

**GUIDELINES/TERMS & CONDITIONS FOR TRADE EXHIBITORS
 TULLAMORE SHOW & FBD NATIONAL LIVESTOCK SHOW**

CLOSING DATE FOR APPLICATION 22nd MAY 2020

GUIDELINES FOR TRADE STANDS

1. Read all terms and conditions in detail.
2. Submission of application does not ensure trade stand space.
3. No Allocation without Insurance Confirmation
4. Applications will only be considered with a fully complete form, letter from insurer, product/service details, and acceptance of terms & conditions and receipt of full payment.
5. In the event your application is not successful your payment will be returned, but refunds for any other reason will not be considered.

PLEASE FOLLOW THE STEP BY STEP GUIDELINES IN ORDER TO COMPLETE YOUR APPLICATION SUCCESSFULLY

Company Information:

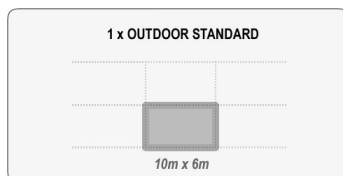
Company Name/Trading as
 Contact Details
 Company Type

Trade Stand Area Preference – Select the relevant area in which your applying for:

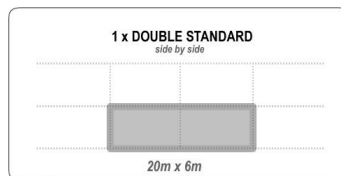
- | | |
|--------------------------------|------------------------------|
| A. General Outdoor or Indoor | B. Livestock Outdoor |
| C. Livestock – Sheep | D. Forestry & Energy Outdoor |
| E. Food Fair Outdoor or Indoor | F. General Fashion |

TRADE STAND SIZE AND COSTING -- PLEASE SEE DIAGRAMS BELOW ILLUSTRATING STAND OPTIONS

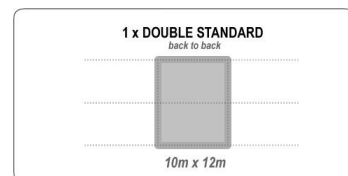
A. GENERAL OUTDOOR



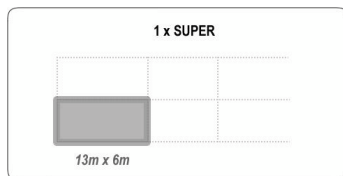
TOTAL COST: €275



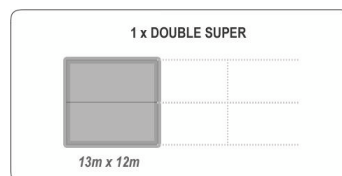
TOTAL COST: €550



TOTAL COST: €550



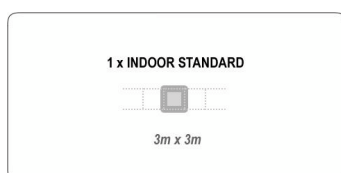
TOTAL COST: €385



TOTAL COST: €770

GENERAL INDOOR STANDS AREA

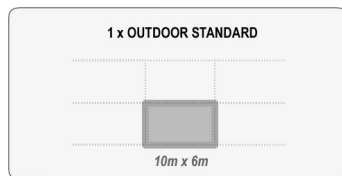
Available in the General Business Arcade, all indoor stands are within floored marquee



TOTAL COST: €330

B. LIVESTOCK AREA - OUTDOOR

GENERAL OUTDOOR



TOTAL COST: €275

C. LIVESTOCK - SHEEP INDOOR

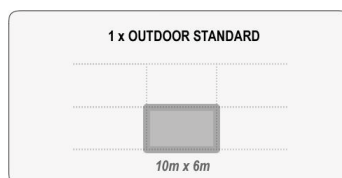


TOTAL COST: €120

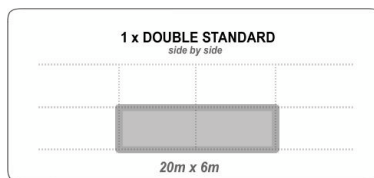
1. Available in the sheep section only.
2. The marquee will be non-floored.
3. Exhibitor to provide their own penning.

D. FORESTRY & ENERGY -OUTDOOR

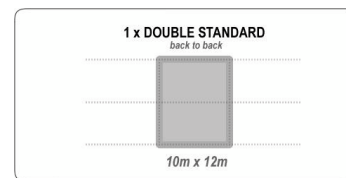
GENERAL OUTDOOR



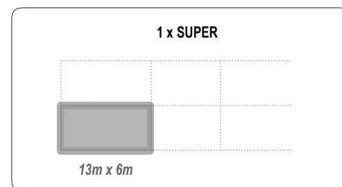
TOTAL COST: €275



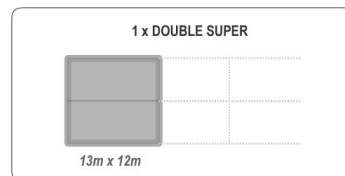
TOTAL COST: €550



TOTAL COST: €550



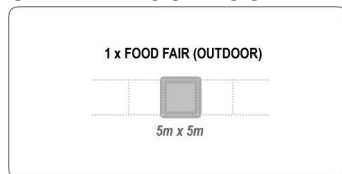
TOTAL COST: €385



TOTAL COST: €770

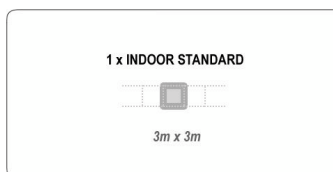
E. FOOD FAIR - OUTDOOR & INDOOR

GENERAL OUTDOOR



TOTAL COST: €230

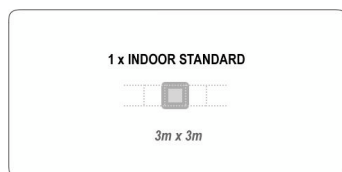
GENERAL INDOOR



TOTAL COST: €330

F. GENERAL FASHION - INDOOR

The Fashion Marquee will include a Catwalk. All indoor stands are within floored marquee.



TOTAL COST: €330

GUIDELINES FOR ALLOCATION OF FREE PASSES FOR TRADE SPACES AS FOLLOWS;

1 trade space - 2 passes

2 trade spaces - 4 passes

3 trade spaces - 6 passes

4 trade spaces - 8 passes

5 & upwards - 10 passes max

1 Super-size - 3 passes

1 Double supersize - 5 passes

Exhibitors unable to present a pass must pay admission fee.

PRODUCT & SERVICE DETAILS

Please give outline of products /services being sold and or demonstrated at your trade stand.

Only goods specified in this section in line with Clause 20 of Trade Stand Terms and Conditions will be allowed to be sold at the Show. Trading and selling of goods which may cause harm/issues is strictly forbidden, e.g. pellet guns, knives, balloons etc. Goods not listed in applications will be refused entry. Any breach of these terms will be enforced by security and will mean the closure of stand and removal from site.

DUE TO CATERING AGREEMENTS NO FOOD FOR IMMEDIATE CONSUMPTION CAN BE SOLD – SAMPLING ONLY

BUSINESS DESCRIPTION

Each exhibitor is entitled to a free basic listing in our catalogue which will detail your contact information. The information will also be listed on the show website. Please include a brief description (no more than 50 words)

STRUCTURE & EQUIPMENT DETAILS

Please give brief outline of stand structure and equipment being used on your trade stand.

E.g. Marquee, canopy, van with awning, tent, tables and chairs, silent generator.

Please ensure your structure / equipment is suitable for your stand size. Make sure you calculate the area you require to showcase your products in the best possible light, particularly machinery exhibitors. It is suggested you trial your display in your yard before you confirm your requirements. See Clause 19.1 in Terms and Conditions

POWER REQUIREMENTS (IF NEEDED)

No power can be supplied to Outdoor Stands – General Outdoor or Livestock Areas Power can be supplied to Indoor Stands & Outdoor Food Fair only.

Power supplied will be a 220V outlet, with a 5-amp load limit.

List all electrical equipment to be used through Show power sources.

INSURANCE DETAILS & LETTER FROM INSURER

Letter must include all requested details as laid out in sample letter and terms and conditions.

No applications will be considered without specific 'Letter of Insurance' from Insurance company or broker stating cover and indemnity is in place. See *Sample Letter of Insurance*.

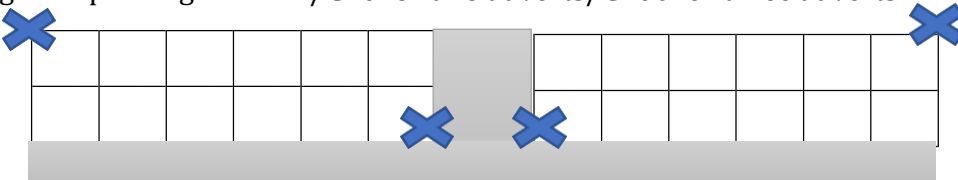
All exhibition stands must have full valid insurance with public liability. Please review complete terms and conditions. See Clause 13,14,14.1 in Terms and Conditions

ONSITE ADVERTISING

The Tullamore Show offer onsite advertising, which allows an exhibitor to advertise their company and onsite location using an advertising frame which is located at the ends of Trade stands Row.

Advertiser/Exhibitor must supply their own sign with exact dimensions required. The dimensions are as follows **830mm width x 1500mm height x 5mm thickness**. Single sided signs only. Locations of advertising to be discussed between the trade team and exhibitor. Sign Should be print vertically.

Costing: €40 per single advert/€70 for two adverts/€100 for three adverts



PAYMENT DETAILS

Applications cannot be processed until full payment has been received. Payment does not guarantee an allocation of space. Payments can be made by various means.

Credit card (Preferred method with online application) Cheque - Cheques payable to Tullamore Show. Bank Draft / Postal Order

Bank Transfer IBAN: IE12AIBK 932256 34521455 BIC: AIBK IE 2D

N.B. Please reference your NAME OF BUSINESS or APPLICATION REFERENCE ID on all payments to TULLAMORE SHOW

ADMISSION TICKETS

Pre-purchased Tickets - €17

Tickets on day - €20

Tickets can be purchased online at www.tullamoreshow.com

CONTACT INFORMATION

Tullamore Show, Church Street, Tullamore, Co Offaly

Tel: 057 93 52141

Calling from abroad: +353 5793 52141

Email: info@tullamoreshow.com

Website: www.tullamoreshow.com

LETTER OF CONFIRMATION FROM INSURANCE COMPANY/BROKER

This letter must be completed and stamped by your Insurance Company or Broker to confirm that you hold Public Liability insurance in respect of your participation as an exhibitor at the 2020 Tullamore Show & FBD National Livestock Show to be held on 9th August 2020 at Butterfield Estate, Blueball, Tullamore, Co. Offaly and the incidental days before and after the event which may be required for the setting up and removal of exhibitors stand from the site.

PLEASE USE BLOCK CAPITALS

Today's Date: _____

Company Name: _____ Trading As: _____

Address: _____

Business Description as per policy: _____

Name of Insurance Company: _____

Public Liability Number: _____

Renewal Date or Expiry Date: _____

Period of Cover: _____

*** THIS MUST INCLUDE PRIOR & SUBSEQUENT DAYS FOR SETTING UP & REMOVAL OF THE 2020 TULLAMORE SHOW & FBD NATIONAL LIVESTOCK SHOW.**

Indemnity: _____

LIMITS OF PUBLIC LIABILITY INDEMNITY: A MINIMUM OF €2.6 MILLION ANY ONE ACCIDENT.

TO BE COMPLETED BY YOUR INSURANCE COMPANY ONLY

To Whom It May Concern,

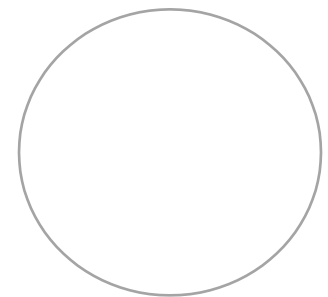
We/I confirm that the above policy provides an indemnity to The Tullamore Show Society, to the Tullamore Show & FBD National Livestock Show Event, to the Irish Shows Association and to the site owners (Anne Maire Butterfield & Stephen McQuade) the indemnity provided is in respect of attendance at or the use of the property by _____ (Company Name) for the purpose of setting up, operating & removing a Trade Stand at the 2020 Tullamore Show & FBD National Livestock Show. Cover is subject to the above Insurer's Policy Terms & Conditions, warranties and exceptions.

If you need any more details, please contact me at: _____

Yours sincerely,

SIGNED BY INSURANCE PROVIDER

INSURANCE COMPANY STAMP



TERMS AND CONDITIONS FOR TULLAMORE SHOW TRADE STANDS EXHIBITORS

1. **Application/Acceptance:** Applications for Trade Stand space must be made through the official online application process. (hard copies available on request). The application must be fully completed, and the Exhibitor must agree to accept the relevant terms and conditions. In the event your application is not successful your payment will be returned, **but refund for any other reasons will not be considered. Submission of application does not ensure allocation of trade space. Show management reserves the right in its absolute discretion to reject an application for exhibition space, to reduce trade stand allocation, withdraw permission or close down an exhibition stand.** The Exhibitor accepts that in applying for a stand allocation, he/she accepts that the Tullamore Show Management will not be responsible for any loss of profit, consequential loss or any loss whatsoever arising by reason of their participation at the Show. Exhibitors must obey all the rules of the Tullamore Show and obey any instruction from authorised personnel, before, during and after the show. Any disputes arising out of the conditions laid out by the Tullamore Show, between exhibitors or between the Show management and exhibitors, shall be resolved at the absolute discretion of the Tullamore Show. We will not tolerate verbal or physical abuse towards Show Staff – no benefit to either party.
2. **Breach:** Any breach of these terms and conditions by the Exhibitor shall, without prejudice to any other remedy available, entitle Show management to cancel the agreement with the Exhibitor and remove or request the immediate removal of the Exhibitor and its property from the site.
3. **Catalogue:** The Show Management shall not accept responsibility for the content, errors or omissions in the catalogue.
4. **Changes or Cancellations:** The Show Management reserves the right, at its reasonable discretion (which shall reference to weather forecasts and ground conditions) to postpone or cancel the Show, make amendments to the parameters of the site or the stand space and/or amend the planned times as set out above. The Show will not be responsible to any exhibitor or person for loss of profit or any consequential loss arising out of the cancellation of the event. The Show shall not be liable for any failure to perform its obligations pursuant to these terms as a result of flooding, fire, lighting, explosion, drought, ground conditions, act of God, act of terrorism, war, rebellion, sabotage, strike, disease or any other event outside reasonable control of the Show management. The Show recommends that insurance cancellation cover be considered by the Exhibitor.
5. **Closure of Stands and Exiting:** The Exhibitor shall not commence closing down its stand until 6.00pm on the day of the Show.
6. **Definition:** Show means the Tullamore Show and FBD National Livestock Show which is taking place on Butterfield Estate, Blueball, Tullamore on Sunday 9th August 2020.
- 6.1 **Exhibitor** means any person or body who/which has entered into an agreement with the Show Management for a trade stand at the Show.
- 6.2 **Fee** means the fee specified in the Application and payable to the Show by the Show personnel.
- 6.3 **Stand Space** means the trade stand space on Site allocated to the Exhibitor by the Show personnel.
- 6.4 **Show Management** refers to the members of the Show Committee which have been allocated general or specific responsibility of managing the Show or different areas of the Show activities.
7. **Documents:** Fire Certificate, Insurance and indemnity form must all be provided.
8. **Entry of Stand Equipment & Business Times:** Access is available from Tuesday 4th August. All heavy equipment **MUST** be on exhibition stand by 6.00pm, Friday 7th August. All access to site will cease from 2.00pm on Saturday 8th August. **(NO EXCEPTIONS). DUE TO SAFETY & SECURITY CONSIDERATION, NO REQUEST TO BRING IN STAND EQUIPMENT ON SHOW DAY WILL BE ENTERTAINED, IRRESPECTFUL OF THE CIRCUMSTANCES. Before Sunday 9th August and after Show Day no children are permitted on Show grounds.** The Trade Stand areas will be a **PEDESTRIAN TRAFFIC ONLY AREA** after 9.00am on Show Day, Sunday 9th August 2020. The Exhibitor shall ensure that their stand is attended and **open for business by 9.00am of the day of the Show.** Failing that, the chairman of the trade stand section shall be entitled to reallocate the stand space, with no refund of fees. All trade stands must be open for business from **9.00am to 6.00pm** on Show day. Stands must be completely dismantled and removed no later than Friday 14th August. Security is the responsibility of the exhibitor. Non-compliance of this exit time will carry financial penalties.
9. **FAQ'S:** Available on website.
10. **Fees:** The details of the fees are outlined on the Show's website (www.tullamoreshow.com). The Exhibitor must pay the required **full fees** with the initial application. The Exhibitor shall remain liable for the fee if the Exhibitor cancels after application. **Cancellation of space is non-refundable and non-transferable.** Bank charges will apply if currency other than the Euro is used. €6.50 will be charged for regular foreign currency. Other options will carry higher charges. Sponsors will receive some exhibition space free of charge, proportionate to their sponsorship contribution. Should additional space be required, payment for this additional space will be necessary. In order to qualify, sponsors must submit their sponsorship by Friday 22nd May 2020.
11. **Fundraising, Collection, Etc.:** The Exhibitor shall not hold raffles or collections for contributions to its funds without prior written consent of the Show management and in accordance with all applicable laws and regulation. Only one official charity is permitted to fundraise each year at the Tullamore Show. Should an Exhibitor be found 'hosting' a fundraiser without prior written consent of the Show Management – The Tullamore Show reserves the right to close down the entire exhibition stand on the spot for the duration of the Show without refunding the cost of stand or loss of earnings, the exhibitor may also be refused entry to exhibit at any further Tullamore Show.
12. **Generators:** No power is provided to outdoor trade stands, Exhibitors using generators must ensure that no petrol generators are to be used and safety precautions must be adhered to.
13. **Insurance:** Public Liability- All Exhibitors must have insurance policies in respect of public liability, with minimum of €2.6 million limit of indemnity, any one incident. **A letter from their insurance company confirming their public liability cover and indemnities must be provided.** The Exhibitor must ensure that confirmation of their current insurance policy accompanies their Trade Stand application. **Under no circumstances will any Exhibitor be admitted to the show grounds without production of this evidence of insurance.**

TERMS AND CONDITIONS FOR TULLAMORE SHOW TRADE STANDS EXHIBITORS

- 14. Indemnity:** The Exhibitor indemnifies the Show and agents against all and any liabilities, losses, costs or expense caused, directly or indirectly, as a result of any actions or claim by any person of any breach by the Exhibitor of these terms or by act of negligence of the Exhibitor, its employees, directors, agents, sub-contractors or other persons authorised by the Exhibitor. Confirmation letter must be specifically extended to indemnify the Tullamore Show Society, The Tullamore Show & FBD National Livestock Event, the Irish Shows Association and Site Owners, against any claims losses, damages or injuries that may arise for the durations of the Tullamore Show on 9th August 2020 and including the 10 day period before and after the even which may be required for the setting up and clearing away of exhibitor from the show grounds. Agreement with our terms and conditions also confirms indemnity to the above.
- 14.1 Limit on Liability:** Whilst the Tullamore Show Management will provide General Security for the overall site area, each Exhibitor is responsible for the security of their own exhibition and stand area. The Tullamore Show will not be responsible for any loss or damage arising from any source whatsoever. The Exhibitor is advised to make adequate arrangements for protection of their exhibits. Each exhibitor should have adequate insurance cover in respect of such damage or loss. The Show Management accepts no liability for damage to property, personal injury, death or other loss caused to the Exhibitor or its authorised persons. In particular exhibitors with machinery which could cause injury when in motion or otherwise are required to have adequate safeguards in place to protect the public and especially children.
- 15. Litter:** The Exhibitor shall ensure that their Stand Space is tidy at all times and be responsible for proper disposal of any litter. The Exhibitor shall leave their Stand Space completely clear of litter, please use skips provided. The Exhibitor shall restore their stand space to its original condition. **The Exhibitor shall become liable to pay a fine of €200 for breach of these litter clauses.** We suggest you take a picture of your stand before vacating the area.
- 16. Passes:** The number of free admission and vehicle passes relate to the stand area booked – 2 passes per stand space and up to a maximum of 10 passes. The Exhibitor shall ensure that its staff or authorised person carry proper passes and identification at all times on the site. One vehicle per Exhibitor will be allowed on to the Show grounds for the duration of the Show.
- 17. Regulations and Health & Safety:** The Exhibitor shall comply with all current regulations, including Safety, Health and Welfare Act and the guidance issued by the Health and Safety Authority in relation to it. The Exhibitor shall comply with all directions of the site Safety Officer. All Exhibitors will be responsible for preparing and implementing their own Health and Safety Statement, Emergency Plans & Procedures, Crowd Management Plan, Fire and responsibilities that are necessary for a company exhibiting at a public event. Extreme caution must be practised at all times – especially in the livestock area.
- 18. Sales & Advertising:** Only within the exhibitor allocated stand area should they sell, offer for sale or advertise their goods/services, including the distribution of leaflets, unless extra advertising space is purchased. Level of business transacted is the sole responsibility of the trader. Branding by the Exhibitor should be in keeping with the style of the Show.
- 19. Site:** Whilst every effort will be made to accommodate exhibitor space requirements, final allocation and location of exhibition space will be at the discretion of the Show Management. The Exhibitor shall report to the check in office and the trade stand supervisor on arrival to be shown the precise location of Stand Space. **No cars, trucks or vans may be parked in the exhibition area during the show, unless it is within their stand area.** Vehicles must be parked in the exhibitor's car park, which is adjacent to the trade stand area, provided entry is before 9.00am and exit after 6.00pm.
- 19.1 Stand Space:** The Exhibitor shall ensure that all marquees, ropes, signs and other equipment are kept within the Stand Space at all times. **The Exhibitor is not permitted to sub-let, transfer or share a Stand Space.** Any activities that could infringe on the rights of other exhibitors must be avoided. The Exhibitor shall ensure that no damage is caused to the Site, within the Stand Space. Bark mulch, gravel etc. can only be used if an underlay is firstly placed on the ground. Immediately after the Show, all mulch, gravel etc. must be cleared from the site and disposed of offsite by the exhibitor. **The Exhibitor shall not sell refreshments, food or drink for immediate consumption, as this infringes on our catering franchise agreement.**
- 20. Trading and Selling of Goods:** The Tullamore Show will not entertain the trading of goods and services that have not been declared on the official Trade Stand applications. Trading and selling goods which may cause harm/issue is strictly forbidden, e.g. pellet guns, knives, balloons, water pistols, etc. Trading/Selling should only take place from the allocated trade stand area. Failure to abide by these Terms & Conditions will result in the goods being seized/impounded and the trader in question will be required to leave the show grounds, Tullamore Show Management will not entertain any claim for refund/rebate of trading fees or associated costs should this situation arise.
- Full Documentation: No application will be processed without full payment and all the necessary documentation and information (including insurance and indemnity forms) being forwarded before closing date, Friday 22nd May 2020.**
- SUBMISSION OF APPLICATION DOES NOT GUARANTEE ALLOCATION OF SPACE.**