



Exhibitor Information

23/24 October 2024
Newbury Showground

The Showman's Show 2024

Wednesday 23rd October 9.30am - 5.00pm Thursday 24th October 9.30am - 4.30pm

SPACE AVAILABLE

Open space on grass at depths of 6, 12, 18 & 24 metres. Any amount of frontage may be booked in multiples of 1 metre from a MINIMUM 6 metres. Exhibitors are responsible for arrangements to cover their sites.

Covered space covered sites, with or without a floor, in units of 3m x 3m or 3m x 6m, including night sheets and signwritten fascia.

Exhibition Hall - Shell scheme stands in units of 3m x 2m and 3m x 3m to include carpeting, fascia board, one twin spotlight and a twin 13 amp power point. Additional electrical requirements can be ordered through the Organisers.

RENTAL CHARGES

Open space 6m depth	£205.00	per metre frontage
Open space 12m depth	£250.00	per metre frontage
Open space 18m depth	£265.00	per metre frontage
Open space 24m depth	£295.00	per metre frontage

Exhibition Hall 3m x 2m unit	£1,700.00	each
Exhibition Hall 3m x 3m unit	£2,050.00	each

Covered space 3m x 3m with floor	£1,200.00	each
Covered space 3m x 3m	£980.00	each
Covered space 3m x 6m with floor	£1,480.00	each
Covered space 3m x 6m	£1,100.00	each

CORNER SITES

The frontage of a corner site MUST be equal to or greater than its depth. The premium must be paid on application and in the event of an exhibitor not being allocated a corner this will be refunded.

Stands 6m in depth	£395.00	extra
12m in depth	£525.00	extra
18m in depth	£665.00	extra
24m in depth	£805.00	extra

VIDEO INTERVIEW

£350

WEB & EMAIL BANNER ADVERTISING

Leaderboard	£400	(+VAT) per month
Email Banner	£350	(+VAT) per edition

ENTERTAINMENT ROVER

Entertainment Rover **£200.00**

EXHIBITION PROGRAMME

Display Advertising Space at the following rates:

Full colour

FULL **£1,040.00** HALF **£845.00** QUARTER **£650.00**

Full Page: 155mm deep x 90mm wide.

Half Page: 77mm deep x 90mm wide.

Quarter Page: 38mm deep x 90mm wide.

Full colour cover adverts at the following rates:

Inside front cover: **£1,500.00**

Inside back cover: **£1,300.00**

Outside back cover: **£1,550.00**

Email your high resolution artwork as PDF with embedded fonts. (Text ONLY acceptable in Microsoft Word).

POWER SUPPLIES

Power supplies must be booked by 8th October to guarantee a supply. These are available at the following charges:

13 amp rated @ 3KW	£320.00
13 amp rated @ 6KW	£500.00
16 amp cform	£320.00
32 amp single phase	£500.00
32 amp three phase	£520.00
63 amp single phase	£580.00
63 amp three phase	£660.00
125 amp three phase	£805.00
Additional 13/16 amp	£150.00
Distribution boards	£90.00

WATER

Connections supplied at **£330.00**

CARAVANS & CAMPING

An area with 16amp power connections is provided free of charge, on a first come first served basis. Showers and loo facilities are available.

Shell Scheme and Covered Unit



Booking Form

Please complete and return to:

Lance Show & Publications Limited, Courtyard Office, The Courtyard, Parsons Pool, Shaftesbury, Dorset SP7 8AP Tel: 01747 854099 Email: info@showmans-directory.co.uk

I/We book space at The Showman's Show which includes adequate allowance for guy ropes and all other external features such as heaters, generators etc. Minimum open space frontage bookable - 6 metres.

Name

Company

Address

Post code

Telephone

Mobile

Email

Website

Twitter

Facebook

Instagram

Signature

Name
in CAPITALS

Date

By returning this form, I/we agree to the terms and conditions published on this form.

DESCRIPTION OF EXHIBIT

Not to exceed 20 words for FREE inclusion in programme

Please let us know of any other companies represented on your exhibition stand and ensure that they complete an application form for their details to appear in the Show Programme

**TO GUARANTEE INCLUSION IN THE SHOW PROGRAMME,
BOOKINGS MUST BE RECEIVED BY 23rd SEPTEMBER.**

OPEN SPACE

metres frontage at 6 metres depth @	£205.00	per metre run of frontage	£
metres frontage at 12 metres depth @	£250.00	per metre run of frontage	£
metres frontage at 18 metres depth @	£265.00	per metre run of frontage	£
metres frontage at 24 metres depth @	£295.00	per metre run of frontage	£

Corner site premium 6m depth **£395.00**, 12m **£525.00**, 18m **£665.00**, 24m **£805.00** £

COVERED SPACE

unit(s) with floor 3m x 3m @	£1,200.00	per unit	£
unit(s) 3m x 3m @	£980.00	per unit	£
unit(s) with floor 3m x 6m @	£1,480.00	per unit	£
unit(s) 3m x 6m @	£1,100.00	per unit	£

ELECTRICITY SUPPLIES

Power supplies must be booked by 9th October to guarantee a supply

13 amp rated @ 3KW	£320.00	63 amp single phase	£580.00	
13 amp rated @ 6KW	£500.00	63 amp three phase	£660.00	
16 amp cform	£320.00	125 amp three phase	£805.00	
32 amp single phase	£500.00	Additional 13/16 amp	£150.00	
32 amp three phase	£520.00	Distribution boards	£90.00	£

WATER SUPPLY

£330.00 £

VIDEO INTERVIEW

£350.00 £

EXHIBITION HALL

3m x 2m (incl. shell, carpet, twin power socket & light)	£1,700.00	per unit	£
3m x 3m (incl. shell, carpet, twin power socket & light)	£2,050.00	per unit	£

ENTERTAINMENT ROVER

£200.00 £

WEB & EMAIL BANNER ADVERTISING

Leaderboard	£400 (+VAT)	per month	£
Email Banner	£350 (+VAT)	per edition	£

EXHIBITION PROGRAMME

Please reserve page (copy required by 18 September)

Colour: FULL **£1,040.00** HALF **£845.00** QUARTER **£650.00** £

Cover positions: Inside front: **£1,500.00** Inside back: **£1,300.00** Outside back: **£1,550.00** £

total £

VAT @ 20% £

Total £

Terms & Conditions

No stand will be allowed to set up unless the rental fee has been paid in full.

In these Terms & Conditions the term "Exhibitor" means any person or company who has made an application for and has been granted space at the Show. The term "Show" means the event detailed on the Booking Form. The term "Organiser" means Lance Show & Publications Ltd or its lawful assigns.

1. ALLOTMENT OF SPACE - Every endeavour will be made to meet the general wishes of Exhibitors with regard to their position, in so far as it is possible to do so, within the general layout of the ground and without occasioning unfairness to others. The right is reserved to reject any proposed entry, or to cancel any entry that has been made, without being required to state any reason for so doing.

2. ARRIVAL AND DEPARTURE - The showground will be open for the reception of outdoor exhibits on or after the 14 October 2024 and 21st October 2024 for Exhibition Hall and Covered Unit exhibits. Exhibitors can arrive to build their stands from 7am and need to be offsite by 6pm. Any deliveries to site outside these hours must be communicated to the Organisers. Exhibitors must have their stands arranged in proper order by 9 am on 23rd October 2024 and may not dismantle before 4.30 pm on 24th October 2024.

3. PAYMENT TERMS - A minimum fee of 25% of the total stand fee is to be paid on booking, or within 14 days of invoice, to secure stand space. A further 25% of stand fee is to be paid by 19th July 2024. Any remaining stands fees are to be paid in full by the 23rd September 2024. All bookings after the 23rd September 2024 are to be paid in full on invoice. If these payment terms are not met, we reserve to right to re-let the space booked. All amounts payable by the Exhibitor are exclusive of VAT. If the Exhibitor fails to make a payment due to the Organiser under these Terms and Conditions by the due date, then, without limiting the Organiser's other remedies, the Exhibitor shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest will accrue each day at 4% a year above the Bank of England's base rate from time to time, but at 4% a year for any period when that base rate is below 0%.

4. CANCELLATION OF EXHIBITION - Subject to clause 9 below, if for any reason the event is cancelled, including but not limited to, death of the monarch, fire, storm, tempest, lightning, national emergency, government imposed lock down (including as a result of any pandemic, epidemic or outbreak), war, terrorism, labour dispute, strike or lock-out, civil disturbance, explosion, accident, force majeure, or any cause not within the control of the Organiser, whether foreseeable or not, any payments made by an Exhibitor for space and onsite services supplied by the Organiser will be refunded in accordance with the table below.

5. Date of Cancellation	Amount of refund	Amount of retained fee carried over to following year
Over 6 months prior to 23rd October 2024	100%	nil
Between 6 months and 3 months prior to 23rd October 2024	75%	nil
Between 3 months and 1 month prior to 23rd October 2024	50%	nil
Between 1 month and 2 weeks prior to 23rd October 2024	25%	50%
Within 2 weeks of 23rd October 2024	None	50%

6. CANCELLATION OF SPACE BOOKED - Where an Exhibitor cancels their booked stand space for whatever reason all fees paid will be forfeited and the Organiser will reserve the right to re-let the space. Cancellation Liability on booked but unpaid stand space up to 8 weeks before the event will be 50%. Cancellation Liability on booked but unpaid stand space after 23rd September will be 100%.

7. ORGANISER'S LIABILITY - The Organiser will be under no liability to the Exhibitor whatsoever in respect of any losses, costs, expenses, damage suffered or incurred by the Exhibitor as a result of cancellation, postponement, abandonment, curtailment, relocation, suspension and/or limitation of the Exhibition for whatever reason, restriction on the use of the venue or any part thereof, poor attendance or any cause outside of the Organiser's control, save insofar as required by law. The Organiser's total liability to the Exhibitor shall under no circumstances exceed the amount actually paid by the Exhibitor under these Terms and Conditions. The Organiser's total liabilities includes liability in contract, tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with the Contract. The Organiser will provide a refund in accordance with clause 4 above, or otherwise as provided within these terms and conditions.

Neither the Organiser, Venue owner nor any of their employees shall be responsible for the safety of any exhibit or property of any Exhibitor or any other person, or for the loss of damage to the same by theft, fire or any cause whatsoever, or for any and all loss or damage incurred or sustained by the Exhibitor by reason of any defect in a venue building or structure caused by fire, storm, tempest, lightning national emergency, government imposed lock down (including as a result of any pandemic, epidemic or outbreak), war, terrorism, labour dispute, strike or lock-out, civil disturbance, explosion, accident, force majeure, or any cause not within the control of the Organiser, whether foreseeable or not, nor for any consequential or financial loss or damage caused by reason of any such event happening or the building becomes wholly or partially unavailable for the Exhibition.

8. EXHIBITOR'S LIABILITY - The Exhibitor accepts total liability for all acts or omissions of himself, his business, directors, employees, servants, contractors, agents and his visitors, and undertakes to indemnify the Organiser against any and all losses, costs, expenses, damage suffered or incurred by the Organiser in respect thereof and against any and all actions, legal suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Organiser or incurred or become payable, which arise therefrom or in respect thereof. This includes any and all claims arising from damage made to any fixtures, fittings, buildings or outside areas of the Show Venue, and any and all claims arising from the death or personal injury of any person including but not limited to relating to the supply by the Exhibitor of merchandise or samples of any kind (whether sold or complimentary), plus any and all legal costs, compensations, disbursements and expenses should these be paid by the Organiser to compromise or settle any such claims.

9. EXHIBITOR OBLIGATIONS - The Exhibitor shall comply with all rules and regulations concerning the Show and the venue set out by the Organiser and all other terms set out in these Terms and Conditions.

10. TERMINATION - Without affecting any other right or remedy available to it, the Organiser may terminate the contract with the Exhibitor with immediate effect by giving written notice to the Exhibitor if:

a. the Exhibitor fails to pay any amount due on the due date for payment

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- b. the other party commits a material breach of any term of these Terms and Conditions or
- c. The Exhibitor becomes insolvent or bankrupt or otherwise ceases to carry out its business, including upon death.

On termination of the Contract under this clause 10, the provisions of clause 5 as to payment shall apply. Termination of the contract shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the contract which existed at or before the date of termination.

11. FORCE MAJEURE - Neither party shall be in breach of these Terms and Conditions nor liable for delay in performing, or failure to perform, any of its obligations under the Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control.

12. DELIVERY TO STANDS - Delivery to stands on 23rd and 24th October 2024 must be made before 8.30 am. No vehicle will be allowed within the exhibition area after this time, except in emergencies.

13. DISABILITY DISCRIMINATION ACT 1995 - Exhibitors are reminded that this legislation is now in force. The Organiser is satisfied that it has made adequate provision to comply with its requirements in areas for which it is responsible. Exhibitors should give consideration to the requirements in respect of their own areas.

14. ELECTRICITY SUPPLY - All power supplies must be booked through the Organiser by the date specified. The Organiser has the right to refuse the use of any unauthorised power sources. Furthermore, the Organiser has the right to terminate any installed power supply following inspection and where deemed unsafe or unsuitable for use. All late or additional supply bookings will be subject to availability and cost.

15. FIRE PRECAUTIONS - It is a condition of entry to the Show that every Exhibitor, sub-contractor or supplier comply with The Regulatory Reform (Fire Safety) Order 2005 and all associated legislation and guidance whilst on site. All Exhibitors must undertake a suitable stand specific fire risk assessment, which identifies all foreseeable fire hazards, risks, control measures, likelihood and severity. A copy of the written fire safety risk assessments must be available on-site and provided on request to the Organiser's safety advisor. All Fire precautions on the exhibition stands, including the supply and placing of suitable number and type of fire extinguishers, fire exits and fire safety signage, are the responsibility of the Exhibitor. Any Exhibitor who is going to use and store gas cylinders, generators and fuel must notify the Organiser no later than 14 days before the Show of all details of intended use and storage. Exhibitors must receive written approval from the Organiser, or their nominated safety advisor, before any of the aforementioned items are brought on to site. It is the responsibility for the Exhibitor to manage fire safety on their exhibition stands.

16. HEALTH & SAFETY - It is a condition of entry to the Show that every individual, Exhibitor, sub-contractor or supplier comply with the Health and Safety at Work etc Act 1974, The Management of Health and Safety Regulations 1999, and all associated legislation whilst on site. All Exhibitors must undertake a suitable stand specific health and safety risk assessment which identifies all foreseeable health and safety hazards, risks, control measures, likelihood and severity. A copy of the written health and safety risk assessments

must be available on-site and provided on request to the Show safety advisor. All structures and equipment must comply with all current legislation, guidance and best practice. Where appropriate the stand holder must have a signed off certificate for structures which must be made available to the Show safety advisor on request for inspection. It is the responsibility of the Exhibitor to manage health and safety on their exhibition stands.

17. SECURITY - The safe keeping of any article exhibited or brought into the showground is the responsibility of the Exhibitor. The stand holder must assess any and all security requirements for their stand and provide suitable numbers and type of security person(s). It is required that all security personnel guarding the stand should be in compliance with all SIA and any other security legislation, guidance and best practice. The Organiser cannot accept responsibility for any theft or damage to property. There will be 24 hour security onsite to manage access and public safety on show days, installation and dismantle and to protect the Organiser's assets. All persons and vehicles entering the site must comply with all instructions and information provided by security and/or traffic management operatives.

18. INSURANCE - It is the responsibility of each Exhibitor to take out its own insurance with a reputable insurance company for its own assets, and public and third party liability insurance to a minimum value of £1,000,000. The Exhibitor is also advised to insure against cancellation, abandonment, postponement, the full replacement value of the contents of their stand space, all associated ancillary equipment and materials, and all other contingencies including those detailed in these Terms & Conditions. The Exhibitor shall provide the Organiser with a copy of their insurance upon request.

19. SITE CLEARANCE - The Exhibitor must replace turf, fill in holes and make good any damage done to the ground occupied by him and clear away any materials, metal, glass, rubbish etc. The right is reserved to charge for reinstatement not carried out by the Exhibitor. All Exhibition Hall Stands and Covered Units must be cleared by the morning of the 25th October 2024 and all outdoor stands must be cleared by 12 pm on the 29th October 2024. Any equipment left on site after this time will incur a £1,000 per day charge. The Organiser and Venue reserve the right to remove any equipment left onsite after the 29th October 2024.

20. STAND CLEANING - It will be the responsibility of the Exhibitor to keep their stand tidy.

21. SUB-LETTING & SHARING - Exhibitors are not permitted to sub-let any part of the space allocated to them. However, genuine sharing of space for example, a tentage contractor and a caterer will be permitted to share, however, the Organiser must be informed of the arrangements, each Exhibitor must complete a separate booking form and appear in the programme as an individual Exhibitor.

22. GDPR - the Exhibitor and the Organiser will comply with all applicable requirements of all applicable data protection and privacy legislation in force in the UK including the General Data Protection Regulation, the Data Protection Act 2018; the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and all other Legislation and Regulatory requirements in force which apply to a party relating to the use of personal data (Data Protection Legislation).



If you wish to discuss this information further, or you have any problems please ring **01747 854099** or e-mail info@showmans-directory.co.uk

