

# JUST DOGS LIVE

9.10.11 JULY 2010

East of England Showground, Peterborough, PE2 6XE.

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## Utilities Order Form

Please complete and return with the appropriate fee NOT LATER THAN 25th June 2010  
(The Society reserves the right to levy a surcharge for late applications)

Company Name: ..... Address: ..... ..... ..... Postcode: ..... Contact Name: ..... Telephone: ..... Mobile: .....	STAND NUMBER (FOR OFFICE USE ONLY)   VAT Reg No. 576 7533 04 Registered Charity No. 283564
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<b>ELECTRICITY</b>	RATE (EX VAT)	QTY	TOTAL	
			£	p
SINGLE PHASE SUPPLY up to 3 KW c/w - 13 amp single socket outlet* *Delete as necessary - 16 amp outlet (blue socket)*	£97 £99			
SINGLE PHASE SUPPLY from 3 KW to 7KW c/w - 13 amp double socket outlet* *Delete as necessary - 32 amp outlet (blue socket)*	£111 £116			
SINGLE PHASE SUPPLY 7 KW to 14 KW per phase c/w - 60 amp outlet (blue socket)	£320			
THREE PHASE SUPPLY (415 Volt) up to 14 KW per phase c/w - 63 amp outlet (red socket)	£425			

**The Electricity supply includes connection and energy charges. The supply will be terminated at the nearest point on the stand to the Main Avenue distribution pillar. Exhibitors requesting a different termination point should give details on a separate paper and attach it to this application.**

Please give details of electrical installation with details of appliance and loadings: TOTAL LOADING

Quotations are available for internal wiring on stands.

**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.

<b>WATER</b>	RATE (EX VAT)	QTY		
Supply to Standpipe c/w Hose connection tap	£65.00			
Supply plus Sink Unit c/w Waste connection	£100.00			
Supply to Exhibitors own Sink c/w Waste connection	£85.00			
Supply to Exhibitors Caravan/Mobile Unit	£65.00			
Waste Water Tank	£75.00			

**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 Manual 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.....

**IT IS IMPORTANT THAT YOU FULLY COMPLETE AND SIGN THIS APPLICATION FORM**

INVOICE NUMBER:	DATE PAID:	BALANCE OUTSTANDING:
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**ELECTRICITY SUPPLY TO TRADE STANDS  
ELECTRICITY SUPPLY REGULATIONS  
(Forming part of Trade Stand Regulations) (See also Trade Stand Regulation 8.1)**

- 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 and paid for in full at the appropriate rates, within 7 days of the beginning of the Show will be liable to a surcharge of 50% 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 requiring internal installations should order their requirements on the application form giving a sketch of where sockets, lights, etc are required. 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 7 days 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 Society 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 Exhibitors 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.
- E 9 Supply completion timetable:
- |       |  |   |
|-------|--|---|
| (i)   | Supplies to a specified point ordered by 26 <sup>th</sup> June   | 12 Noon Monday, prior to the Show   |
| (ii)  | Supplies to a caravan or mobile unit ordered by 26 <sup>th</sup> June (provided that unit is in position by 12 Noon on the Monday prior to the Show) | 12 Noon Monday, prior to the Show   |
| (iii) | Supplies to specified points, caravans or mobile units ordered after 26 <sup>th</sup> June   | To be dealt with on "first come, first served" basis after 12 Noon, Monday prior to the Show. |
- E10 Where an Exhibitor requires a supply/connection to be completed specifically prior to the foregoing dates, he must arrange this with the Society before 30<sup>th</sup> June. The Exhibitor will be required to meet any extra costs to the Society arising from such early supply/connection requests.
- E11 Provision will be made, by arrangement with the Society for supplies to be available as requested in order that Exhibitors may set up and test equipment. Notice of such a requirement must be given in writing at least twenty four 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.
- E12 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.
- E13 Where an Exhibitor notifies the Society in writing, at the time of making application for a supply, that computers and/or other equipment susceptible to variation in voltage is to form part of a display the Society's Electrical Contractor will endeavour to arrange an individual supply to the Stand subject to the Exhibitor bearing any extra costs involved.
- E14 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.
- E15 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.
- E16 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 from the Stand 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 concerned.
- E17 All trade stands with their own internal wiring must comply with the latest Edition of the IEE wiring regulations and amendments, and with the requirements of Guidance note 7 (Special Locations) Chapter 12 (Exhibitions, Shows and Stands).