



EXHIBITOR INFORMATION BRIEFING

5 May 2018

INTRODUCTION

We are delighted that you will be exhibiting at the Horning Boat Show to be held on Saturday 5 May 2018. Organised uniquely by village residents and businesses, the idea for a Boat Show was borne out of the need to raise much needed funds for community amenities by showcasing our iconic Broadland village and through the delivery of three key objectives:

- Promoting local village businesses
- Highlighting local tourism
- Promoting marine industries

This guide has been produced in order to provide all of the information exhibitors will need to get the best out of their attendance at the Horning Boat Show. The content is inevitably somewhat formal and contains a number of 'do's and don'ts' but we trust you will understand the need for these.

PITCH RESERVATIONS

The Horning Boat Show has three exhibition sites:

- Village Green and Moorings)
- Swan Green and Moorings) **Postcode for SatNavs: NR12 8AA**
- Main Exhibition Area **Postcode for SatNavs: NR12 8LQ**

Given the number of exhibitors and expected attendance, we expect all locations to have an equal footfall. Given that exhibitors have chosen and booked their own pitches and mooring berths on-line, requests for changes will only be accepted in exceptional circumstances and even then there can be no guarantee that changes will be possible.

You can view the exact location of your numbered pitch by visiting our web site at www.horningboatshow.co.uk

MOORING BERTHS

It is a requirement of the Broads Authority that craft occupying mooring berths are for static display only and no trials or trips are permitted. All exhibitors occupying mooring berths must contact the Broads Authority in regard to both tolls and Boat Safety Scheme certification, both of which are required where appropriate.

As some of the berths are side on double moorings, this will require visitors to access craft from the quay but also across adjacently moored exhibits. In line with the Horning Boat Show's own risk assessment and in accordance with the Broads Authority 'Wear It' campaign, exhibitors

occupying mooring berths are required to provide sufficient flotation life jackets for members of the public boarding their craft or moving between them.

Your attention is also drawn to the section of this briefing in regard to risk management and health and safety requirements.

PITCH SIZES

The standard pitch size is 7 x 5 metres except for those on the Village and Swan Green grassed area, which are a maximum size of 6 x 4 metres. For mooring berths, the maximum length overall for each exhibit is 40 feet, except in the Sailing Club Dyke where the maximum length is 30 feet.

In regard to both pitch and mooring maximums, there is the possibility for amending the sizes – please contact us at info@horningboatshow.co.uk if you require further information or to discuss your specific requirements.

PITCH FACILITIES

The exhibitor pitches will be marked out in advance to aid identification. No pitch facilities are provided and exhibitors are at liberty to use the available space as they wish. The use of gazebo's, small marquees and associated display equipment is all permitted in addition to mobile trailers as long as they fit within the allocated space. Exhibitors themselves must provide all equipment and as no electricity is available to the pitches. Any power required must be by battery or silent generator.

ARRIVAL & DEPARTURE ARRANGEMENTS

River Side Pitches

The Horning Boat Show opens to the public from 10.00 to 17.00 on Saturday 5 May 2018.

Supervised access to the exhibition areas will be available from 06.30 on the day but for those exhibitors wishing to set up their pitches in advance, access will also be available from 18.00 on Friday 4 May. All pitches must be dismantled and removed from the exhibition sites by 20.00 on Saturday 5 May.

Mooring Berths

Supervised access to the mooring berths on Swan Green and the Sailing Club Dyke will be available from 06.30 on the day but for those exhibitors wishing to moor their exhibits in advance, access will also be available from 18.00 on Friday 4 May.

Please note that all craft occupying Village Green berths A, B, C & D must be in place by 16.00 on Friday 4 May.

All berths must be vacated by 18.00 on Saturday 5 May.

SLIPWAY FACILITIES

The Horning Village slipway, adjacent to the mooring berths and riverside pitches on Swan Green, is available for craft up to 24 feet. If you need to launch a boat and you have not already informed us, please do so as soon as possible.

SECURITY

For those exhibitors wishing to set up their riverside pitches or moor their craft on allocated berths in advance, the Horning Boat Show will be providing overnight security patrols on the night of Friday 4 May. Our contracted security services provider will undertake the patrols but exhibitors are reminded that exhibits and associated equipment are left unattended at their own risk and adequate insurance cover is therefore advised.

HELP & ASSISTANCE

The Horning Boat Show has again recruited a team of Show Shapers. These volunteers, who can be identified by their highly visible uniforms, will be available on the evening of Friday 4 May and throughout the day of the Boat Show, from set-up time to departure, to assist both exhibitors and visitors.

EXHIBITOR MEDIA SUPPORT

As an exhibitor, your company or organisation details will be added to the Horning Boat Show web site at www.horningboatshow.co.uk with a link to your own where appropriate. Exhibitors will also enjoy additional media exposure on the Horning Boat Show Facebook page, Twitter posts and through coverage of the show by our media partners. Exhibitors with pitches &/or moorings on the Village & Swan Greens also have a half page advert in the show brochure included in their pitch fee. This can be increased to a full page upon payment of a £25 supplement. Exhibitors on the Main Exhibition Area & Food Court can purchase a half page advertisement in the show brochure for £25 or a full page for £40.

RISK MANAGEMENT & HEALTH & SAFETY

The Horning Boat Show has undertaken a full event risk assessment and many of the exhibitor requirements set out in this brief are based upon the health and safety requirements arising from the assessment.

In keeping with attendance at public events, all exhibitors are also expected to undertake a risk assessment to address public access to their own exhibits. The Horning Boat Show reserves the right to request a copy of all risk assessments where required.

INSURANCE REQUIREMENTS

Although the Horning Boat Show is a fully insured event, it is a requirement that all exhibitors have their own public liability insurance as a minimum and any other insurance cover they consider appropriate. Exhibitors will be asked to confirm their public liability insurance in advance.

CANCELLATION

Pitch fees are non-refundable in the event that the exhibitor cancels their attendance at the Horning Boat Show. In the very unlikely circumstance of the Horning Boat Show being cancelled by the Organising Committee due for example to flooding, pitch fees will be refunded but this will be the limit of our liability and no miscellaneous costs can be claimed.

LIABILITY

All exhibitors attend the Horning Boat Show expressly at their own risk. The Horning Boat Show shall not be liable for any losses however caused and adequate exhibitor insurance is strongly advised.

PARKING FOR EXHIBITORS

There will be reserved parking for exhibitors. Parking is free of charge for cars, vans and trailers and at key times will be manned by a Show Shaper. You will be directed to the exhibitor parking area but **please note that there will be no vehicles allowed in any of the exhibition areas after 09.00 and any unloading must be completed by then. Likewise, vehicles cannot be moved from the exhibitor parking area until approximately 17.15 after visitors have vacated the site.**

EXHIBITOR INFORMATION FORM

An exhibitor information form is enclosed with this Exhibitor Brief which you are requested to complete and return **by Monday 16 April 2018** either by e-mail to: **info@horningboatshow.co.uk** or by posting to:

Horning Boat Show Organising Committee
South Quays Marina
Horning
Norfolk
NR12 8JR

Following receipt of your completed exhibitor information form, the Organising Committee may contact exhibitors individually in advance of the Horning Boat Show to discuss and agree their specific requirements.

ON SITE CATERING

A range of catering options will be available throughout the day at the Food Court in the Main Exhibition Area and from the village shops, pubs and eateries.

EXHIBITOR ROOM

A room has also been reserved especially for exhibitors to meet and take a break during the course of the day. The room is in the Annex to the rear of the Village Hall and your nearest Show Shaper will be pleased to direct you to it.

TOILETS

Toilet facilities around the village are available at:

- The Swan Inn Car Park
- Village Hall
- Village Hall Annex (exclusively for the use of exhibitors)
- In the various village eateries for customers purchasing food and/or drink from them



EXHIBITOR INFORMATION FORM

EXHIBITOR NAME:

POSTAL ADDRESS:

OFFICE TELEPHONE No:

MOBILE TELEPHONE No:

E-MAIL ADDRESS:

WEB-SITE ADDRESS:

BRIEF DESCRIPTION OF EXHIBIT:

ACCESS REQUIREMENTS (Please describe whether trailers, vans or other special equipment is to be used on site):

EXPECTED ARRIVAL DATE AND TIME:

HAVE YOU COMPLETED AN EXHIBITOR RISK ASSESSMENT:

NAME OF PUBLIC LIABILITY INSURER:

I/we confirm my booking and that I/we have read and understood the content of the Horning Boat Show Exhibitor Briefing:

Signature _____ **Print Name:** _____ **Date:** _____