



THE ROYAL
NORFOLK SHOW
27-28 June 2018

TRADE STAND APPLICATION 2018

WAITLIST

Please complete both sides in full, sign and return
All prices below are quoted exclusively of VAT

CONTACT	CONTACT NAME:		COMPANY:	
	TELEPHONE:			
	EMAIL:		WEBSITE:	
	ADDRESS:			
	SHOW DAY CONTACT:		MOBILE:	

SPACE & SERVICES	Please note your preferred options for space below			Total £
	SIZE REQUIRED:	x metres	STAND PRICE:	£
	OPEN GRASS:		COVERED SPACE:	
	BAND 1		FOOD HALL	
	BAND 2		CRAFT TENT	
	BAND 3		FL & GARDEN	
	BAND 4		SHEDDING (Bd 4)	
			TYPE OF SITE:	
			STANDARD	
			CORNER +10%	+ 10% £
		PREMIUM +10%	+ 10% £	
		PREMIUM CENTRAL +25%	+ 25% £	
Please describe IN FULL your type of business and what you plan to do on the stand. Add any requests for location and stands or business types you would like/not like to be near:				
	Please add services if required	BANDS 1 – 4 & SHEDDING	order direct with EPS	
		FOOD HALL/CRAFT/FL & GDN 1 x 13/16amp socket at stand	£ 100.00	£
		REFRIGERATED HOOKUP Food Hall only - 16/32amp outside	£ 50.00	£
		INTERNET/PDQ HIRE	see price list in pack	order direct with NCI
		PRIVATE WATER SUPPLY	private cold water pipe & tap	£100.00

EXTRA TICKETS	Extra tickets can be ordered later if preferred; see p10-11 for details		Price ex VAT	Number	Total
	Set Up / Clear Down		Free		
	Admission Ticket	Valid either day, but for 1 day only	£ 14.17		£
	2-Day Parking		£ 10.00		£
	1-Day Parking	Valid either day, but for 1 day only	£ 5.00		£
	Night Security	Authorises vehicle on site overnight	Free		
	T Pass	Authorises parking at stand	Free		
	Caravan Park East	Exhibitor caravan parking; limited availability	£ 25.00		£
	RNAA Membership	2 x tickets/forward parking/access to pavilions	£ 45.83		£

OFFICIAL MARKETING	Official Show Guide	Basic List	includes stand name, location, telephone & website	free	
		Enhanced *	includes basic list above - stand out further by adding your company description (max 25 words) and your colour logo	£ 40.00	£
		Advert	please tick if you would like to advertise in the Show Guide *Archant will contact you separately with further info/costs	POA	
	Show Website	Basic List	includes stand name, description, telephone & website	free	
		Enhanced *	includes basic listing as above, plus your colour logo and link to your own website	£ 40.00	£
	* Both Options		take the 'enhanced' listing for both the Official Show Guide and RNS Website at a reduced price	£ 65.00	£
Please tick if you are interested in advertising on big screens (Archant will be in touch in due course with available options)					

PTO

ACTIVITIES	You must let us know if you are planning any activities on your stand space. Please provide details below:		
	Food & Drink *	Hospitality refreshments	<input type="checkbox"/>
		Free samples	<input type="checkbox"/>
		Selling food to take home	<input type="checkbox"/>
	Alcohol *	Selling alcohol	<input type="checkbox"/>
	Entertainment	General activities (include rides, sport etc)	<input type="checkbox"/>
		Music / live band / audio equipment	<input type="checkbox"/>
		Noisy activities (machinery demos etc)	<input type="checkbox"/>
	Animals *	Livestock or animals on stand	<input type="checkbox"/>
	Charity	Collecting for charity	<input type="checkbox"/>
Other		<input type="checkbox"/>	

* Please note:

- Catering is not permitted unless we have specifically contracted you to do so
- Alcohol sales must be approved by the Commercial Manager; TEN licences are required for all alcohol sales and may also be required for other entertainment. This is your responsibility to arrange/discuss with South Norfolk Council (see p 18 of the information brochure, point 1)
- Animals/livestock may be subject to DEFRA animal movement/bio security controls; you will be sent the appropriate declaration if necessary

MARKETING INFO	If we should use different contact details for the Official Show Guide or website to those used for our main correspondence with you overleaf, please note them below:		
	Company Name:	<input type="text"/>	Telephone: <input type="text"/>
	Website:	<input type="text"/>	
	Stand Description: (this will be used for the show website and enhanced listings if selected. Please write clearly - max 25 words)		
	<input style="height: 50px;" type="text"/>		
	Please email a high-res version of your colour logo to ben.hope@maa.org.uk		
	Descriptions and logos for enhanced listings must be received by 1st April at the very latest or we cannot guarantee inclusion. If you have taken an enhanced listing on our website, this will be added as soon as possible. We reserve the right to edit your entry		
Please tick if you do not wish for your details to be passed to <i>relevant</i> third parties: (e.g. media, contractors etc – we do not sell or give your information to anyone else)			

FORMS	Risk Assessment:	<input type="checkbox"/> enclosed	<input type="checkbox"/> to follow
	Public Liability:	<input type="checkbox"/> enclosed	<input type="checkbox"/> to follow
	Water:	<input type="checkbox"/> please send form	<input type="checkbox"/> not required
	Electricity:	<input type="checkbox"/> please send form	<input type="checkbox"/> not required
	Internet / PDQ:	<input type="checkbox"/> to book with NCI	<input type="checkbox"/> not required
	When is the latest date we can contact you for space in case of cancellations:		

I understand I am being added to a waiting list and there is no guarantee space will be offered. If my booking is accepted, on behalf of the person(s) named overleaf, I confirm the intention to occupy stand space for the purpose indicated.
I have read and agree to abide by the Association's rules and regulations.

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please return with all applicable forms to:
Ben Hope, Royal Norfolk Show, Norfolk Showground, Dereham Road, Norwich NR5 0TT
tel: 01603 594462 email: ben.hope@maa.org.uk

PLEASE DO NOT SEND ANY PAYMENT NOW – YOU WILL BE INVOICED IF YOUR BOOKING IS ACCEPTED