

THE VALUE FOR MONEY COMPANY LTD EXHIBITOR FACT SHEET
CHRISTMAS GIFT & FASHION FAIR
THE CENTAUR, CHELTENHAM RACECOURSE
Thursday 16th – Sunday 19th October 2025

EXHIBITOR BUILD DAY – Wednesday 15th October

The venue will be open from 8am to 8pm on Wednesday 15th October for you and the other exhibitors to stock and dress your stands. The venue will be open until 8 pm, but no later, so make sure you arrive in time to do all you have to. Once you get to the Centaur a marshal will direct you to the appropriate unloading area for your stand. As soon as you have unloaded your vehicle you must then proceed immediately to park your vehicle in the designated exhibitor parking area.

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 Fair days there will be two security guards on duty during sale hours.

HOURS OF OPENING TO EXHIBITORS

On the actual sale days, the hall will be open for Exhibitors to restock their stands from 8.00am. Exhibitor wristbands can be picked up at the show on set up day from Noelle or David or the security staff and must be worn at all times so that you can gain entrance. Each day, the venue will be open to the public at 9.30am and close to the public at 5pm (apart from Sunday when it closes to the public at 4pm) but will remain open for exhibitors to re-stock until 6.30pm.

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 Fair is different to your usual operating name, can you please make sure to inform Noelle (Noelle@ukgrandsales.co.uk) or ciara@ukgrandsales.co.uk (depending on who you've been in comms with) so that it appears as you require on the fascia. Please fill in your description of goods form with your fascia name and what you are selling.

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 (£6) per table. Chairs are free of charge but need to be booked. Please email the completed form back to us at the address indicated with confirmation of payment by BACS. We will send you a receipted invoice by return. 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 times 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.

LIGHTING AND ELECTRICAL SUPPLY

There is lighting in the hall but you may wish to use spotlights or fluorescents on your stand for better effect.

1. If you have your own spotlights and wish to bring them and have them fitted by our contractors please ensure that:

- a) 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)
- b) Your fittings are in full working order and have been tested by a competent person
- c) The leads are of sufficient length to reach a power point
- d) All fittings have 3-pin fused plugs

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 PWS electrical order form on our website and make payment to PWS on the webpage. If you have any queries about electrical fittings please contact Rob Walker on: (07973 729238) or email him at pwselectricsltd@hotmail.com

SHELL SCHEME

If you want a night sheet, bring your own fabric about a quarter of a metre wider than your stand width. You can staple it to the front of your stand. The stand panels are covered in a soft grey, Velcro compatible tweed fabric. The stand size you booked is the outside size so if you have a 2m x 1m stand, for example, it is actually 1.95m x 0.95m.

HEALTH AND SAFETY

You should have a public liability insurance policy which covers your activities at the show (up to a minimum of £5 million) and you should have completed a written Health and Safety Risk Assessment specifically relating to your activities on your stand at this event. You can download the Risk Assessment Form from our website and also on the site you can view a sample completed form to help you with this task. Please confirm via the description of goods/contractual obligations form that these arrangements have been made. There are various insurance companies offering tailored packages for exhibitors to cover the sort of risks involved in shows. Goods in transit etc. Two of these are InEvexco (www.inevexco.co.uk tel: 01732 757616) and Towergate (www.towergatecoverex.co.uk) tel: 0344 892 1300.

TELEPHONE LINES and PDQs

Mobile phones work and the free internet work perfectly well at the Centaur. You can hire (or buy) a mobile PDQ or other contactless payment system (such as Square or I-Zettle) that operates through the internet or a mobile phone system. Information on purchase or rent of mobile PDQs is available on www.123send.net. 123Send has a large business based on just renting mobile PDQs for a few days at a time.

CHANGING AREAS

If what you are selling at the show requires a changing facility please let Noelle know. 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.

STORAGE

There will be four storage rooms within the Centaur which you can use, for storing extra stock overnight and during the show. Use of these is at your own risk. Also there is free tea and coffee for Exhibitors throughout the show in a special exhibitor only room.

OVERNIGHT ACCOMMODATION

Please check online for nearby accommodation options and availability. We would recommend doing this in plenty of time so you ensure you are able to stay close by and at the most reasonable rate possible. The local tourist information accommodation tel no is: 01242 522878. The Cheltenham tourist information website for accommodation information is: www.visitcheltenham.com In addition to Cheltenham accommodation you might consider staying in Winchcombe from which it is quite easy to get into the racecourse off the B4632. Look up www.visitcotswoldsandsevernvalley.co.uk for accommodation in Winchcombe or phone Tewkesbury Tourist Information Office on 01684 295027.

COMPLIMENTARY TICKETS

Please let us know if you would like complimentary tickets for inviting your special customers and we will provide a digital promo code for them to use on our website. Please email ciara@ukgrandsales.co.uk with your request and she will send one back to you.

STAND BREAKDOWN

Please remember that the sale is advertised as running from 9.30am to 4pm on Sunday 19th Oct. Stands should not be broken down and boxes wheeled back and forth until then. 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 the last customer has left. You have until 10pm to break down and load up.

If you have queries on any of the above, please call David Heslam on 07788778085. His mobile during the show is 0778 877 8085 and Noelle's is 07766 376410.