



**COMPLIMENTARY PITCH  
EXHIBITOR INFORMATION BRIEFING**

**5 MAY 2018**

## INTRODUCTION

We are delighted to confirm your complimentary pitch to exhibit 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 ALLOCATIONS

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**

For those with a numbered pitch, you can view its exact location by visiting our web site at [www.horningboatshow.co.uk](http://www.horningboatshow.co.uk)

## PITCH SIZES

If you have been allocated a numbered pitch in the Main Exhibition Area, the standard pitch size is 7 x 5 metres. On the Village and Swan Green grassed area, pitches are a maximum size of 6 x 4 metres.

## 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 provided to the pitches. Any power required must be by battery or silent generator.

## **ARRIVAL & DEPARTURE ARRANGEMENTS**

### **River Side Pitches**

The Horning Boat Show is open 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.

### **SECURITY**

For those exhibitors wishing to set up their riverside pitches in advance, the Horning Boat Show will be providing overnight security patrols on the night of Friday 29 April. Our 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 by exhibitors is therefore recommended.

### **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 organisation details will be added to the Horning Boat Show web site at [www.horningboatshow.org](http://www.horningboatshow.org) 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. Complimentary pitch holders 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.

## **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.

## **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:** \_\_\_\_\_