

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

**THE SUMMER GRAND SALE
RIPLEY CASTLE 10TH – 13TH JUNE 2010**

EXHIBITOR BUILD DAY – Wednesday 9th June

The venue will be open from 8am on Wednesday 9th June 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. The marquee is sited in the grounds of Ripley Castle. You access it via a farm gate off the B6165. The gate is about 500 yards on the left after the second Ripley bypass roundabout if you are heading in the Pateley Bridge direction. A sign saying 'Entrance to Summer Grand Sale' will mark it. On arrival a parking marshall will direct you to the appropriate unloading station for your stand. There will be porters to help you unload between 9am and 7pm although, if a lot of people have arrived at the same time, you may have to wait a little while for the porters to get to you. As soon as your van is unloaded can you then proceed immediately to park your van in the exhibitor car parking area which is close to the marquee.

SECURITY

There will be two security guards on duty on the Exhibitor build day and also two guards on duty overnight both that night and each night throughout the show. During the sale days there will be two security guards on duty during sale hours.

HOURS OF OPENING TO EXHIBITORS

On the actual sale days of the 10th, 11th, 12^h and 13th the Marquee 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 Thursday, Friday and Saturday evenings the Marquee will close to the public at 5.30pm but will remain open for exhibitors to re-stock until 7.00pm.

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) 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, PWS Electrics Ltd (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 “PWS Electrics Ltd”

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 “PWS Electrics Ltd”.
If you have any queries about electrical fittings please contact Annie Walker on: Tel/Fax (01423 779170).

SHELL SCHEME

If you require a support beam across the stand for attaching lighting track this must 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 Phillips, PB Exhibitions Ltd Tel/Fax (01494) 588017 Mobile: (07702) 349019.

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. Please send or fax this to us at least two weeks 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 tel: 01622 740042) and Insurex (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.

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. Or visit the Castle site and follow Links (www.ripleycastle.co.uk)

CATERING

During the show there will be a restaurant marquee in operation. On build up day make sure that you bring food and drink with you, as the marquee is a good ten-minute walk from the Ripley shops.

COMPLIMENTARY TICKETS

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

SWING TICKETS

Specially designed swing tickets and ribbon for use in pricing your goods at the show will be sent to you six weeks before the show and are.

STAND BREAKDOWN

Please remember that the sale is advertised as running from 10am to 4pm on the Sunday. Stands should not be broken down and boxes wheeled back and forth until 4pm. 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 4pm. Porters will be on hand to help with breakdown but with everyone leaving at once they can't be there for everybody. As many exit points from the marquee will be used as conditions on the day allow in an attempt to make the process as speedy and painless as possible! You have until 9pm to breakdown and load up.

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.