

IWA FESTIVAL of WATER 2019

Lee Valley Park, Waltham Abbey

24th to 26th August

Lee Valley Showground,
Waltham Abbey, EN9 1AB

Opening Times

10am to 6pm
(5pm Mon)



INLAND
WATERWAYS
ASSOCIATION

Enquiries Telephone: 01635 414567

Email: event.trade@waterways.org.uk

All Prices exclude VAT

TRADERS & EXHIBITORS BOOKING FORM

NOT for Catering bookings

Resources Required

Title * First Name * Surname *

Name _____

Company * _____

Address * _____

Town _____

County _____

Postcode * _____

Daytime _____

Tel. No. _____

Mobile _____

Email * _____

* At least one phone number is required

Land Based Trader or Exhibitor

Land based pitches 3m x 3m @ £95 (£114 inc VAT) £ _____

Vehicle details - How many vehicles will require parking in the free trade car park **OR** Please supply dimensions of vehicles or trailers that you require on or adjacent to your pitch. Charges **will** apply, please discuss with the organisers.

Trade Car Park On pitch Parking _____ Length _____ m Width _____ m

Water Based Trader or Exhibitor

Water based trading @ £95 (£114 inc VAT) per boat £ _____

Please also **complete a Boat Booking Form** (no additional charge note 12) so the Waterspace team can allocate a suitable mooring.

Registered Charity Charity Number _____

For registered charities a 3m x 3m pitch or boat is discounted to £45 (£54 inc VAT). There are no discounts for optional extras.

Optional extras (subject to practical considerations)

Furniture (enter number of items required in each box)

6ft x 2ft Trestle tables @ £5 (£6 inc VAT) (note 14) £ _____

Samsonite folding chairs @ £2.50p (£3 inc VAT) £ _____

240V Electricity supply

4 Amp electricity supply @ £25 (£30 inc VAT) £ _____

16 Amp electricity supply @ £80 (£96 inc VAT) £ _____

32 Amp electricity supply @ £150 (£180 inc VAT) £ _____

The 4 Amp & 16 Amp electricity supplies are terminated using an IEC 60309 16A socket. An adaptor is required to convert to a 13A socket. If required a suitable adaptor may be purchased from us.

Adaptor 16A to 13A @ £8.33p (£10 inc VAT) £ _____

Additional wristbands for evening entertainment £4.17 (£5 inc VAT) (note 21) each booking includes two wristbands £ _____

Event Campsite

Do you wish to use the event campsite @ the discounted trader's price £20.83p (£25 inc VAT) per pitch? (does not include additional wristbands)

Please **complete a Campsite Booking Form** (note 13) so the Campsite team can allocate a pitch.

Please tick relevant payment method box

by Bank Transfer to Account: IWA Events Account, Sort code: 20-45-77

Account no.: 50977470, quoting the company or organisation name as reference

by calling IWA Head Office 01494 783453 to use a Debit or Credit card

by cheque with this form if submitted by post

All Prices exclude VAT

Sub Total £ _____

VAT £ _____

GRAND TOTAL £ _____

Arrival date at Event (d/m/yy) * _____

Traders & Exhibitors set-up from 1pm Friday 23rd August

Your Products or Services _____
If necessary attach as a separate page

Notes By submitting a completed form and paying the fee you accept our terms and conditions overleaf

- Boxes marked * are required information
- **You are responsible for the security of your stand and stock at all times**
- You may be permitted to stay overnight in the vicinity of your stand, please discuss your requirements.
- 24 hour overall **site** security will be provided.

Promotional Information for Website & Programme _____
If necessary attach as a separate page

Special Requests & Other Information _____
If necessary attach as a separate page

Email the completed form as a pdf attachment to event.trade@waterways.org.uk
or print out the form, complete it and post it to:
Events Office, IWA, Island House, Moor Road, Chesham, HP5 1WA

Conditions of Entry

In the following 'we', 'our' or 'us' refers to the organisers, The Inland Waterways Association (IWA) Events Committee.

1. You agree that all information given on this form is complete and correct at the time the entry is submitted. You will advise any changes to us, in writing, as soon as possible. No transfers can be permitted without our written agreement.
Refunds will be made only at our discretion.
2. We reserve the right to refuse any entry without giving any reason. Entries submitted by email will be acknowledged.
3. You agree that no part of your stand, vehicles or display will extend beyond the agreed boundary of your pitch without the agreement of the Site Manager.
4. You agree to comply with all current legislation, and with all guidance and approved codes of practice published by the Health & Safety Executive. You undertake to complete a risk assessment for your site, and ensure that your stands, equipment and displays are safe and do not form any hazard or obstruction for the public. You understand and accept that you are responsible for the safety and well-being of your staff, contractors and visitors to your space.
5. We will not be held responsible for any loss or damage, other than that to which we are legally liable as a result of our negligence. You should ensure that you have adequate insurance to cover any accidents or other losses. We will not be liable for any default due to any act of God, war, fire, flood, drought, tempest or other event beyond our reasonable control nor will we be liable for early closure, late opening or failure to open the event.
6. You warrant that you and all your contactors on site have public liability insurance of not less than £5,000,000 unless otherwise agreed in writing with us. [Note: if this condition causes difficulty for any exhibitor, this should be discussed with us before a booking is made].
7. You agree not to leave any litter, or cause pollution to the event site or the waterway and towpath, or the surrounding area. You agree not to cause a nuisance to any other exhibitors, or to visitors to the event, whether by excessive noise or any other activity.
8. You agree to comply with our directions, including the Site Manager and his or her team. Our decision as to the allocation of exhibitors' site pitches, which may change without notice, and other arrangements, is final. You agree not to change the exhibitor space allocated to you in any way without the agreement of the Site Manager.
9. You agree to be in attendance at your stand at all times that the event is open to the public. Set-up must be complete before the event opens, and no dismantling or closing of stands before the event end is permitted without the express approval of the Site Manager. Exhibitors are advised not to leave equipment or goods on site over night.
10. No vehicles may be moved on site during the hours that the event is open to the public. Vehicles, trailers and other such equipment may only be left on site during opening hours with the express agreement of the Site Manager and occupying space paid for as part of the allocated site pitch.

11. You agree to take all necessary fire precautions and to provide your own fire extinguishers that are in good order and have been properly tested within the 12 months up to the last day of the the event.
12. All exhibitors trading from or exhibiting a boat shall comply with the conditions of entry for boat entrants to the event and shall complete a separate Boat Booking Form www.waterways.org.uk/festivalofwater. The boat booking fee is included in the trading fee.
13. All exhibitors wishing to use the event campsite shall complete a separate Campsite Booking Form www.waterways.org.uk/festivalofwater. The campsite booking fee of £20.33 (£25.00 inc VAT) will apply (discounted price that does not include additional wristbands).
14. Hire of furniture should be booked in advance. We will try to satisfy requests submitted on arrival but stocks will be limited. When requested on arrival, prices will be Table £10 (£12 inc VAT) each, Chairs £5 (£6 inc VAT) each.
15. All information provided by you will be stored in accordance with current legislation. A copy of this information can be made available to you on request. We promise not to sell your details to anyone else. We may send you information about IWA membership and/or current campaigns from time to time.
If you are not an IWA member and do not wish to receive this information, please tick this box.
16. You agree not to undertake any trading whatsoever, including the advertisement of boats, caravans or other property, from any place other than the space allocated to you and covered by this entry. You agree not to invite any news, or other media (including television companies) to report or film without our written agreement.
17. Catering, including the sale of drinks in bottles and cans is covered by a separate franchise. Any catering trader should discuss their proposed operation with the Organisers before making a booking.
18. You agree not to bring any generators on site without our written agreement. Electricity supply is available but **please book early to ensure availability**, see form for prices. Please note the 4 Amp supply is for low current applications only e.g. the charging of electronic equipment, low energy lighting etc. If you overload the 4 Amp supply you may be disconnected.
19. Exhibitors requiring other supplies not listed on the form should discuss their requirements with us at the time of making a booking.
20. The prices shown overleaf **exclude** VAT. Payment in full is due with your booking form. On receipt of a completed Traders and Exhibitors Booking Form and your payment we will send you an itemised invoice. The tax point is the date of invoice. VAT will be charged at the standard rate.
21. Entry to the evening entertainment will be refused to anyone not wearing a properly fitted wristband. Two wristbands are provided FOC with every booking,

The organisers are The Inland Waterways Association which is a non-profit distributing company limited by guarantee.
Company registration number 612245. Charity registration number 212342. VAT number GB 231 2266 48.
Registered Office: Island House, Moor Road, Chesham, HP5 1WA. Tel: 01494 783453 www.waterways.org.uk