



# **BOTHWELL INTERNATIONAL SPIN<sup>in</sup>**

## **February 27. 28 & March 1 2009**

### **Procedures for exhibitors / demonstrators attending the 2009 Spin In.**

#### **Paid Marquee Sites:**

Sites measure approximately 3m x 3m with a trestle table and 2 chairs provided. Stallholders need to supply their own stands and fittings for display purposes.

#### **Security of Goods in Marquees:**

Insurance on goods is the responsibility of exhibitors / demonstrators. Authorized personnel provide overnight security. At no time are the marquees left unattended.

#### **Setting Up of Stalls:**

Stalls are to be set up on Thursday 26 February between 1.00 pm and 4.30 pm. This ensures trading can commence at 9.00 am on Friday. Daily closure time will be listed on the program. Stalls must not be packed up before 2.00 pm on Sunday.

#### **Name Tags:**

Name Tags with activities stickers will be available on Thursday morning in the CWA hall. These are to be worn at all times and should be readily visible.

#### **Vehicle Entrance:**

Exhibitors / demonstrators may bring their vehicles onto the sports ground via the Mary Street entrance. A sign in the Patrick Street will indicate the turn off and will be marked "Exhibitors Entrance". This entrance will be open on Thursday during the above times and at the times given below. It will be locked at other times. After unloading, vehicles must be parked in the designated area.

The School Principal has requested that on Friday 27<sup>th</sup> February, vehicles must be in the school grounds by 8.30 am and will remain until 4.00 pm. This request is a safety measure for the children. Extreme care must be exercised at all times within the school grounds.

If this restriction causes inconvenience to exhibitors/demonstrators, parking will be available adjacent to the entry gate.

#### **Power requirements:**

Exhibitors/demonstrators who have requested power should bring their own extension leads and power boards. All should be in good condition. Before connecting to the power supply, please check with our resident engineer, who will be available on Thursday afternoon.

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