



Nurturing Norfolk's Talent

Book your place before 31 December 2018 TO RECEIVE EARLY BIRD RATE (2018 PRICES)

6 & 7 MARCH 2019 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 6 March between 9:30am and 3:30pm

Thursday 7 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
- ICT – Digital 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

To book your stand please complete all sections below and email to: robert@thelivelycrew.co.uk or alternatively post to: **Robert Ediker, The Lively Crew, 79 Gordon Avenue, Thorpe St Andrew, Norwich, Norfolk, NR7 0DR.** If you require any further details please contact **Robert Ediker** on **01603 702374.**

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	
ICT - Digital and Creative	
Financial and Business Services	
Leisure, Tourism and Culture	
Food and Farming	
Careers Advice	

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 Belton** at norfolkskills@rnaa.org.uk.

Multiway power leads are not permitted.

STAND SIZE REQUIRED	PRICE	TICK
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 6 March	THURSDAY 7 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	£

The Norfolk Skills and Careers Festival are excited to work with **The Feed** who will be running the café at this year's festival.

The Feed is a social enterprise catering business and market stall in Norwich. 100% of the profits go to charity; helping people who have experienced homelessness to access long term housing, training and employment.

We now offer exhibitors the opportunity to pre-order breakfast and lunch at the festival, from The Feed café. 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 6 March/ Thursday 7 March

Pre order Lunch Bags to be collected from 11am – 3pm on Wednesday 6 March, 11am – 1.30pm on Thursday 7 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 **Tea and Coffee Stand** 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 Ciabatta Rolls, Handmade Cakes and confectionary. Cash sales only.

FOOD REQUIREMENT	PRICE	NO. REQUIRED WED	NO. REQUIRED THURS	TOTAL PRICE
Bacon Roll	£2.50 +VAT			£
Veggie Sausage Bap	£2.50 +VAT			
Lunch Bag - includes a ciabatta roll, Kettle Foods snack pack, homemade cake and bottle of water	£4.50 +VAT			£
			Subtotal	£
			VAT	£
			Total	£

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 2019.

Payment

- Please make cheques payable to Norfolk Showground Limited
- Please call to pay by credit/debit card (2% fee applies to credit card payments)
- 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