email Address.....

ITEMS	£/Unit	QTY	TOTAL
13a twin socket (3kw)	82.00		
Enclosed fluorescent light	22.50		
Track with four spotlights	39.00		
16a single phase supply	95.00		
32a Single phase supply	106.00		
32a Three phase supply	148.00		
63a Single phase supply	127.00		
63a Three phase supply	170.00		

TOTAL	
VAT @ 17.5%	
REMITTANCE	

I have read the attached terms and agree to the conditions for the supply and fitting of equipment, and understand the order is subject to ARB terms and conditions.

I enclose payment.

SIGNED..... DATE.....



**OXFORDSHIRE COUNTY & THAME SHOW
SATURDAY 31ST JULY 2010**

POWER AND LIGHTING PAYMENT FORM

Contract Name.....

Stand Number.....

Stand Name.....

Once completed please forward the form to us with full payment, by post, email or fax

ARB Audio& Visual Hire Ltd
Unit 4 Building G Tingewick Road
Industrial Estate
Buckingham
MK 18 1SU

Tel 01280 820420
Fax 01280 817948

Email: info@arb-teamwork.com

Payment:

By Cheque,
Cheques made payable to ARB Audio and Visual Hire Ltd.

By BACS to:

Bank: Barclays Bank
Sort Code:20 - 48 - 08

Account Name: ARB Audio & Visual Hire Limited
Account Number: 80207667

Or fill in your credit card details below (please note that we do not accept AmEx)

Name of Card Holder:

Address of Card:.....

Credit Card No. : / / /

Expiry Date: / Card No.: Issue No. (Switch only):

Security Code (on rear of card) :

I authorise you to debit my card with my order plus a 3% surcharge

Date: / /

Signed:

**THAME SHOW
OXFORDSHIRE COUNTY & THAME SHOW
SATURDAY 31ST JULY 2010**

GENERAL CONDITIONS FOR SUPPLY & MAINTENANCE OF ELECTRICITY

1. All services are provided subject to **ARB Audio & Visual Hire Ltd** "Terms and Conditions of Short Term Hire and Electrical Supply" as amended from time to time. Current Terms and Conditions of Short Term Hire and Electrical Supply are available on request.
2. Where the Exhibitor's own fittings are to be connected by **ARB Audio & Visual Hire Ltd**, it is the Exhibitor's responsibility to ensure that all fittings are delivered completed and collected at the close of the Show.
3. All Exhibitors fittings and wiring must comply with the current I.E.E. Regulations, Local Authority conditions and Health & Safety Executive Directives.
4. Exhibitors must provide timber battens, or other secure fixings for lighting fixtures etc.
5. Multi-way socket outlets will not be permitted.
6. No person other than a member of **ARB Audio & Visual Hire Ltd** staff may alter or interfere with the installation.
7. The prices in the Schedule include the hire of all wiring, fittings and electricity consumed. Any specific breakages or damage to the installation (including faults caused by Exhibitor's wiring or appliances) will be charged to the Exhibitor.
8. If lighting points or socket outlets are required in a specific position on the Stand, a plan must be sent to **ARB Audio & Visual Hire Ltd** with the order form. If no plan is provided, the Engineer will use his discretion as to their position. Any fittings that have to be altered or moved will be at extra cost to the Exhibitor.
9. The order form must be returned to **ARB Audio & Visual Hire Ltd** by the closing date shown, together with full payment. Any orders or payments received after the closing date will be subject to a surcharge.
10. Temporary power is not generally available for the purpose of stand construction etc.
11. **ARB Audio & Visual Hire Ltd** cannot be held responsible for failure to install an electricity supply, fittings, or other items ordered if the Stand or other Contractors have not completed their work. The Exhibitor will be liable for payment in full for such items installed, even if late.
12. All installations and connections will be at the discretion of the Engineer in charge.
13. **ARB Audio & Visual Hire Ltd** cannot be held responsible for failure of electricity supplies under the control of the Supply Authorities, or for the failure of any mains producing generator sets.
14. It may be necessary to disrupt the supply at any time for maintenance or safety reasons. This includes adverse weather or similar conditions not directly under the Electrical Contractor's control.
15. As part of a temporary installation, residual current devices protect all circuits. These devices may trip occasionally due to the build-up of residual earth currents. Exhibitors are warned to take extra precautions to prevent loss of computer data etc. **ARB Audio & Visual Hire Ltd** cannot be held responsible for such loss.
16. It must be noted that often power is provided via generators – surge protection is advised for sensitive equipment.
17. Due to the design and layout of the installation, it may be necessary to position mains panels etc. onto Exhibitor's Stands. Any such positioning will be kept as discreet as safely possible.
18. Sharing of power between Exhibitors is prohibited.
19. No claim for loss or expense (actual or expected) will be accepted as a result of the Electrical Contractor's failure to perform.
20. Insurance is the responsibility of the hirer.
21. **ARB Audio & Visual Hire Ltd** must be notified of any heavy or unusual loadings.

**FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN
ELECTRICITY SUPPLY BEING WITHHELD OR DISCONNECTED.**