

Aberlour Strathspey Highland Games

Saturday 5th August 2017

Booking Form: Trade Stand and Programme Advertising

Venue: Speyside High School Sports Fields, Mary Avenue, Aberlour AB38 9QU

Time: Stallholders must be in situ by 10.30am. Gates for the public open at 11am

Trade Stand Charges (based on length of frontage):

	<u>Frontage x depth</u>	<u>Trader</u>	<u>Charity or local organisation</u>
Small pitch	3m x 3m	£ 45.00	£ 10.00
Standard pitch	4m x 3m	£ 50.00	£ 15.00
Large pitch	6m x 4m	£ 65.00	£ 20.00
Extra large pitch	9m x 4m	£ 75.00	£ 25.00
Vehicle on site behind pitch		£ 20.00	£ 20.00

Other sizes on application. Due to space constraints booked sizes will be strictly enforced.

NOTES to All Exhibitors and Traders:

- o All exhibitors must have up-to-date Public Liability Insurance cover for a minimum of £5m and comply with all relevant Health & Safety Regulations
- o No vehicular traffic will be allowed to move throughout the public areas between 11am and 5pm
- o All gazebos and tents must be securely pegged. In windy conditions gazebos will only be permitted at the organiser's discretion.
- o Electricity is not provided on site. Only silenced generators may be used by trade stands
- o On site security is not provided by the organisers.
- o The organisers reserve the right to refuse or cancel any entry without notice and will not be liable for any loss.
- o Any attendees acting in a manner deemed not in the interest of the Games will be asked to leave immediately.
- o FULL details of display/exhibit must be provided (in the case of food stalls please supply details of ALL food to be sold as we aim NOT to double up on any hot food and drink.
- o All Trade Stand applicants must complete a summary risk assessment to confirm their booking. If, in your opinion, there is no risk, please print NO RISK and return the form with a signature below. Use a continuation sheet if necessary
- o All bookings are accepted on a first come basis
- o Final Closing Dates: Trade Stand Bookings: Saturday 9th July
- o Programme Advertisements: Saturday 25th June

Booking Form (to be completed by all Exhibitors, Traders and Advertisers):

Name of Company/Organisation			
Main Contact:			
Address:			
Email:			
Telephone Number:		Mobile:	
Charity Number (where applicable)			

Contact : Julie Comins, Campbell Cairns, Elchies, Aberlour, Banffshire AB38 9SL
Julie@jacomins.com 01340 810 844 07976 710 197

Description of Any Goods & Products to be offered for sale:	
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Risk Assessment for Exhibitors and Traders:

HAZARDS	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
Date Risk Assessment undertaken:		Signature of assessor:

Trade Pitch:

I wish to book a trade stand pitch size:	3x3	4x3	6x4	9x4	other	vehicle
Please tick all that apply:						
I enclose a cheque for:	£					
All bookings must be pre-paid without exception						
I have completed the Summary Risk Assessment	Please Tick to Acknowledge					
I accept the Terms and Conditions as noted above	Signed:					

Programme Advertising:

Over 1000 programmes are distributed at the event each year. Advertising in the programme is a great way to promote your business. If you wish to place an advert in the Programme, please tick the appropriate box below and include your payment along with your advertising copy.

I wish to place an advert in the 2016 Games Programme of size:	¼ Page £35.00	½ Page £55.00	Full Page £80.00	Full Page Colour £125.00
Please tick all that apply:				
I enclose a cheque for:	£			
All advertisements must be pre-paid without exception				
I enclose advertising copy or have emailed to julie@jacomins.com	Please Tick to Acknowledge			

Completed forms to be returned by the stated closing date to Julie Comins.

Contact : Julie Comins, Campbell Cairns, Elchies, Aberlour, Banffshire AB38 9SL
Julie@jacomins.com 01340 810 844 07976 710 197