



**BELFAST DOG SHOW SOCIETY**

Saturday 23rd – Sunday 24th September, 2023

EIKON, BALMORAL PARK, Halftown Road

Maze, Lisburn, BT27 5RE

Dear Sir/Madam,

Once again, our show will be a two-day event, held on Saturday 23rd & Sunday 24th September 2023 please find enclosed a Booking Form with a schedule of charges and a copy of our Terms and Conditions of Sale. This form, duly completed, must be forwarded to the Trade Stand Manager of the above Society.

**\*\*\* PLEASE ALSO NOTE THAT A COPY OF YOUR INSURANCE  
AND RISK ASSESSMENT DOCUMENTATION WILL BE REQUIRED WHEN  
SUBMITTING THE BOOKING \*\*\***

We would emphasize that the amount of TRADE SPACE is limited and that the space will be allocated according to priority of application (Subject to Management Committee approval)

**EARLY BOOKING IS THEREFORE ADVISABLE.**

If you have a website button or logo for your Trade Stand, please include details with the Booking Form and we will be pleased to place this promotion on our web page for you (F.O.C)

We look forward to your continued support

Yours faithfully

Heather Salmon Wilson

Trade Stand Manager  
Heather Salmon Wilson  
217, Ballynahinch Road  
Dromore  
Co Down  
BT25 1EU

E Mail: [ianandheatherwilson@btinternet.com](mailto:ianandheatherwilson@btinternet.com)  
Mobile: 07751896128

## **BELFAST DOG SHOW SOCIETY**

### **TERMS & CONDITIONS applying to TRADE STAND HOLDERS**

#### **APPLICATION FOR SPACE**

All applications should be made on the Booking Form provided, and **full payment or the minimum deposit must accompany each application** in accordance with the scale of charges. **Space will be allocated at the discretion of the Management Committee; Trade Space is at a premium therefore anyone applying after 31st AUGUST 2023 may find space is not available.**

#### **ALLOCATION OF POSITIONS**

Space shall be allocated according to priority of application, the positions of the stand's rests entirely with the Committee of Belfast Dog Show Society. The officials will endeavor, as far as possible, to meet any special wishes expressed by an exhibitor, but shall not be responsible in respect of loss or damage arising from any error in the apportionment of space. All space will be let on the understanding that should the Show be postponed or abandoned due to circumstances beyond the Society's control, the Society will not be responsible for any loss incurred.

#### **SUBLETTING**

**No exhibitor has the right to sublet or allow any other person, firm or company to share their stand without the prior consent of the organiser.**

#### **ASSISTANTS AND CONTRACTORS**

All exhibitors' assistants in charge of exhibits will be subject to the compliance of the organiser. It is a condition that the exhibitors will be held responsible for the behavior of his/her assistants and for the consequences of any misconduct thereof. Exhibitors employing contractors for the erection or servicing of their stands will be held responsible for the observance of the organiser regulations by such contractors.

#### **INDEMNITY AND INSURANCE**

Each exhibitor shall indemnify and hold Belfast Dog Show Society indemnified against any action, suit or claim which may arise out of any damage or injury which may be occasioned during the Show to any visitor, or any such person, such injury or damage being occasioned by the exhibitor or any person employed by them. Each exhibitor shall indemnify the organiser against any infringement of copyright or breach of license. Every article shall be exhibited at the sole risk of the exhibitor and **each exhibitor is expected to affect his/her own insurance against fire or loss. A COPY OF THIS MUST BE INCLUDED WHEN SUBMITTING THE BOOKING FORM.**

#### **DISTRIBUTION OF PUBLIC MATTER AND ADVERTISING NOVELTIES**

Exhibitors are not allowed to distribute leaflets etc. anywhere within the premises except at their own stands and they must not encroach upon alleys or open spaces, or do anything, which may cause an obstruction.

#### **ERECTION OF STANDS. SIGNS AND NOTICES (High Visibility Vests should be worn)**

Nails or screws must not be used in either the floor or the walls of the building, nor must anything be attached to bars and roof trusses. Exhibitors will be strictly confined to the space allocated. Due to the laying of carpet and restricted access to vehicles for loading and unloading within the buildings all **inside Trade Stands must be in position and completed by 12.30pm on the Friday prior to the Show Days (23rd & 24th September 2023).** Any Trade Stand arriving after this time will be allocated an outside area equivalent to the inside area which was booked

## **OBSTRUCTION OF GANGWAYS OR OPEN SPACES**

No exhibitor shall at any time be allowed to obstruct gangways or open spaces. Any article placed in contravention of this rule will be removed

## **PROHIBITIONS**

Any exhibit, which causes annoyance to visitors and exhibitors, will be prohibited. No displays of a political nature will be allowed, nor any literature of a political or religious character be distributed. If it were found the business upon any stand is of a nature to be a nuisance or injurious to exhibitors or to visitors or to the interests of the organiser, the stand will be closed without compensation to the exhibitor who shall forfeit all fees paid by him to the organiser. The Society also reserves the right to refuse any application for space without giving reason. The Committee's decision on this matter is final.

## **REMOVAL OF EXHIBITS**

The Show will be open to exhibitors on **Saturday 23rd & Sunday 24th September 2023** from 7.00am and will close for exhibitors at **6.00pm that day**. Exhibits must not be packed or removed from the premises until after the termination of the Show, nor must the stands be closed or dismantled before the hour. Where retail goods are sold, the stands must at all times be properly dressed and stocked. Any stand or exhibits not removed from the premises by **8.00pm on Sunday 24th September 2023** will be dismantled and removed by Belfast Dog Show Society at the exhibitor's expense and risk. All exhibitors must keep and leave their allocated space in the same condition in which they found it.

## **ELECTRICITY**

**NO ELECTRICITY WILL BE SUPPLIED WITH THE STANDS - any requirements such as points for plugs, spotlights etc. may be ordered from the Electrical Contractor, but BOOKING AND PAYMENT FOR SAME WILL BE ENTIRELY THE RESPONSIBILITY OF THE STALL HOLDER**

**The usage of electricity is metered to each stand and will be billed separately after completion of the show**

## **RISK AND RESPONSIBILITY**

The organiser will not be responsible for any damage, breakage or loss arising from any source either in transit or during the Show.

## **MECHANICALLY PROPELLED VEHICLES. CARS. VANS ETC.**

These must not enter the arena while the public exhibitors are in the building. Vehicles positioned in the arena's grounds must have ignition keys removed

**PLEASE DO NOT OBSTRUCT ANY EXIT DOORS DURING YOUR VISIT**



**BELFAST CHAMPIONSHIP SHOW**  
**Saturday 23rd & Sunday 24th September 2023**

**BOOKING FORM**

Dear Heather Salmon Wilson,

Please reserve the following stand frontage  
(Minimum 2 metres) space required. ....

I / We enclose herewith payment to the value of: £..... Cheque / P/Order.  
**(ALL PAYMENTS PAYABLE TO B.D.S.S.)**

N.B. Pre-payment in full would be appreciated, but if this is not possible a minimum deposit of £100 is required with the **outstanding balance payable NO LATER than 31st August 2023.**

TRADE STAND RENTAL: Calculated on frontage per metre

**Trade Stand (minimum 1<sup>st</sup> x 2metres = £120.00 + V.A.T.) thereafter £75.00 + V.A.T. per metre frontage**

Please indicate if you will require an electrical supply (Socket: Yes / No) (Light/s Yes / No) in order that we can inform the supplier on site and this is charged separately from your T/Stand by the electrical supplier.

I / We confirm, that we have read, understood and agree to fully comply with the conditions laid out by Belfast Dog Show Society.

NAME (in capitals)..... Mr/Mrs/Miss

POSITION IN COMPANY (in capitals): .....

FULL COMPANY TITLE (in capitals): .....

ADDRESS (in capitals): .....

TEL./FAX .....MOBILE:

Email address: .....

Authorised Signatory: .....

Please note: Belfast Dog Show Society accepts no responsibility for loss, damage, or accidents caused by / to your stand or attendants.

Signed: ..... Date: .....

Acceptance of this application by the organiser will create a legally binding contract.

**A COPY OF INSURANCE COVER AND RISK ASSESSMENT MUST ALSO BE INCLUDED WITH THIS BOOKING**

Complete and return to: -

Trade Stand Manager  
Heather Salmon Wilson  
217, Ballynahinch Road  
Dromore  
Co Down  
BT25 1EU

E Mail: [ianandheatherwilson@btinternet.com](mailto:ianandheatherwilson@btinternet.com)  
Mobile: 07751896128

Bank Details: Belfast Dog Show Society

Danske Bank

Sort Code 95-01-06      Account No 21100564



**BELFAST CHAMPIONSHIP SHOW**  
**Saturday 23rd & Sunday 24th September 2023**

**RISK ASSESSMENT FORM**

Please complete using **BLOCK CAPITALS**

**Company Name** .....

**Address** .....

.....

.....

**Responsible Person** .....

**Date Assessment Undertaken** .....

**Signature of Assessor** .....

<b><u>Hazard</u></b>	<b><u>Persons at Risk</u></b>	<b><u>Controls to Minimise Risk</u></b>
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<b><u>Hazard</u></b>	<b><u>Persons at Risk</u></b>	<b><u>Controls to Minimise Risk</u></b>

Directions to Venue: EIKON EXHIBITION CENTRE  
BALMORAL PARK  
Halftown Road  
Maze, Long Kesh  
Lisburn  
BT27 5RE

**From the M1 Motorway:**

Exit at Sprucefield, Junction 7. Exit onto Hillsborough Road, take A1 Towards Lisburn. Take first left onto Blaris Road. Turn left onto Halftown Road. Entrance to Balmoral Park on the right.

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**From the M2 Motorway /Belfast International Airport:**

Follow the Westlink to M1 and exit at Sprucefield, Junction 7. Exit onto Hillsborough Road, take A1 Towards Lisburn. Take first left onto Blaris Road. Turn left onto Halftown Road. Entrance to Balmoral Park on the right.

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**From the Belfast City Airport:**

Follow signs to Dublin on the Sydenham By-Pass, onto the Westlink and then M1. Exit at Sprucefield, Junction 7. Exit onto Hillsborough Road, take A1 Towards Lisburn. Take first left onto Blaris Road. Turn left onto Halftown Road. Entrance to Balmoral Park on the right.

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**From Belfast Docks:**

Follow signs for Westlink and M1 Motorway. Exit at Sprucefield, Junction 7. Exit onto Hillsborough Road, take A1 Towards Lisburn. Take first left onto Blaris Road. Turn left onto Halftown Road. Entrance to Balmoral Park on the right.

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**Public Transport**

Balmoral Park is only a short taxi ride away from Lisburn train and bus stations. The Rail route offers access to travelers from all over Ireland with links running from Belfast and Dublin.

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**On Site Parking**

Balmoral Park has over 4000 car parking spaces.

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