

SCALE (0) RAIL - BOLTON 2011

BOLTON (Bolton School Arts & Conference Centre)

Sat Feb **26th** 2011, 10.00am - 4.30pm

OFFICE USE ONLY

Received:

Cheque No.:

Amount:

Trading Name	Telephone Number
Address	
	Fax Number
	E-Mail Address
Postcode	

Description	Qty or Area & Unit	Unit Charge £	Total
TRADING UNIT	<i>(each)</i>	£36.00	
<small>Standard units measure 6ft x 6ft, but DO NOT include a table (see below for tables). If you require an area 7ft or 8ft deep (a WALL space), complete the next box.</small>			
TABLES	<i>(each)</i>	£8.00	

Trading units and tables are now booked as separate items as a growing number of traders bring their own tables. Because of this we now charge for tables separately. Please note - only ONE table can be fit within a 'standard' 5ft deep unit, or two in a DEEP (7 or 8ft deep) unit.

NOTE: If you DO NOT book any tables, we will take that to mean that you do not require any and that you will bring your own with you on the day you set up.

TOTAL BOOKING COST	
20% DEPOSIT (to nearest £)	
BALANCE DUE BY 01.02.2011	

WE DO NOT MAKE A CHARGE FOR POWER CONNECTIONS OR ADDITIONAL BADGES BUT WE DO NEED TO KNOW WHAT YOUR REQUIREMENTS ARE SO PLEASE COMPLETE THIS SECTION.

DO YOU REQUIRE A POWER CONNECTION (YES / NO)	
<small>Please state the maximum wattage that you will require:</small>	<small>(watts)</small>
TOTAL NUMBER OF TRADERS BADGES REQUIRED	<small>(each)</small>

WE NEED TO KNOW IF YOU ARE SETTING UP ON FRI AFTERNOON OR SAT MORNING.	FRI / SAT
<small>The organisers book the centre to enable volunteers to set the event up on the Friday afternoon. This means that, if you would like, you can also set up your stand on the Friday. If you are going to do this, please give an estimated time of arrival. PLEASE NOTE: When stating a time, try to take into account the fact that the event takes an appreciable time to set out and, because of this, we would prefer it if you could try to arrive no earlier than 3.30pm.</small>	

DECLARATION: I wish to apply for a trade space at the above event. I have read and understood the conditions and information detailed overleaf, and also understand that any monies paid are non-returnable should I cancel this application after the completed form has been received by the Association of Larger Scale Railway Modellers, or fail to attend the above event for whatever reason. All applications are subject to acceptance by the Association of Larger Scale Railway Modellers, who also reserve the right to withdraw an invitation at any time should their declared terms not have been complied with.

Signature:

Name (printed):

Date:

Please return this form, along with any deposit, to:
 Kevin Pearson, 34 Grace-Dieu Road, Loughborough, Leics., LE11 4QG.
 If you have a query, please contact me on: 01509 567131 or e-mail: heathcote99@ntlworld.com
 Cheques should be made payable to **'ALSRM 7mm Rail Bolton'**

Information and Terms of Booking trade stands at the BOLTON event
Organised by the Association of Larger Scale Railway Modellers and supported by the Gauge O Guild

1) TRADING UNITS AND STAND PRICES

- i) 'Standard' trading units can only be booked in complete 6ft linear lengths.
- ii) 'Standard' units measure a nominal 6'x5' (incl. standing space), but DO NOT include tables, which must be booked separately if required.
- iii) For safety reasons, the Association **cannot** allow the use of 2 tables back to back in a standard trading unit as there would only be 1ft of space left in which to stand. If you wish to use 2 tables back to back, you must book a deeper stand (wall space) which has a minimum depth of 7ft. This would then give you a standing space of 3ft. These deeper 'non standard' units are charged for by the square foot.
- iv) The Association reserves wall spaces, in the first instance, for traders who book stands deeper than a normal standard trading unit (approx. 5ft). Traders who book and pay for standard trading units but request a wall space must realise that, once spaces for deeper trading units have been allocated, there is NO guarantee that any wall space will be left over available for those who have booked & paid for standard trading units. Responsibility lies in full with the person making the booking to ensure that the required space is booked correctly in the first instance.

2) TRADERS BADGES

- i) The Association works on the basis that a normal trade stand would not require more than two 'staff' per linear 6ft booked, and the maximum inclusive badges will be calculated on that basis. However, we do understand that you may require less than we would calculate or, in rare cases, require more. We have no objections in principle to allowing whatever quantity of 'staff' badges you really need but would appreciate it if, should you want a large number of extra badges, you made a donation towards their cost. Any donation given would be entirely at your discretion.

3) DEPOSITS, PAYMENT OF OUTSTANDING BALANCES AND V.A.T.

- i) Full deposit is required at the time of booking, as bookings will not be accepted without it.
- ii) Balances outstanding after the payment of any deposit are due by the date stated on the booking form. The settlement date is also detailed on your invoice which will normally be sent around a month before the final settlement is due.
- iii) The Association reserves the right to withdraw any invitation should balances not be paid by the stated due date. In such cases, the Association will withdraw an invitation and arrange for the disposal of the trade stand booked - any deposit paid will be considered forfeit and non-refundable.
- iv) The Association reserves the right to charge interest on all outstanding accounts, at 1% over the Bank of England's current base rate.
- v) The Association is willing to accept **post-dated** cheques for the payment of balances. If you decide to take advantage of this system, please ensure that you keep a record of any post-dated cheques sent. The Association will keep your cheque and will not cash it until the due date for settlement.
- vi) As the Association is not VAT registered, all the prices quoted on the booking form have no VAT element.

4) SHARING TRADE STANDS

- i) The Association has a policy of one trader per unit but understands that, on occasions, traders share their bookings with other traders. Under these circumstances, both traders' names should be notified by you when booking. This is mainly for insurance reasons and also to ensure that we have a comprehensive record of the traders attending each event. This would mean that any show guide produced would list every trader attending the event. Failure to inform the Association that a stand is being shared may lead to that traders' invitation being withdrawn (& also any future invitations) without the return of any deposit. If it is found that a trader is sharing a stand at any Association event without the Association having been notified, it will result in both parties being dismissed from the event, and the loss of any deposit paid.

5) TRADE STAND SPACES AND PUBLIC WALKWAYS

- i) Any spaces left between trading units will have been left for a purpose. You must NOT use any such space to store or display goods and under NO circumstances should power leads be trained across these spaces unless previously authorised by the event electrician.
- ii) Walkways must NEVER be obstructed by goods or displays in ANY way. This is a Health and Safety matter which, if not strictly adhered to, could result in the whole event being closed down.
- iii) Your stand must be kept within the boundaries of the stand size or area you have paid for. You must NOT stray into a space that has been booked and paid for by another trader.

6) POWER CONNECTIONS

- i) The Association provides power connections free of charge. However, you DO need to tell us that you actually WANT a connection when you complete the form. One other important item is to also tell us what the total power requirement (in Watts) of your stand will be. This is important when sorting out the distribution of power around the venue. All equipment must be RCD protected so please ensure that you bring one along.

7) ACCOMODATION

The Association arranges accomodation for exhibitors and staff, usually all together in a reasonable hotel. We have decided that, since there isn't a lot of extra work involved, we will also book accomodation for any traders who wish to stay in the same hotel as everybody else. When trade invitations are sent out, an extra sheet will be enclosed for people to fill in and return, if they wish to take advantage of this service. Availability of depends on what is left after exhibitors etc have been accomodated. The prices will be whatever has been negotiated between the Association and the hotels that are used. Any specially negotiated rates will be passed on to the trade. This is purely being done as a service to traders, not as a profit making venture.

8) FINALLY

The Association wants to help as much as it can, so please let us know if you have any physical impairment that means you have difficulty in moving around. We will try to take any such information into account (as far as we can) when planning the layout of individual events. Also, if you prefer to be on the end of a block, or against anybody in particular, LET US KNOW when you complete the form, either by attaching a separate note or by making a note on the form itself - we will then try to accommodate your request, although you must realise that it will only be done if the layout of the show lend itself to it being done