Viti-Culture

THE Event for the Wine Industry

IMPORTANT NOTICE TO TRADE EXHIBITORS & ADVERTISERS

If you have not already reserved your trade stand plot, you'll need to as soon as possible to avoid disappointment. Please complete the enclosed forms and return by email, fax or post. Absolute deadline for Trade Stand bookings is the 31st May (after this date your details will not be included in the show guide or map).

DEADLINE FOR ADVERTISING IN THE SHOW GUIDE & PREVIEW 31ST MAY

To be involved in the show preview appearing in Vineyard Magazine (June edition) or within our official show guide please contact Jamie McGrorty on **01303 233883** or email **jamie@vineyardmagazine.co.uk**

9 JULY 2020

TO BE HELD AT: PLUMPTON COLLEGE, DITCHLING ROAD, LEWES BN7 3AE

TO RESERVE YOUR SPACE CONTACT:

KAREN WHEELER ON 01622 815356

JAMIE MCGRORTY ON 01303 233883

Managed by

PitchforkEvents

Part of the RAMSAK Group

Media Partners

VINEYARD for viticulturists in Great Britain

Joint Principal Sponsors

CLM NFU Mutual KRESTON REEVES

EXHIBITORS DETAILS

Please complete using BLOCK CAPITALS

Company Name	
Contact Name	
On site Contact	
Address	
Post Code	
Telephone Number	
Mobile Number	
Email Address	
Website Address	

SHARED STAND ..... ☐ If you are sharing a stand please supply their details below

Company Name	
Contact Name	
Address	
Post Code	
Telephone Number	
Mobile Number	
Email Address	
Website Address	

We have read and understood the organisers' Conditions of Acceptance and Rules for Health & Safety and agree to abide by them unconditionally. We also understand that failure to do so may result in us being asked to remove ourselves from the Showground with immediate effect.

Signed: _____ Name in capitals: _____

For and on behalf of: _____

Date: _____

CHECK LIST FOR EXHIBITORS

Please ensure that you enclose ALL of the following with your application

Signed Application Form for trade stand and advertising space ☐
Completed and signed Risk Assessment form ☐
Copy of your Public Liability Insurance ☐
Correct remittance made payable to Grape Vine Events Ltd ☐

It is recommended that you retain a copy of your application for your records

Please return the above to: Mrs K Wheeler, **Pitchfork Events Ltd,**
The Weald Granary, Seven Mile Lane, Mereworth, Maidstone, Kent, ME18 5PZ
Tel: 01622 815356 | Email: karen@ramsak.co.uk | Website: www.viti-culture.com

STAND REQUIREMENTS FORM

Please complete using BLOCK CAPITALS

All prices subject to VAT @ 20% Tick relevant box ☑

INDOOR EXHIBITION SPACE

3m x 3m walkway marquee with white walls .....£570.00 ☐ (Subject to availability)

6m x 3m walkway marquee with white walls .....£700.00 ☐ (Subject to availability)

6m x 3m standalone marquee with white walls .....£800.00 ☐ (Subject to availability)

6m x 6m standalone marquee with white walls .....£900.00 ☐ (Subject to availability)

OUTSIDE AREA

10m x 10m outside space only .....£590.00 ☐

20m x 10m outside space only .....£690.00 ☐

Any company wishing to book larger areas must book multiples of the above options.

Each trade stand includes a free listing with their company logo on the Event website: www.viti-culture.com
In addition Vineyard Magazine will publish a FREE 50 WORD LISTING in The Official Show Guide.
Please send 50 words with your logo to: studio@vineyardmagazine.co.uk

FURNITURE HIRE (Subject to availability)

Café style Table (80cms) – wooden slatted top ..... £7.50 ☐

Café style Table (1m) – wooden slated top ..... £8.50 ☐

Café style Table (80cms) – Aluminium top .....£10.00 ☐

Café style Aluminium and wooden chair..... £4.00 ☐

Café style Aluminium and wooden chair..... £4.00 ☐

Folding Beech Chair (must be kept dry at all times).. £3.00 ☐

6' x 2'6" trestle table ..... £5.80 ☐

4' x 2'6" trestle table ..... £5.00 ☐

Aluminium Bar Stool..... £8.75 ☐

Poseur Table .....£22.00 ☐

White Plastic Bistro Chair ..... £2.50 ☐

Samsonite Style Folding Chair ..... £2.40 ☐

Excell Event Solutions Electrical 07715 355544

For power supply please book direct with Excel Electrical on the separate dedicated booking form on the next page

All prices subject to VAT @ 20%

REFRIGERATION (Subject to availability)

Large freezer or chiller trailer
(300 cu ft) – requires 13 amp electrical supply. This unit is delivered with 1 set of steps, 1 electrical cable with plug, 1 padlock and key, 1 hitch lock..... £292.00 + £150 haulage ☐

Standard Chiller Trailer
(200 cu ft) – requires a 13 amp electrical supply. This unit is delivered with 1 set of steps, 1 electric cable and plug, 1 padlock and key, 1 hitch lock..... £218.50 + £150 haulage ☐

Large glass fronted fridge (6' tall x 2' wide) ..... £99.00 ☐

Under counter/Table top glass fronted fridge
(895mm high x 60mm wide x 510mm deep) (only 2 available) ..... £58.75 ☐

ELECTRICITY SUPPLY ORDER FORM

Excell Event Solutions Electrical 07715 355544

For power supply please book direct with Excel Electrical using this form

ORDER ONLINE **WWW.EXCELLELECTRICAL.COM**
Select online order and use access code VITI20

Alternatively please complete this form using capitals. By completing this form you are agreeing to our full terms and conditions available on our website.

Trade Stand Title	
Contact Name	
Invoice Address	
Post Code	
Contact Number	
Email to send VAT receipt	
Onsite contact name & mobile number	

If your requirements are not shown on this form then please contact our dedicated office team on 07715 355544 and we will be pleased to assist you.

PLEASE ALSO REFER TO THE GENERAL TERMS AND CONDITIONS OF ELECTRICAL SUPPLY.

POWER WILL BE AVAILABLE FROM 13:00HRS ON WEDNESDAY 8th JULY UNTIL 18:00HRS ON THURSDAY 9th JULY 2020

ELECTRICITY CONNECTION AND CHARGE	RATE INC VAT BEFORE 26 JUNE 2020	RATE INC VAT AFTER 26 JUNE 2020	QTY	TOTAL
Single 13 amp socket outlet – (3KW – 13 amps Max)	£105.00	£131.25		
Twin 13 amp socket outlet – (6KW – 26 amps Max)	£144.00	£180.00		
Direct Cee form connection – 16 amp – 1 Phase (Blue Plug)	£105.00	£131.25		
Direct Cee form connection – 32 amp – 1 Phase	£144.00	£180.00		
Direct Cee form connection – 63 amp – 1 Phase	£214.20	£267.75		
Direct Cee form connection - 32 amp - 3 Phase (Red Plug)	£276.00	£345.00		
Direct Cee form connection - 63 amp - 3 Phase (Red Plug)	£480.00	£600.00		
5' Enclosed Fluorescent (For a general light level)	£45.60	£57.00		
Orders without the correct payment cannot be accepted	VAT IS INCLUDED		**Total Cost**	

PLEASE RETURN FORM AND FULL PAYMENT TO:- EXCELL ELECTRICAL UNIT J, FRIDD FARM, BETHERSDEN, KENT TN26 3DX EMAIL bookings@excellelectrical.com
IF YOU REQUIRE A PRO-FORMA INVOICE PLEASE COMPLETE FORM AND RETURN WITH PO No.

ALL FORMS MUST BE RETURNED WITH FULL PAYMENT:No Later THAN FRIDAY 26TH JUNE 2020 OR BE SUBJECT TO A 25% SURCHARGE (PLUS VAT) NO EXCEPTIONS! WE RESERVE THE RIGHT TO CHARGE ADMINISTRATION FEES ON ALL OMISSIONS TO ORDERS, PLEASE REFER TO OUR TERMS AND CONDITIONS.

NO PAYMENT NO POWER

CHEQUES TO EXCELL ELECTRICAL EVENT SOLUTIONS LTD **BACS PAYMENTS** TO: SORT: 09-01-29 ACC No. 39064325 REF: TRADING NAME & VITI

Card number	
Name on card	
Expiry date	
3 digit security number	

RISK ASSESSMENT FORM

Please complete using BLOCK CAPITALS

This form must be completed by all exhibitors applying for trade stand space or demonstration plots, unless you have a prepared Risk Assessment.

Please note that 'Risks' shown below are examples and should be amended as required, specifically the 'Control meaures' section to comply and suit your company procedures.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT SUITABLE AND SUFFICIENT RISK ASSESSMENTS ARE CARRIED OUT FOR YOUR UNDERTAKING (OPERATIONS). THE MEASURES NOTED ARE FOR GUIDANCE ONLY.

It is recommended that this form is completed by a trained/competent Health & Safety person and that it is completed in BLOCK CAPITALS.

The complete Risk Assessment should cover all risks associated with the build-up, breakdown and general running of your stand/ demonstration. You must endeavour to remove or reduce these risks to protect people from harm.

Company name:	
Address:	
Name, telephone and email contact	
Description of products on display/ demonstrated. Include procedure of build-up and breakdown after the event	

Hazard	Consequences	Who is at risk	Risk level (H/M/L)	Control measures to minimise risk
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:	*Sate what would happen from the hazard listed, eg:*	*There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, eg:*	*H = certain or near certain to occur* *M = reasonably likely to occur*	*Example such as:* *Trip hazards removed or highlighted with fluorescent tape*

Date completed..... Signature of Assessor.....

The completed form should cover all the fire risks associated with the build-up, break-down and general running of your stand. You must endeavour to remove or reduce these risks and protect people from fire.

CONDITIONS OF ACCEPTANCE & RULES FOR HEALTH & SAFETY

PLEASE READ CAREFULLY

The organisers are mindful of their obligations covering health, safety and welfare of their staff, members of the public and exhibitors. To enable the organisers to comply with its moral and legal obligations all exhibitors are requested to work in conformity with the Health and Safety at Work Act.

Working demonstrations must provide the organisers with all the relevant information covering the precautions to be taken to safeguard the public and these must be available prior to the show. It is also imperative that all persons bringing a generator into the show ground must provide the necessary fire fighting equipment for it. Generators are banned during Show day but ok for set up. It is the responsibility of exhibitors to comply with the organisers' health and safety policy. A copy of this may be obtained from the organisers and it is on display in the show office on show day.

In addition to this trade stand form, there is a risk assessment form, please make sure that this is fully completed and returned to us. Please ensure that you have signed the Trade Stand form agreeing to all the regulations laid out above and retain this letter for your information. Please be aware that should your form be returned to us without a signature, it will be returned to you for completion and your application will not be processed.

Reasonable security will be provided but the organisers will not accept any responsibility for any damage or loss. All items brought to the showground are entirely at the exhibitor's own risk. The Showground will be open the day before and the day after the show date for exhibitors to erect and dismantle their stands. Should exhibitors require additional dates then they must request permission from the organisers at least four weeks in advance. We request your co-operation in not interfering with the arrangements of other events on site.

The sub-letting of all or part of a stand by an exhibitor is expressly forbidden unless authorised by the organisers in advance and the appropriate fee has been paid at the time of booking.

Exhibitors are expected to be adequately covered for public liability. You must enclose a copy of your Public Liability Insurance with your application, a copy should also be available for inspection on your stand.

Exhibitors are responsible for the cleanliness of their stands and all rubbish must be removed to the appropriate bins on site.

No refunds will be made should the event be cancelled due to reasons beyond the control of the organisers. Should this occur, then monies paid will be held by the organisers and will be taken as bookings fees for subsequent events. Any cancellation of space made by an exhibitor shall be made in writing not less than 4 weeks prior to the event, and refund will be at the organisers' discretion. Cancellations made less than 4 weeks prior to the event will not be eligible for a refund.

At all times when entering and leaving the showground, exhibitors will ensure that all vehicles, machinery and equipment is in a condition that is safe for all persons who may reasonably and foreseeably come into contact with or be affected by it. You and your agents must conform to all statutory and local conditions, directions and advice. All goods sold at the show must conform to current trading standards legislation.

All vehicles must be parked in the official trade stand holders car-park unless they form an integral part of the exhibit.

The event organisers retain the right to cancel, refuse or re-site an exhibitor at their own discretion.

Please do not drive over your neighbour's plots, cut corners when turning and exceed the allocated area (ie 10 metre depth) or allow lorries to pull onto the grass areas when unloading.
A designated area for unloading machinery that is self-propelled will be provided.

IMPORTANT – Excessive damage to the ground which the organisers deem as unnecessary will incur a charge after the event to cover re-instatement costs to the value of the trade stand booked. This charge will be paid in full by return. Failure to do so will result in exclusion from further events organised by Pitchfork Events Ltd, Vineyard magazine and Plumpton College.

CONDITIONS FOR SUPPLY & MAINTENANCE OF ELECTRICITY

PLEASE READ CAREFULLY

1. It is the Exhibitor's responsibility to ensure that all fittings are delivered, completed and collected at the close of the Show on Wednesday 9th July 2020.
2. All Exhibitors fittings and wiring must comply with the current I.E.E. Regulations, Local Authority conditions and Health & Safety Executive Directives.
3. Electrical work by persons other than the official Electrical Contractor is prohibited. No other person / electrical contractor may alter or interfere with the installation.
4. The prices on the electrical supply form include the hire of all wiring, fittings and electricity consumed. Any specific breakages or damage to the installation (including faults caused by Exhibitor's wiring or appliances) will be charged to the Exhibitor.
5. If socket outlets are required in a specific position on the stand, a plan must be sent to Pitchfork Events by 30th June 2020. If no plan is provided, the engineer will use his discretion as to their position. Any fittings that have to be altered or moved will be at extra cost to the Exhibitor.
6. This form must be returned to Excell Electrical by the closing date shown, together with full payment.
7. Power will be available from 13:00hrs on Wednesday 8th July until 18:00hrs on Thursday 9th July 2020.
8. Power may also be available during build-up however this is not guaranteed and may be disrupted at any time until the opening day. Temporary power is not generally available for the purpose of stand construction etc. Any queries in the build-up period or over the Show should be directed to the onsite electrician's office.
9. Any exhibitor who requires power after 18:00hrs on close of Show must make prior arrangements with the Electrical Contractor, where you could incur an extra charge.
10. No refunds will be made for cancelled supplies.
11. The event Electrical Contractor cannot be held responsible for failure to install an electricity supply, fittings, or other items ordered if the Stand area is inaccessible or work by other contractors has not been completed. Consequently the exhibitor will be liable for payment in full for such items installed, even if late.
12. All installations and connections will be at the discretion of the electrical contractor in charge.
13. It may be necessary to disrupt the supply at any time for maintenance or safety reasons. This includes adverse weather or similar conditions not directly under the Electrical Contractor's control.
14. As part of a temporary installation, residual current devices protect all circuits. These devices may trip occasionally due to the build-up of residual earth currents. Exhibitors are warned to take extra precautions to prevent loss of computer data etc.
15. Due to the design and layout of the installation, it may be necessary to position mains panels etc. onto Exhibitor's Stands. Any such positioning will be kept as discreet and as safely as possible.
16. Sharing of power between Exhibitors is strictly prohibited.
17. No claim for loss or expense (actual or expected) will be accepted as a result of the Electrical Contractor's failure to perform.
18. By completing an order form you are agreeing to our terms and conditions.

Failure to comply with these conditions may result in electricity supply being withheld or disconnected. Please note that these terms and conditions are subject to change.

Viti-Culture

THE Event for the Wine Industry

Vineyard magazine is the official media sponsor for the Viti-Culture event on 9 July 2020.

To celebrate this, we are producing a special A5 'Show Guide' book for distribution on the day of the show, as well as producing a show preview in the June edition of Vineyard.

Every exhibitor receives at free listing along with a company logo within the Show Guide. You can purchase additional advertising. For advertisers that take a full page advert in the A5 Show Guide, we will also provide them with a free quarter page advert in the Show Preview. For advertisers that take a half page in the Show Guide, then they will receive an eighth page.

Produced by VINEYARD for viticulturists in Great Britain

ARTWORK SPECIFICATIONS

If you are supplying your own artwork, two versions of each advert need to be sent.

VINEYARD (MM)

Page trim size:	297 x 210
Page bleed size:	303 x 216
Text area:	270 x 190
Binding:	Stitched
HALF PAGE landscape:	133 x 190
HALF PAGE portrait:	270 x 93
QUARTER PAGE landscape:	65 x 190
QUARTER PAGE portrait:	133 x 93
EIGHTH PAGE landscape only:	65 x 93

SHOW GUIDE (MM)

Page trim size:	210 x 148
Page bleed size:	216 x 154
Text area:	190 x 128
Binding:	Perfect bound
HALF PAGE landscape:	93 x 128
HALF PAGE portrait:	190 x 62
QUARTER PAGE landscape:	44.5 x 128
QUARTER PAGE portrait:	93 x 62

SHOW GUIDE

Rates Excluding VAT
Vineyard 2020

FULL page (includes quarter page in Show Preview)	colour	£499
HALF page (includes eighth page in Show Preview)	colour	£299
QUARTER page Show guide only	colour	£199

VINEYARD for viticulturists in Great Britain

To book please call Jamie at Vineyard

Spicer House, Lympne Business Park, Hythe CT21 4LR
Tel: 01303 233883
Fax: 01303 263785
Email: jamie@vineyardmagazine.co.uk

Bookings accepted subject to standard Periodical Publisher's Association conditions