

**THE VALUE FOR MONEY COMPANY LTD  
EXHIBITOR FACT SHEET**

**THE REALLY GOOD DEAL FASHION SALE  
ASCOT PAVILION, ASCOT RACECOURSE  
14<sup>TH</sup> & 15<sup>TH</sup> MAY 2010**

**EXHIBITOR BUILD DAY – Thursday 13th May**

The venue will be open from 8am on Thursday 13<sup>th</sup> May for exhibitors to stock and dress stands. The venue will be open until 8.00pm, but no later, so make sure you arrive in time to do all you have to.

You will find a map on our website [www.ukgrandsales.co.uk](http://www.ukgrandsales.co.uk). Click on Exhibitor Info and then the pink title Summer Really Good Deal Fashion Show. The Pavilion is a few score yards from the High Street, next to the new Grandstand building. Go to the main racecourse double gates opposite Car Park 3 from where you will be directed to the nearest entrance to your stand. When you have unloaded you may park your vehicle free of charge in Car Park 3, directly opposite the racecourse. There will be porters to assist with unloading between 8am and 6pm (although at busy periods you may have to wait a bit as they may be taken up with other exhibitors). Please move on Car Park 3 as quickly as possible once you have unloaded so that congestion can be avoided. You have until 8.00pm to finish stocking and dressing your stand.

Please note that in the venue the gangways and aisles and all fire exits should be kept clear at all times. There is no smoking during the event opening hours and the distribution and display of printed or other placards, handbills or circulars except by exhibitors within the confines of their own stands is prohibited.

**SECURITY**

There will be two security guards on duty on the Exhibitor build day and also two guards on duty overnight on the 13<sup>th</sup> and 14<sup>th</sup>. During the sale days there will be three security guards on duty during sale hours and two overnight. For security reasons can you please make sure that you and anyone working for you arrives wearing exhibitor passes (which will be sent to you six weeks before the show) and continues to wear these whilst working on site.

**HOURS OF OPENING TO EXHIBITORS**

On the actual sale days of the 14<sup>th</sup> and 15<sup>th</sup> the Pavilion will be open for Exhibitors to restock their stands from 8.00am. Exhibitor badges will be sent to you six weeks before the show and must be worn at all times so that you can gain entrance. On the Friday evening the Pavilion will close to the public at 5.30pm but will remain open for exhibitors to re-stock until 7.00pm. **Please note, on Friday the doors will open to the public at 9.30 am.**

**NAME BOARDS**

We will supply a name board to go on the fascia above your stand. It will be the business name we normally know you by. However, if the name you are using at the sale is different to your usual operating name, can you please make sure to inform Noelle (fax: 01367 860177 or email [nheslam@aol.com](mailto:nheslam@aol.com)) so that it appears as you

require on the fascia and in the show brochure as well. The brochure goes to press 3 weeks before the event so please do this in good time.

### **TABLES AND CHAIRS**

Tables and chairs should be booked in advance by using the order form on the website. Due to ever-rising costs we have had to introduce a hire charge of £5 plus vat (£5.88) per table. Please post the completed form back to us at the address indicated along with a cheque to cover the hire fee. We will send you a receipted invoice by return.

### **LIGHTING and ELECTRICAL SUPPLY**

There is lighting in the marquee but you may wish to use spotlights or fluorescents on your stand.

1. If you have your own spotlights and wish to bring them and have them fitted by our contractors please ensure that:
  - You have ordered the relevant plug socket outlet for your fitting from our electrical contractors, Melville Electrical Services (see Electrical Order Form on the website)
  - Your fittings are in full working order and have been tested by a competent person
  - The leads are of sufficient length to reach a power point
  - All fittings have 3-pin fused plugs
  - You have filled in the Electrical order form and returned it along with your cheque to “Melville Electrical Services”
  - NB All electrical fittings must confirm to the electrical installation regulations printed on the back of the Melville form
  
2. To have your stand connected up to the mains and fitted with an electricity socket and/or to hire light fittings you will need to complete the electrical order form and return it along with your cheque to “Melville Electrical Services”.

If you have any queries about electrical fittings please contact:

Jim Mitchell, MELVILLE ELECTRICAL SERVICES Tel: 0870 787 1740

Fax: 0870787 1741

### **SHELL SCHEME**

Shell scheme extras can be ordered from Intershell Systems Ltd, the stand fitters, using the order form on the website. Please ensure that any extras you may wish to order for your stand such as night sheets are ordered, and paid for, before the event. NB If you order a night sheet you will need to provide your own 2 padlocks and keys. The stand panels are covered in a soft grey, velcro compatible tweed fabric. If you have any queries about the shell scheme please contact: Barrie Philips, PB Exhibitions Ltd Tel/Fax (01494) 588017 Mobile: (07702) 349019.

### **NB CLOTHES RAILS and TABLE CLOTHS and MIRRORS**

Please note that you will have to bring your own rails for hanging clothes and don't forget to bring your own tablecloths for covering tables. Also you should remember to bring your own mirror(s) so that customers can see what they are trying on.

## **CREDIT CARD TRANSACTIONS**

Telephone lines can be ordered at a cost of at least £120 – if you require one, please phone or email David Heslam on 01367 860017 or [heslam1@aol.com](mailto:heslam1@aol.com) by 20<sup>th</sup> April. Mobile phones work perfectly well in this location for authorisations etc. Remember to bring a manual swipe machine and the appropriate vouchers if you wish to take credit cards. Another alternative is to hire (or buy) a mobile pdq. 123 Send are one of the market leaders in this area tel: 0870 2030 123. Their website is: [www.123send.net](http://www.123send.net)

## **CHANGING AREAS**

If what you are selling at the show requires a changing facility please call David Heslam before 4<sup>th</sup> May to discuss where this can be built into your stand. On a small stand you may just want to bring your own changing screen. NB If you require a changing panel/room on your stand please remember to bring a length of fabric 1 metre wide and 2 metres long to use as a curtain. There is no extra charge for a changing room/panel.

## **OVERNIGHT ACCOMMODATION**

There is a list of hotels and B&Bs local to the area provided by the local tourist information board on our website. Alternatively, the Royal Windsor information centre is: (01753) 743900. There is also online accommodation information on [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk) and [www.windsor.gov.uk](http://www.windsor.gov.uk). There are perfectly good Travel Inns nearby – visit [www.premierinn.com](http://www.premierinn.com) - though we do not advise choosing the Ascot one, preferring the Bracknell one.

## **CATERING**

During the show there will be a restaurant in operation on the first floor of the Pavilion. For Exhibitors a trolley will also be wheeled round offering tea and coffee, sandwiches and cakes during the stand build day and during the sale days, when customer traffic allows. Otherwise, Ascot High Street has 3 or 4 cafes which are only a couple of minutes walk away.

## **COMPLIMENTARY TICKETS**

These will be sent to you six weeks before the show, for inviting your special customers.

## **HEALTH & SAFETY/EXHIBITOR INSURANCE**

You must submit to the Value for Money Co Ltd a photocopy of your public liability insurance certificate (minimum of £1 million) and a copy of your completed Health and Safety Risk Assessment regarding your stand at this event before you commence dressing your stand. You can download the Risk Assessment Form from our website and you can also view a sample Risk Assessment statement to help you with this task. It would help if you sent or faxed this to us in advance of the event (fax: 01367 860177). There are various insurance companies offering tailored packages for exhibitors to cover the sort of risks involved in shows. Two of these are Woodgates ([www.woodgates.co.uk](http://www.woodgates.co.uk) tel: 01622 740042) and Insurex ([www.insurex-exposure.com](http://www.insurex-exposure.com) tel: 0845 2138448).

Please note that in the venue the gangways and aisles and all fire exits should be kept clear at all times. There is no smoking in and around the marquee at any time and the

distribution and display of printed or other placards, handbills or circulars except by exhibitors within the confines of their own stands, is prohibited.

### **STAND BREAKDOWN**

Please remember that the sale is advertised as running from 10am to 5.30pm on Saturday 15th. Although it is likely that the crowds will have thinned out considerably by the last hour, there will still be people shopping who have bought tickets for 1.30pm to 5.30pm. Often some of these are very serious shoppers. Stands should not be broken down and boxes wheeled back and forth until 5.30pm. To do so is a breach of the Health and Safety regulations pertaining to public events and makes us liable to prosecution in the event of any accident taking place. Vans will not be allowed down to the loading areas until after 5.30pm. Porters will be on hand to help with breakdown but with everyone leaving at once they can't be there for everybody. Those of you who have done the event before will know that given patience and co-operation nearly everyone is packed away and gone by 7.00pm.

If you have queries on any of the above, please call David Heslam on (01367) 860017. His mobile during the show is 0778 877 8085 and Noelle's is 07766 376410.

We look forward to seeing you at the show.