



## EXHIBITORS GUIDE

<b>VENUE</b>	Trowbridge Park, Trowbridge, Wiltshire, BA14 8AH	
<b>EVENT DATE</b>	Saturday 11 <sup>th</sup> July 11am - 4pm	
<b>ORGANISATION</b>	Trowbridge Town Council	
<b>THE TEAM</b>	Hayley Bell Christina Connor	Event Organiser Event Organiser
<b>CONTACT</b>	Mobile	07748 966870 (Hayley Bell)
	Office	01225 765072
	Fax	01225 762439
<b>ACCESS</b>	Exhibitors can access the site from Friday 10 <sup>th</sup> July at 4.00pm to set up and overnight security will be on site from 6.00pm. Please ensure you inform us in advance if you required Friday set up. You will also be able to access site from 6.30 am on <b>Saturday the 11<sup>th</sup> July</b> . The two access points to the park will either be the Polebarn Road entrance - BA14 7GE or St Stephens Place - BA14 8AH. <u>Your entrance point will be stated in your letter.</u>	
<b>VEHICULAR</b>	Vehicles <b>MUST</b> be removed from the site by 9.30am and can return from 4.15pm.	
<b>SET UP</b>	Please ensure you are fully set up by 9.00 am on Saturday 11 <sup>th</sup> July. To ensure health and safety checks can be adequately completed.	
<b>CLEAN UP</b>	<u>ALL</u> waste disposal is the pitch holder's responsibility and a skip will be provided near the Polebarn entrance to the park.	
<b>PACK DOWN</b>	Vehicles can enter the site from 4.15pm and must have a Trowbridge Town Council Marshall in front of the moving vehicle. Pack down must be completed and off-site by 6.00pm.	
<b>IMPORTANT</b>	Please note that the Safety Officer will be attending the show and may require	

<b>FIRE SAFETY</b>	removal of equipment if it is thought to constitute a fire hazard. Please ensure you have appropriate barriers for petrol generators and covers for trailing wires etc.
<b>HEALTH &amp; SAFETY</b>	Exhibitors are advised that the Health & Safety at Work Act 1974 requires all equipment being operated or demonstrated to be inherently safe and not Create hazard to either the demonstrator or visitor.
<b>FIRST AID</b>	Will be on site throughout the event and will assist with all minor injuries.
<b>INSURANCE</b>	You are not insured by Trowbridge Town Council for any equipment, stock or cash on site throughout the duration of the event. Please ensure you have Your own public liability insurance in place, with a copy of your certificate Available upon request.
<b>STORAGE</b>	There are no storage facilities on site and we recommend that no stock or cash should be left unattended.
<b>TOILETS</b>	There are public portable toilets available in the park throughout the event.
<b>MARKETING</b>	To cross promote the event please feel free to share the attached flyer and face book banner on your social media platforms and visit us at the Active Trowbridge face book page and our event post.
<b>CANCELLATIONS</b>	I am sure you will understand the event take a large amount of time to arrange and each exhibitor will be showcased on social media and in our promotional material. Therefore any non-attendance on the day will incur a £25.00 change.

**We look forward to you joining us for 2021**