



Book your place before 31 December 2019
TO RECEIVE EARLY BIRD RATE (2019 PRICES)

4 & 5 MARCH 2020

EXHIBITOR BOOKING FORM



The **Norfolk Skills and Careers Festival** is an interactive event at the Norfolk Showground aimed at 14-24 year olds to help inspire them for their future career and to demonstrate the various options available.

The event will be open on:

Wednesday 4 March between 9:30am and 3:30pm

Thursday 5 March between 9:30am and 1:30pm

The festival is promoted by the Royal Norfolk Agricultural Association, Norfolk County Council, City College Norwich, Beacon East, Archant, Norwich School, Norfolk Chamber of Commerce, New Anglia Local Enterprise Partnership and a number of other partners. Our grateful thanks also go to our kind sponsors for their generous support. Sponsorship opportunities are still available so please do contact us if you would like to discuss the opportunities available to promote your organisation further.

The Festival will be structured around a number of key employment sectors which are relevant to our region.

Namely:

- Energy
- Advanced Manufacturing and Engineering
- Digital, ICT and Creative
- Financial and Business Services
- Leisure, Tourism and Culture
- Food and Farming
- Science and Innovation
- Health and Social Care
- Construction and Logistics
- Education and Training
- Retail and Enterprise
- Public Services
- Careers Advice
- Aviation

To book your stand please complete all sections below and email norfolkskills@rnaa.org.uk. If you require any further details please contact **Cheryl Watson** on **01603 731971**.

Exhibitor Name:		Address:	
Contact Name:			
Tel:	Mobile (for day of visit):		
Email Address:			
Website Address:		Facebook/Twitter:	

You **MUST** provide interactive, educational activities as part of your stand. Please provide details of these activities taking place on your stand below.

Please tick which employment sector(s) your exhibit falls into. This is the sector which your stand will be identified as on the colour coded event map:

SECTOR	TICK
Energy	
Advanced Manufacturing and Engineering	
Digital, ICT and Creative	
Financial and Business Services	
Leisure, Tourism and Culture	
Food and Farming	
Careers Advice	
Aviation	
Science and Innovation	
Health and Social Care	
Construction and Logistics	
Education and Training	
Public Services	
Retail and Enterprise	

Exhibition Stands are based on a 3m (w) x 2m (d) booth, located inside the Norfolk Showground Arena.

Double stands can be booked if you require a larger space and space only stands are also available both inside and outside the venue.

Please discuss your requirements with our team if you need any further information.

Furniture and electricity can also be booked using this form. **Stands include two 13amp electric sockets**, for any other electrical requirements please contact **Cheryl Watson** at norfolkskills@rnaa.org.uk.

Multiway power leads are not permitted.

STAND SIZE REQUIRED	PRICE	TICK	WEDNESDAY 4 March	THURSDAY 5 March
3m (w) x 2m (d) Booth Inside	£350 +VAT			
6m x 2m Booth Inside	£625 +VAT			
Space Only Inside	POA			
Space Only Outside	POA			
	Total	£		

	WEDNESDAY 4 March	THURSDAY 5 March
No. of people working on your stand		

SERVICES /EQUIPMENT	PRICE	NO. REQUIRED	TOTAL PRICE
6ft Trestle Table (excludes linen)	£4 +VAT		£
Samsonite folding chair	£2 +VAT		£
		Subtotal	£
		VAT	£
		Total	£

We offer exhibitors the opportunity to pre-order breakfast and lunch at the festival. Please complete and return this form to order.

Vouchers will be available to collect from the Festival Team during set up. Vouchers can be redeemed at the café during the following times:

Pre order Bacon Rolls to be collected from 8am – 11am on Wednesday 4 March/ Thursday 5 March

Pre order Lunch Bags to be collected from 11am – 3pm on Wednesday 4 March, 11am – 1.30pm on Thursday 5 March

We also offer our exhibitors **free tea and coffee** during event hours. Exhibitors will be given a name badge in their arrival pack which they must use at the **Exhibitors and Teachers Lounge** for their free tea or filter coffee. A selection of other drinks are available to purchase.

Should you decide not to pre order breakfast or lunch, a cash café will be available on the day selling a range of sandwiches, snacks and hot/cold drinks. Cash sales only.

FOOD REQUIREMENT	PRICE	NO. REQUIRED WED	NO. REQUIRED THURS	TOTAL PRICE
Bacon Roll	£3.50 +VAT			£
Veggie Sausage Bap	£3.50 +VAT			£
Lunch Bag - includes sandwiches, crisps and snack.	£4.50 +VAT			£
			Subtotal	£
			VAT	£
			Total	£

Please advise us of any dietary requirements to ensure these are pre-ordered.

Risk Assessment and Public Liability

Exhibitors are required to supply a Risk Assessment for the activities to take place on their stand and also a copy of your Public Liability Insurance Certificate.

Please supply copies of these documents either with this form or email by 1 March 2020.

Payment

- Please make cheques payable to Norfolk Showground Limited
- Please call to pay by credit/debit card
- Our bank details for BACS payments: Sort Code 30-96-17 Please use NSCF and your company name as a reference
 Account Number 61034660
- Please tick the box if you require an invoice

On behalf of the person(s) names overleaf, I confirm the intention to occupy the stand space for the purpose indicated and that I have read and understood the contents of the Exhibitor Manual and will share the information with other members of the organisation who will be attending the event.

Name	Signature	Position	Date
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