

WINDERMERE BOAT & ADVENTURE SHOW 2020

15TH – 16TH – 17TH MAY

 windermereboatshow.com

 /windermereboatshow



APPLICATION FORM

Name of Company:

Contact Name & Job Title:

Address:

..... Post Code:

Tel: Mobile: Email:

Web Address:

Application form to be returned no later than 4th March 2020

Exhibition Space Afloat Please tick

1 boat	£600	[]
2 boats	£1000	[]
3 boats	£1250	[]

Please include details of the boats you intend to bring below.

Make	Model	LOA	Beam	Draft

Please note that space is limited and we need to fit two boats between finger jetties on the main jetty, where this is not possible we reserve the right to charge a single boat at a two boat rate.

If you do not yet know the boats you intend to exhibit please contact Joe Beaumont to discuss as soon as possible.

Exhibition Space on Hard Standing Please tick

3x3 gazebo	£330	[]
6x3 gazebo	£660	[]
Boat on trailer	£400	[]
Other sizes	£poa	[]
Club/Charity	£poa	[]

Early Bird Discount

A 10% Early Bird Discount will be deducted from the total cost when a 25% deposit is paid before the 30th November 2019 along with a completed application form.

TOTAL PAYABLE:.....

All fees are subject to VAT.

A pro forma VAT invoice will be issued once your application has been processed. Any questions please contact Joe Beaumont.

Price is inclusive of all 3 days at the Show and exhibitors must attend on all 3 days

Please could you supply a photograph and your logo for the show website with this form and email it to info@windermereboatshow.com

Risk Assessment Form Windermere Boat & Adventure Show 2020
All exhibitors MUST complete and return with the booking application form.
Please attach your own company RA if applicable.

Company Name:

Person Responsible for Exhibit Safety:

Assessor's Signature:

	Risk / Hazard	Person At Risk	Action (control to minimise)
1			
2			
3			
4			
5			

Guidelines:

Using the guidelines below, please consider what risk there is to those persons building up and removing trade stands and to visitors during the show. Please outline the steps you propose to take to minimise that risk in the table above. Please copy this page if more space is required. If in your opinion, there is no risk, please print NO RISK. If unsure of stand features at the time of booking, and can therefore not complete this form, or if the risk changes before the show dates, please contact the show organisers ASAP.

Risk / Hazard	Person At Risk	Action (control to minimise risk)
Look only for hazards which you could expect to result in significant harm under the conditions. The following examples are a guide only.	There is no need to list individuals by name – just think about groups of people doing similar work or those who may be affected.	For hazards listed, please outline the steps you propose to take to minimise the risk.
Slipping; drowning; tripping hazards; chemicals; moving parts of machinery; pressure systems; electricity; dust and fumes.	Staff; maintenance personnel; contractors; operators etc. Pay particular attention to: staff with disabilities; visitors; lone workers.	Do they: meet legal requirements; represent good practice; reduce risk as far as reasonably practicable.

Please return with booking form – if it is not possible to complete this form at the time of booking or any changes are made before the show, please contact the event organisers ASAP.

Your Declaration (please delete as appropriate):

I / We wish to reserve space at the Windermere Boat & Adventure Show 2020.

I / We have read the terms and conditions and agree to abide by them.

Please note: receipt of this form does not guarantee space at the 'Windermere Boat & Adventure Show 2020', the organisers reserve the right to cancel or amend any allocation of space up until the show, whereupon any monies collected will be refunded in full. Receipt of payment will be sent once payment has been cleared. Unsuccessful applicants will be notified as soon as possible. All applications must be received by return. Please note the sub-letting of your stand and/or space is not permitted.

I/We confirm to abide by Windermere Boat & Adventure Show Rules, Regulations and Special Conditions and to indemnify the Windermere Boat & Adventure Show and its organisers Windermere Marina Limited against any claim arising from Personal Injury, Loss or Damage to Property, however occasioned.

I/We confirm that all electric used at the show, including any extension leads, will have a current PAT certificate on 15-17 May 2020. The total power consumption of appliances attached to a single outlet extension leads will not exceed the capacity of the extension lead.

I/We also agree to clear the site of all litter and rubbish after the show and to deposit such litter and rubbish in the receptacles provided.

Full Name:

Signed: Date:

Print Name:

PLEASE RETURN TO:-

The Windermere Boat & Adventure Show c/o Windermere Marina Village, The Marina, Bowness on Windermere, Cumbria, LA23 3JQ or email to info@windermereboatshow.com. If you have any questions please contact Joe Beaumont on 07775 735 753 or on the email above.

I enclose:

- Completed & signed Application Form
- Copy of Public Liability Insurance (will be renewed to cover the dates 13th - 19th May 2020)
- Completed & signed Risk Assessment
- Have read the Terms and Conditions of Exhibiting
- I request a VAT pro forma invoice for BACS Payment

Once applications have been processed and space allocated a pro forma vat invoice will be issued for immediate BACS payment. Payment must be received by 4th March 2020 latest. Access to the show will not be permitted if payment is not received. Contact Joe Beaumont if you need help in this matter.

Terms and Conditions of Exhibiting at The Windermere Boat & Adventure Show 2020:

1. Whether or not an applicant is offered a space will depend on creating a well-balanced event with a wide choice of exhibitors although initially we will accept applications on a first come, first served basis.
2. Payment - you will be required to pay in full to secure your booking by 4th March 2020.
3. If you cancel your stand within one month of the event, we reserve the right to retain your payment. If we are able to re-let your stand then 80% of your fee will be returned.
4. Exhibitors must conduct their business in a way that does not interfere with the interests of other exhibitors, and must not canvas for customers beyond the boundaries of their stand. This includes banners and leaflets.
5. Exhibitors are responsible for keeping their exhibits and stalls clean and tidy throughout the duration of the show.
6. Exhibitors must sell their main, normal product lines, and should not sell products not normally associated with their business. In certain product areas we will limit the sellers to 1.
7. Smoking is not allowed in any enclosed under cover area and not near combustibles materials / containers anywhere on the site.
8. Access to the show site will be from noon on Thursday 14th May 2020.
9. All Stands must be set up least 15 minutes before the show opens to the public at 10am each day. In the interest of public safety traders must not dismantle their stand until after the event has closed. No part of the boundary site is to be breached or opened at any other time.

10. All Stands must be cleared from site by noon on Monday 18th May 2020.
11. All exhibitors must have £5 million pounds of public liability insurance in place and are responsible for their own stands.
12. All exhibitors are reminded that they are responsible for their own goods and no responsibility is accepted for loss or damage, or financial loss however caused. This includes cancellation of the show due to severe inclement weather or other factors beyond our control.
13. Exhibitors are reminded that they are responsible for the security of their own stands both inside and outside show hours. No security is provided by the show organisers.
14. Exhibitors must have current Food and Hygiene and Electrical safety certificates where relevant as well as their own public liability insurance as they are responsible for their own goods and any matters arising there from including accidents or injuries to the public.
15. Exhibitors are reminded that they are responsible for maintaining a safe working environment for both themselves, staff and visitors alike. Any issues must be reported to the show organisers immediately.
16. PAT tested multiple outlet leads are permitted, electrical adaptors are not.
17. The organisers reserve the right to change and add to the Terms and Conditions of Exhibiting and will notify Exhibitors of any changes by email at the address provided above.

ALL EXHIBITORS MUST DISPLAY THEIR PRICES IN A CLEAR AND EASY TO UNDERSTAND FORMAT AND IN A SIZE THAT CAN BE EASILY READ. ALL EXHIBITORS MUST COMPLY WITH ALL SOUTH LAKELAND DISTRICT COUNCIL 'HEALTH AND SAFETY' AND 'TRADING STANDARDS' REQUIREMENTS.

Car Parking

FREE Car Park passes will be issued to exhibitors for the duration of the Boat Show. 1 per Business.

You are encouraged to carshare and/or pay for parking to support SLDC

You will be allowed to access the show area to set up on the Thursday from 12- 6pm and take down shall only commence after 5pm on the Sunday.

Cars are allowed on the show area each morning from 08:30 until 09:45 for unloading

ALL vehicles must be moved from the show area and parked in Braithwaite Fold car park, with the passes clearly displayed on the windscreen.

Security

There will be a mobile security unit from 18:00 - 06:00 Thursday/Friday/Saturday

However you are encouraged to remove any valuables from the event area as we cannot be held responsible for loss or damage

RECYCLING DO'S AND DON'T'S: As a South Lakeland District Council location please follows the instructions below to ensure the event and area are not abused in anyway. Caterers and other stall holders are required to make every effort to recycle the following materials:

- Cardboard and paper
- Cans
- Plastic
- Glass Bottles
- Aluminium Foil
- Tetrapak drink cartons
-

Reducing our environmental impact:

We are keen to prevent damage to our planet and would ask that you help us where you can. We are attempting to reduce the amount of waste sent to landfill and would ask that you help with the following:

- Do not give away unnecessary leaflets or flyers
- If you use 'goodie bags' please ensure that they are either made from recyclable material or are easily recycled
- Please consider where your freebies will end up.
- Please dispose of your litter off site and reduce the pressure to the local facilities

The Windermere Boat & Adventure Show 2020 is supported South Lakeland District Council



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