



## **Exhibition Space reservation form 2015**

### **Show rules and conditions**

It is understood that in signing for the purchasing exhibition space or sponsorship at the event detailed overleaf that the show rules and conditions will be adhered to. The BHP FUEL FEST 2015 is being organised by BHP EVENTS LTD subsequently referred to in these rules and conditions as the Event Organisers.

1. 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. The risk assessment should be submitted at the point of booking.
2. Trading will be as detailed overleaf. Exhibitors are welcome to begin setting up from 12.00PM on Saturday 13<sup>th</sup> June. Show times are 10.00 – 18.00 on Sunday June 14<sup>th</sup>. All exhibits must be cleared by 10am on Sunday June 15<sup>th</sup> otherwise a fee may be incurred.
3. All exhibitors must book in at the organisers office before proceeding to trade space allocated.
4. Payment must be made as per instructions on the booking form. Please make cheques payable to BHP EVENTS LTD. Any additional banking charges incurred when processing payment will be chargeable in full.
5. The sub-letting of all or part of a stand is strictly forbidden unless authorised by the event organisers in writing prior to the event.
6. Description of goods – The application form for space must contain an accurate description of goods to be exhibited or sold. Only items of this description will be allowed. Food stands or stuff may not be sold from a stand without written permission from event organisers. Tender forms for catering concessions are available by request.
- 5a. Under no circumstances will auctioning, pitching, raffles, tambola or pick-a-ticket stands be allowed at this event without written permission from the Event organisers. Knives, crossbows, catapults, offensive weapons or firearms of any type, including air-powered guns and 'BB' guns are strictly forbidden.
- 5b. Logo Merchandise – under no circumstances will any exhibitor be allowed to sell any merchandise featuring the BHP logo without written permission from the event organisers.
- 5c. No In-car entertainment or other audio equipment may be sold without written permission from the event organisers.
7. Security – Although day and night security will be supplied by the event organisers from the day prior until the morning after the event, the 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 exhibitor's property whilst it is on the event site.
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 expense what so ever in any way arising out of his attendance or his exhibits on the event site. The completed booking form for a trade stand shall be deemed as confirmation by the exhibitor that the necessary insurance cover has been obtained, and the exhibitor agrees to indemnify the event organisers, their staff and their agents against all and any claims that may arise.



9. Risk assessment- exhibitors must supply a current risk assessment pertaining to their activities at the show, particularly stage activity.
10. Fire safety. Exhibitors must familiarise themselves with the fire safety precautions and are required to provide their own 9kg powder fire extinguisher. The event organisers reserve the right of inspection by the fire safety officer of all stands and equipment and further to order the use of such equipment or appliances to be discontinued should they contravene fire and safety regulations.
11. The distribution of leaflets, posters and other billing materials outside the confines of the stand is forbidden on the event site except by written permission by the event organisers.
12. The event organisers reserve the right to refuse admission or charge the site plan at their discretion. The event organisers also reserve the right to refuse an application for exhibition space.
13. Car Parking. All Vehicles must be parked the allocated car park area unless they form an integral part of the trade stand.
14. Stand Cleaning. Exhibitors are responsible for the cleanliness of their stand and all rubbish must be removed to the bulk tidy bins situated on site. Adequate litter bins must be provided by exhibitors on their stands, should they produce a high volume of litter.
15. Cancellation. No refunds will be made should the event be cancelled due to reasons beyond control of the event organisers. Cancellations must be put in writing and received no later than 4 weeks before the show, after which, no refunds will be made.
16. Deposit. All bookings must be accompanied with 25% deposit which is non-refundable, together with a current company letterhead.
17. At all times from entering the event site you will ensure that you exhibition, equipment, vehicles and all or any other property is in a condition that is safe for all persons who may reasonably and foreseeable come into contact with or be affected by it that you, your servants and agents conform to all statutory and local conditions, directions and advices of any whatsoever, wheresoever and whomsoever.
18. When paying by credit/debit card, full payment will be taken UNLESS OTHERWISE INSTRUCTED.
19. Any discrepancies regarding trade space, electricity, water supplies are to be reported to BHP EVENTS staff at the show, no correspondence will be entered into without this prior notice.
20. Each stand will be allocated a specific amount show entry tickets relevant to the size of their stand, any additional tickets will be charged at £12 each.



**EXHIBITION SPACE RESERVATION FORM - 2015**

Please contact organisers direct for Stand prices prior to submitting this form

Company Name:.....

Contact:.....

Address:.....

.....

.....Postcode.....

Telephone.....Email Address.....

Please give your expected day and time of arrival for setting up at the circuit. Day..... Time.....

**OUTDOOR EXHIBITION SPACE**

Please supply an area of ..... Frontage x..... depth

Total Meter Squared .....

Please email [jay@bhpfuelest.com](mailto:jay@bhpfuelest.com) or call 07969585644 to discuss stand size and position.

**No electricity is available UNLESS pre arranged with the organiser**

Please state the number and type of sockets needed on your stand.....

Trade applications close on May 31<sup>st</sup> 2015

I have read and agree to the show rules and conditions printed overleaf.

Signed..... Dated.....

Name in Print..... Position.....

Please send completed booking form to:

**BHP EVENTS LTD, BLAKES, BULKWORTHY, DEVON, EX227UP**

[www.bhpeventslimited.com](http://www.bhpeventslimited.com)      [jay@bhpfuelest.com](mailto:jay@bhpfuelest.com)

\* Down to discretion of the Organisers