



TRADE BOOKING FORM

**COTSWOLD AIRPORT, CIRENCESTER,
GLOUCESTERSHIRE, GL7 6BA**

Please complete the entire form (Parts 1-7) in BLOCK CAPITALS

Preferably submit the form via the link above or scan/email as an attachment to info@livepromotions.co.uk

If you don't have the facility to send digitally please post to: COTSWOLD AIRPORT REVIVAL EXHIBITIONS DEPT, C/O Live Promotions Events Ltd, Riverside Quay, Double Street, Spalding, Lincolnshire, PE11 2AB.

PART 1 – COMPANY/CONTACT DETAILS

COMPANY NAME AS IT WILL APPEAR IN THE OFFICIAL SHOW GUIDE			
CONTACT NAME		POSITION	
ADDRESS PLEASE NOTE TICKETS ARE SENT TO THIS ADDRESS			
TELEPHONE NO		MOBILE NO	
EMAIL ADDRESS			
INVOICE NAME/ADDRESS IF DIFFERENT TO THE ADDRESS ABOVE			

PART 2 – STAND INFORMATION

OUTDOOR UNCOVERED EXHIBITION SPACE

FRONTAGE – MINIMUM 4M (PLEASE SPECIFY)	DEPTH	COST PER METRE FRONTAGE	AMOUNT DUE
	8M	£50	

AUTOJUMBLE (SECOND HAND GOODS ONLY)

FRONTAGE – MINIMUM 4M (PLEASE SPECIFY)	DEPTH	COST PER METRE FRONTAGE	AMOUNT DUE
	8M	£15	

Please give exact details of products you will be exhibiting on your stand. The Organisers reserve the right to request the removal of any products not mentioned on this form. Please attach another sheet if necessary.

Please note stand sharing of any kind is NOT PERMITTED without prior consent of the organisers. Anyone found to be stand sharing without permission WILL BE REMOVED from the show.

PART 6 – RISK ASSESSMENT FORM

Please consider what risk there is to those building up trade stands and to members of the public during the event. Outline the steps you propose to take to minimize the risk. To enable us to plan and manage the show safely you must fill in the risk assessment form. You will be held fully liable for any loss occurring from any hazards/risks introduced to the show we are unaware of.

Company:	
Responsible Person:	
Date Assessment undertaken:	
Mobile number for onsite contact:	
Signature of assessor:	

Hazards may include: slipping/ tripping hazards, moving part of machinery, noise, work at height, fumes, LPG on site.
Persons at risk: contractors, members of the public, stand staff.

Controls to minimize risk: provide adequate training, fire evacuation plan, and adequate procedures.

Hazard	Persons at risk	Controls to minimize risk

Please continue on a separate spreadsheet or include a copy of your own Risk Assessment along with the booking form.

PART 7 – PUBLIC LIABILITY INSURANCE DETAILS

Insurer Name:		Branch:	
Policy number:		Expiry Date:	

STAND SUPPLIES 2018

SHOW: _____
PLEASE PRINT IN BLOCK CAPITALS

For Office Use Only
IND/GEN/AJ/CAT:

A – COMPANY/CONTACT DETAILS

Company Name:.....Contact Name:.....
Address:.....
.....Postcode:.....
Telephone No:.....Mobile No:.....
Email Address:
Invoice Name/Address (if different to the address above):

B - ELECTRIC

Connection	Cost	Quantity required
16A Ceeform Socket	£190	
32A Ceeform Socket	£260	
32A Three Phase	£480	
63A Three Phase	£750	

PLEASE NOTE THERE WILL BE NO ELECTRIC AVAILABLE AT COTSWOLD AIRPORT – YOU MUST PROVIDE YOUR OWN. PLEASE REFER TO OUR TERMS AND CONDITIONS

Higher Amps are available by request (venue dependant)
Charging period covers live days only. Any additional requirements will be charged at 33.33% of the listed tariff.
In accordance with outdoor electrical regulations, electric is supplied in Ceeform connection.

C– MARQUEES All contracted marquees must be booked by Live Promotions

Clear span Structures	Marquee Only	With Wooden Floor
3m x 3m	£180	£280
6m x 6m	£360	£540
9m x 9m	£570	£780
12m x 12m	£960	£1420

Other sizes available on request. Lining available on request with floor option only.
Please send in a separate diagram explaining where you would like the marquee positioned on your pitch.

D – TABLES AND CHAIRS All furniture must be collected and returned by the exhibitor, please see the organisers for details on this.

Item	Cost (each)	Quantity required
6ft Trestle Table	£8.00	
Patio type chair	£2.50	

E - FENCING

Item	Cost	Quantity required
Heras fencing (3.5m) self-erect	£8.00 per panel	
Pedestrian Barrier (2.3m) self-erect	£4.00 per panel	

F - WATER

Item	Cost	Quantity required
Terminating Tap fixed to post	£140	
Exhibitors own caravan/mobile unit	£140	

All the above is subject to availability. If not booked at least 7 days prior to the event a surcharge of 25% is applicable

SUB TOTAL	£
PLUS VAT	£
TOTAL	£

All applications for stand supplies must include full payment.

CREDIT/ DEBIT CARD PAYMENT

Visa Mastercard
 Card Number: / / /
 Expiry Date: / Security Code:
 Card Holder Name and Address:

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.....

I enclose a Cheque for the amount of £.....
PLEASE MAKE CHEQUES PAYABLE TO LIVE PROMOTIONS EVENTS LTD