

The East of England Show 18th 19th 20th June 2010

East of England Showground, Peterborough, PE2 6XE.

Enquiries: Jane Relph/ Belinda Needs

Tel: 01733 234451 Fax: 01733 370038 Email: tradestands@eastofengland.org.uk

Utilities Order Form (Electricity, Water, Furniture)

Please complete and return with the appropriate fee **NOT LATER THAN 28th May 2010**

(The Society reserves the right to levy a surcharge for late applications)

Company Name:

Address:

..... Postcode

Contact Name:.....Email

Telephone: Mobile:

FOR OFFICE USE ONLY
STAND NUMBER
.....
VAT Reg No. 576 7533 04 Registered Charity No.283564

Electricity		Rate (Exc. Vat)	Qty	Total £
Single Phase Supply	up to 3 KW c/w			
(*Delete as necessary)	- 13 amp single socket outlet*	£101		
	- 16 amp outlet (blue socket)*	£104		
Single Phase Supply	from 3 KW to 7KW c/w			
(*Delete as necessary)	- 13 amp double socket outlet*	£116		
	- 32 amp outlet (blue socket)*	£121		
Single Phase Supply	7 KW to 14 KW per phase c/w			
	- 60 amp outlet (blue socket)	£300		
Three Phase Supply	(415 Volt) up to 14 KW per phase c/w			
(*Delete as necessary)	- 32 amp outlet (red socket)*	£363		
	- 63 amp outlet (red socket)*	£446		
Electricity supplies include connection and energy charges. Supplies will be terminated at the nearest points on stands to Main Avenue distribution pillars. Exhibitors requesting different termination points should give details on a separate sheet and attach it to this application.				
IMPORTANT: Please read Electricity Supply Regulations overleaf. Connections are per Stand. MULTIPLE CONNECTION FROM ONE STAND TO OTHER STANDS WILL NOT BE PERMITTED AND WILL RESULT IN REMOVAL OF SUPPLY PLUS LABOUR COSTS INCURRED.				
Water (There are numerous standpipes around the Showground)		Rate (Exc. Vat)	Qty	
Supply to Standpipe c/w Hose connection tap (subject to site suitability)		£68		
Furniture Hire		Rate (Exc. Vat)	Qty	
Trestle Table (6' x 2')		£6.30		
Chair		£3.15		

IMPORTANT: Please attach site plan indicating position of water supply

Cheques should be made payable to "East of England Agricultural Society" Total amount due with application

Sub-Total
VAT @ 17.5%
Total

I/We understand that I/We are responsible for the safety for my/our own stand and risks it may pose to other persons within its allocated space or immediate surrounding areas. I/We agree to abide by the rules, regulations and conditions of the East of England Agricultural Society as set out in the East of England Agricultural Society Trade Stand Conditions and be bound by the Articles of Association. I/We confirm that we hold public liability insurance and that I/We are covered to a minimum liability of £2,000,000.

Signed Date

DATE RECEIVED:	INVOICE NO:	DATE PAID:	BALANCE O/S:
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Electricity Supply to Trade Stands

Electricity Supply Regulations

- E 1 Bookings for an electricity supply should be completed and returned at once. Owing to the Contractor's programme in the time available, applications received after 28th May 2010 will be liable to a surcharge of 30% and will be dealt with on a strictly "first come, first served" basis; and no guarantee of supply can be made.
- E 2 In the absence of instructions to the contrary on the order form, the cable will terminate on the Stand at a position to be decided by the Society's Electrical Contractor. The connection charge does not cover internal wiring.
- E 3 Exhibitors may employ their own Contractor and all installations must be wired to the standard laid down in the latest Edition of IEE Wiring Regulation, including completion certificates. It is essential that this work be completed 24 hours prior to the opening of the Show, otherwise the Society's Electrical Contractor cannot give any guarantee that the installation can be connected to the mains network supply prior to the opening of the Show. In such cases, the supply will be installed by the Society's Electrical Contractor.
- E 4 The Society's Electrical Contractor will test all installations before connection and a separate charge will be made for any necessary retest. Once the installation has been inspected, additions are only permissible by written consent of the Society and a further inspection will be made and maybe chargeable.
- E 5 Any requests for service, or any complaints, prior to or during the Show should be made to the Trade Stand Office on site. Complaints about lack of supply or internal wiring cannot be considered after the Show.
- E 6 Prior to signing the Acceptance Note for the installation, the Exhibitor should check and agree that his requirements have been catered for.
- Any additional work carried out by the Society's Electrical Contractor at the Exhibitor's request, or at the discretion of the Society's Electrical Contractor should they consider the original order not adequate for the trade stand power requirements, will be entered on the Acceptance Note by the Society's Electrical Contractor and the Exhibitor will be invoiced.
- E 7 Exhibitors will be held responsible for the safe keeping of internal installations and fittings on their Stand. Damage should be reported to the Society immediately. Damage and losses will be chargeable to the Exhibitor after the Show.
- E 8 The Exhibitor must notify the Society's Electrical Contractor during the first two days of the Show at what time his Stand will require disconnection after the Show. This is vital so that live connections are not left on the Showground when the Stand has been dismantled.
- E9 Provision will be made, by arrangement with the Society, for supplies to be available in order that Exhibitors may set up and test equipment. Notice of such a requirement must be given in writing at least 24 hours in advance to the Society. The Society reserves the right to charge the Exhibitor for any extra costs arising from the provision of this facility.
- E10 THE POWER MAY HAVE TO BE CUT OFF IN THE EVENT OF AN EMERGENCY AND THERE MAY NOT BE TIME TO ISSUE A WARNING. IF YOU ARE AWARE THAT THIS HAS HAPPENED YOU SHOULD SWITCH OFF ANY MACHINE, HEATING APPLIANCE ETC WHICH IS OPERATED BY ELECTRICITY UNTIL SUCH TIME AS THE SUPPLY IS RESTORED. The Society and the Society's Electrical Contractor cannot be held responsible for any loss or damage resulting from loss of supply or reduction of voltage.
- E11 THE EXHIBITOR IS REQUIRED AT ALL TIMES TO HAVE AN APPROPRIATE FIRE EXTINGUISHER PROMINENTLY SITED CLOSE BY ELECTRICAL EQUIPMENT AND MAINTAINED IN A SERVICEABLE CONDITION. In no circumstances should water or water extinguishers be used on electrical fires or near electrical equipment.
- E12 All portable appliances must possess a current P.A.T Label, which should be adhered to the appliance in accordance with current Health & Safety Regulations.
- E13 The Exhibitor is required not to connect any faulty electrical equipment or appliance to the electrical supply to the Stand. Any such faulty equipment or appliances connected will result in the disconnection of the electricity supply to the Stand, until the offending item is removed or repaired to the satisfaction of the Society's Electrical Contractor. The cost of disconnection, re-connection and any repairs to the items concerned will be charged by the Society to the Exhibitor.