

# Craft4Crafters

2<sup>nd</sup> – 4<sup>th</sup> February 2012

Westpoint Centre  
Clyst St Mary  
Exeter  
EX5 1DJ



## EXHIBITION TIMINGS

### OPENING TIMES

The exhibition hall will be open and available for the setting up on:

**Wednesday 1<sup>st</sup> February 2012 08.00 – 18.00**

<b>Thursday 2<sup>nd</sup> February 2012</b>	<b>Hall open to traders</b>	<b>08.00 – 18.00</b>
	<b>Show Open</b>	<b>10.00 – 17.00</b>
<b>Friday 3<sup>rd</sup> February 2012</b>	<b>Hall open to traders</b>	<b>08.00 – 18.00</b>
	<b>Show Open</b>	<b>10.00 – 17.00</b>
<b>Saturday 4<sup>th</sup> February 2012</b>	<b>Hall open to traders</b>	<b>08.00 – 20.00</b>
	<b>Show Open</b>	<b>10.00 – 17.00</b>

### SHOW BREAKDOWN

Removal of exhibits and equipment from the exhibition halls should be as follows:

**Saturday 4<sup>th</sup> February 2012 17.00 – 20.00**

**NOTE:** Breakdown can only commence when all visitors have left the hall. Under no circumstances should an exhibitor removed, dismantle or pack up before. Everything must be removed by 20.00, nothing may stay overnight.

## EXHIBITOR SET UP

### ARRIVAL

When arriving at Westpoint's main gates please show your vehicle parking pass on page 10, every exhibitor vehicle will need a car parking pass on display, please ensure that all sections are filled in. Please note this pass will not allow you to park in the yellow hatched lines or park across fire exits. If you require further parking passes please contact our office on 0117 9071000 in advance.

### UNLOADING AND PARKING

Unloading stock and display equipment can be done at several different access points around the venue, as it is a level access, allowing other traders access. Exhibitors can wheel in trolleys, sack trucks etc. Exhibitors should try and unload as quickly as possible, once finished please move vehicles away from these areas, allowing other traders access.

Set up has been designated to Wednesday 1<sup>st</sup> February 2012 between 8.00am – 6pm; all stands must be completed by Thursday 2<sup>nd</sup> February 2012 at 9.00am. Please call us in advance on 0117 9071000 if you have difficulties arriving within the allocated times.

**NOTE:** Vehicles parked on the hatched lines surrounding the arena or on Health and Club marked spaces will be clamped or towed away, with no exceptions.

### EXHIBITOR AND CAR PARKING PASSES

On arrival please check all stand equipment, fixtures and fittings are correct. Please contact on the organisers office on 01392 353729 if you have any queries. **TRADE STANDS** - Exhibitor name badges will be available to collect from the organisers office situated at the front of the venue. **CLUB/SOCIETY STANDS** - Pass requests are submitted on the club/society application form. The passes will be sent out in advance directly to the stand organiser. **CAR PARKING PASSES FOR TRADE & CLUBS** - please go to page 10 and print your car parking pass, fill in and place in your vehicle windscreen before arrival.

### DELIVERIES

All parcels or mail to be delivered to the exhibition should be addressed as follows:

**Your Company Name & Stand No, c/o The Organisers Office,  
C/O Craft4Crafters  
Westpoint Arena  
Clyst St Mary  
Exeter EX5 1DJ**

We will accept and sign for any parcel/mail delivered to the show in your absence; however we cannot accept responsibility for them. Items will be refused if they do not indicate a stand and company name.

Please do not send anything to the venue before Wednesday 1<sup>st</sup> February 2012 or after Saturday 4<sup>th</sup> February 2012 at 5pm as no one will be there to accept delivery.

### SHELL SCHEME STAND

Your shell scheme stand will include

- Grey cloth walled panels
- Aluminium support poles plus
- Fascia board to open sides
- Carpeted floor (not specified)
- 1 x name board to front fascia.

Aim Exhibitions can provide and fit any interior extras for your stand. If you require any extras please contact the office on 0117 9071000 at least 3 weeks before the show, please note any extras will occur additional charges.

The ceiling structure cannot have anything fixed to it or suspended from the beams, as they are not designed to support weight. Please discuss with Aim Exhibitions if you require advice.

Self adhesive Velcro is the best method of fixing graphics to the walls. If Velcro is required you can purchase this from the organisers office.

### STAND NAMEBOARD

A stand name board is included as part of your stand package. Please complete the form on page 9 and send back by 16<sup>th</sup> December 2011 so we have the correct spelling for your name board. If we do not receive this form we will use the company name on your booking form.

### CAMPING

Camping on site costs £10 a night and includes power, toilet, shower and wash facilities. Please call Westpoint's office on 01392 353704 in advance to book your camping space, they will need a contact name, contact phone number, vehicle registration number and dates of arrival and departure. Payment will be collected by the Westpoint site manager at some point through the duration of their stay.

For camping off site please contact Axe Hayes Farm on 01395 232336.

### LOCAL HOTELS & B&BS

Please visit our website and click onto the getting there page or call the office on 0117 9071000 to be sent a full list.

### SECURITY

Whilst every endeavour is made to secure the hall during build up and break down, we would ask that you are extremely vigilant whilst access doors are open and ensure that someone is on your stand at all times. Neither Crafts4Crafters Ltd or Westpoint Centre can accept any responsibility for any loss or damage. There will be overnight security. During the opening hours of the show exhibitors are responsible for their own stands but there will be security in operation within the exhibition.

### ONSITE CATERING

This year we have arranged for the following catering options available for our exhibitors:

1. Dedicated exhibitors lounge at rear of hall
2. Sandwiches and hot & cold drink available from the lounge at a reduced rate on show days only
3. There will be a trolley service on set up day for traders - 11am - 4pm
4. Traders can order a pack lunch meal by completing a form and handing in to staff which can be collected the following day at 9 am.
5. Bacon rolls and hot drinks available to purchase each morning from 9am at the rear restaurant
6. Traders will qualify for a discount on purchased food and drinks, as long as they produce their exhibitor badge.

### STAND CLEANING

All stands, aisle and common areas will be cleaned as a free service. Any large rubbish, black plastic bags or empty boxes are to be placed in the aisles at the end of each day for removal. Please break down any cardboard boxes.

## **EXTRAS**

### ELECTRICS

All power and lighting requirements are now directly dealt with by Havills Exhibition Services. Please see page 11 & 12 for the electrical packages and order form. If you have a power or lighting query please contact Havills directly on 01803 314000 or email Irena Bennett-Lovesay at [irena@havillsexhibition.co.uk](mailto:irena@havillsexhibition.co.uk). Please note if you order on the day you may be charged a higher rate.

All lighting installations must be carried out by the official stand contractor, Havills Electrical Exhibition Services, and complies with EVA regulations. If you are bringing your own lights or electrics Havills will be required to check that it meets the require regulations.

**NOTE:** a separate invoice will be raised for any power requirements needed and should be paid directly to Havills Ltd.

The lighting in the venue is good and more than adequate; however, it is strongly recommended that you have additional lighting on your stand if you are looking to highlight your exhibits.

Please ensure when completing the form on page 11 & 12 that you highlight the position of all your electrically points for your stand. **Deadline for orders is 16<sup>th</sup> January 2012.**

### EXTRAS

Any extras such as furniture can be ordered through the form on page 9. Please complete the form send back with payment by 16<sup>th</sup> December 2011.

### THE ORGANISERS OFFICE

The Organisers Office is located at the front of the venue and will be signposted.

The Public Address System is located in the Organisers Office. It is reserved for Organisers' Announcements, Police and Security messages only. This therefore precludes its use for messages from or to exhibitors and visitors except in an emergency.

## **EXHIBITOR INSURANCE**

The exhibitor agrees its potential liability under statute or common law to all persons employed by it in the Westpoint Arena or acting under instructions or on its behalf and against risk or liability to third parties including the general public arising out of any actions or default of the exhibitor, its agents, servants of other acting under its orders or under its control and in case of public liability insurance with an indemnity limit of not less than two million pounds (£2,000,000.00)

The exhibitor agrees to take out and maintain such policies of insurance as necessary in respect of any exhibition equipment, stands and effects, display material and goods brought into the Arena or onto the premises and for liability arising out of defect or accident caused whether directly or indirectly thereby.

The exhibitor agrees to produce on demand for inspection by the Organisers all policies of Insurance and the receipts for the last premium due. The exhibitor agrees to use the Official Contractors for all electrical work in the arena in this case Havills Electrical.

### INDEMNITY

The exhibitor shall in every respect comply with all the relevant legislation, regulations and byelaws issued by the Local Authority Health & Safety Executive and all the requirements of the Fire Authority, the Police and owners of the venue.

The exhibitors shall indemnify the Organiser against: - All liabilities to other persons (including the servants and agents of the exhibitor for death, bodily injury, damage of property or other loss or damage of whatever nature including infringement of intellectual property rights) which may arise out of or in consequence of the presence of the exhibitor at the event or any act or omission of the exhibitor his servants, agents or invitees at or in connection with the event or the state or condition of anything.

All costs, charges and expenses borne by the organiser in dealing with the claims of such persons whether successful or not; all loss of or damage to the organisers property caused by the exhibitors, his servants, agents or invitees.

## **HEALTH & SAFETY INFORMATION**

Please take a moment to read the following statement and general guidelines, if you have any questions relating to the following contact Andrew Thorpe on 0117 9071000.

Please also familiar yourself with the Fire Evacuation Procedure, Health & Safety Fire Prevention and general Health & Safety policy which are all included in this pack.

We would draw your attention to your responsibilities in respect of The Health & Safety at Work Act 1974. All exhibitors and contractors must work within the guidelines of the Act; please see below. In the event of an emergency during the show please contact Andy Thorpe in the Organisers Office.

### HEALTH & SAFETY EXHIBITION BUILD-UPS, OPEN DAYS AND BREAKDOWNS THE HEALTH AND SAFETY AT WORK.ETC.ACT 1974

All personnel, whether stand staff or contractors, should be aware that they have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but others working or attending the vicinity.

### **HEALTH & SAFETY POLICY STATEMENT- COMPANY RESPONSIBILITIES**

We are satisfied that establishing and enforcing appropriate measures to control and monitor Health & Safety procedures is a vital part of running the business as an efficient and successful operation. To this end we will:

1. Ensure that all plant and working practices are safe and offer no risk to health.
2. Ensure that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
3. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
4. Maintain all places of work, equipment and transport under our control in a safe condition, free from risk to health.
5. Provide adequate facilities for the welfare of employees.
6. Safeguard the health and safety of visitors and of any members of the general public who could be affected by our activities.
7. Provide all necessary information relating to health and safety in respect of processes, products and services.

**It is necessary for ALL exhibitors to complete the separate Health and Safety Form/Risk Assessment. You will not gain access to the halls without this requirement having been completed. Please return the form on page 8.**

## **Craft4Crafters - Company Code of Safe Practice for External Exhibition Venues**

1. Emergency gangways must always be maintained through and to the centre of halls in build-up and breakdown situations.
2. Hard hats must be used when working beneath or near overhead working or if this is impracticable access must be restricted to such areas.
3. Operatives must wear suitable protective clothing relevant to their job, including eye, hearing, feet and hand protection.
4. Flammable liquids and substances must be used and stored safely and segregated from waste and other risk areas.
5. Portable power equipment must be used only for the purpose for which it was designed, and safety guards must be correctly filled and used.
6. Portable electric tools must be used with the minimum length of trailing leads. Such equipment must not be left unattended with a live power supply to it.
7. Electrical and telephone cables must not be allowed to lie uncovered on the floor and must be taped down.
8. Stacker trucks must only be used by fully trained personnel.
9. Disused fluorescent type lighting tubes must be disposed of safely and properly.
10. Chemicals and flammable liquids must be removed from venues by the user or, in exceptional circumstances, brought to the attention of the relevant clearing department for safe and proper disposal. These products must not be placed in general rubbish bins or skips.
11. All work areas must be maintained free from general waste materials which could hazard operatives
12. Proper scaffolding must be used during the construction of stands. The scaffolding must be used in accordance with industry guidelines and any tower scaffold in use must be properly stabilised and propped.
13. All electrical work within venues must be carried out by the Company's nominated contractor.

### **FIRST AID**

Please go to the Organisers Office and we will contact the First Aid for you by direct radio link.

### **FIRE EVACUATION PROCEDURES**

In the event that the fire alarm is activated we may hear one of two sounds:

A continuous sound means evacuation:

Please leave the building immediately. Follow the nearest exit route until you are out of the building. Please then assemble in a safe place – well away from the building's exits, in a car park or open space. Do not re-enter the building until told it is safe to do so – do not take the silencing of the alarm as a signal to re-enter.

If the sound is intermittent this is the alert signal:

This means we are safe to stay where we are but that an adjacent building is evacuating. The alarm sound may subsequently change to a continuous sound to indicate that it is our turn to evacuate. Alternatively the alarm may stop, indicating that the cause of the alarm no longer represents a risk.

When you need to evacuate please do not delay, but do not rush or use any lifts. Please help anyone who's impairment mean that they need assistance – staff will specifically help those with mobility impairment.

Any person, whether exhibitor, staff, contractor, or worker, discovering an outbreak of fire, however slight, should endeavour to quench the fire by use of extinguishers. The exhibition Organisers Office should be notified immediately.

## **OFFICIAL CONTRACTORS**

### INSURANCE

Footman James & Co Ltd  
Waterfall Lane  
Cradley Heath  
Warley  
West Midlands  
B64 6PU  
Tel: 0121 561 4196  
Fax: 0121 559 9203

**Contact: Kevin Askill**

### OPERATIONS

Craft 4 Crafters Ltd  
Pinnacle House  
166a Gloucester Road North  
Patchway  
Bristol  
BS34 5BG  
Tel: 0117 907 1000  
Fax: 0117 097 1001  
Email: [Andrew.thorpe@craft4crafters.co.uk](mailto:Andrew.thorpe@craft4crafters.co.uk)

## **MARKETING INFORMATION**

### PROMOTIONAL MATERIAL

If you require any leaflets to send to your members, in mail outs or online orders please contact Emma Crane on 0117 9071000 or email [Andrew.thorpe@craft4crafters.co.uk](mailto:Andrew.thorpe@craft4crafters.co.uk). We can also send logos and banners for you to place on your website to show you will be exhibiting at Craft4Crafters January 2012.

### ADVANCE TICKETS

You can buy tickets for the show from us at a discounted rate. Just visit our website [www.craft4crafters.co.uk](http://www.craft4crafters.co.uk) and use the discount code **C4CE** to save £2.00 (adult tickets only).

### PROMOTIONAL ACTIVITIES

For the good of all exhibitors the following promotional activities may only be undertaken within the exhibition if the written permission of the Organisers has been obtained:

- conducting surveys (other than on your stand),
- handing out stickers and badges (other than on your stand),
- handing out promotional literature or material (other than on your stand).



# Crafts 4 Crafters- Compulsory Health & Safety & Risk Assessment Form

Please return ASAP by fax to 0117 907 1001 or email back to emma@craftsforall.co.uk

Every exhibitor, contractor, supplier and agent must comply with the Health & Safety at Work Act 1974 and its subordinate legislation. They must acknowledge the Health & Safety Policy Statement of Craft4Crafters as outlined in the Health & Safety section of the manual and confirm that it will be complied with. Every exhibitor accepts that it is their legal and moral relationship to ensure that their own and others' health & safety is not put at risk by their actions (or in-actions) throughout the tenancy. Please read the following and sign the declaration below.

<b>Exhibiting Company Name</b>	
<b>Contact Name</b>	
<b>Stand No</b>	
<b>Address</b>	
<b>Phone No</b>	

### Health and Safety - Your responsibilities

I/ We/Our Contractors enclose a show and fire risk assessment for the build up, show open days and breakdown of our stand.

I/ We are satisfied that our staff have been given sufficient fire related information, instruction and training to carry out their tasks in a competent and safe manner and are aware of the emergency evacuation plan.

I/ We confirm that the following insurance/ policies are current and valid: 1. Public Liability Insurance Extent of Public Liability Cover (must be a £2,000,000 minimum) 2. Employers Liability Insurance 3. Health & Safety Policy (if you employ more than 5 permanent members of staff)

I/ We agree to liaise with Crafts 4 Crafters Ltd on all matters regarding health & safety prior to and during the event where necessary to ensure the health & safety of all parties who may be affected by our actions/ instructions. Our risk assessment including a fire assessment will be available for inspection throughout the event.

I/ We accept Crafts For All Ltd/Craft4Crafters Ltd reserve the right to prohibit an exhibit or activity where there is contravention of the Health & Safety rules of Crafts 4 Crafters Ltd and/or statutory provisions where they consider that the health & safety or welfare of personnel is at risk.

### Risk Assessment – Your responsibilities

Hazard Identified	Person at Risk	WORST CASE OUTCOME	0	PROBABILITY RATING	0	Control Measures
		HIGH – Certain to cause death	4	Probably	4	
		MEDIUM – Probable to cause serious injury	3	Possibly	3	
		LOW – Possible to cause first aid injury	2	Unlikely	2	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	
Hazard Identified	Person at Risk	WORST CASE OUTCOME	0	PROBABILITY RATING	0	Control Measures
		HIGH	4	Probably	4	
		MEDIUM	3	Possibly	3	
		LOW	2	Unlikely	2	
		VERY LOW	1	Remotely	1	
Hazard Identified	Person at Risk	WORST CASE OUTCOME	0	PROBABILITY RATING	0	Control Measures
		HIGH	4	Probably	4	
		MEDIUM	3	Possibly	3	
		LOW	2	Unlikely	2	
		VERY LOW	1	Remotely	1	

<b>Signature:</b>	<b>Date:</b>
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**Return details:** Craft 4 Crafters, Pinnacle House, 166a, Gloucester Road North, Patchway, Bristol, **BS34 5BG**  
**Telephone** 0117 9071000 **Fax** 0117 9071001 **Email** [emma@craftsforall.co.uk](mailto:emma@craftsforall.co.uk)



## Craft 4 Crafters – Extras and Nameboard Form

If you need to order any extras you must order in advance. *Please return this form ASAP with relevant payment for orders to be processed.* **Return details:** Craft4Crafters Pinnacle House, 166a, Gloucester Road North, Patchway, Bristol, BS34 5BG Telephone 0117 9071000 Fax 0117

9071001 Email [emma@craftsforall.co.uk](mailto:emma@craftsforall.co.uk)

<b>Exhibiting Company Name</b>	
<b>Address</b>	
<b>Contact Name</b>	
<b>Stand No</b>	
<b>Phone Number</b>	

<b><u>STAND NAMEBOARD</u></b> No longer than 30 characters	
<b><u>NO OF EXHIBITOR PASSES</u></b> –1 pass covers 3 days	

EXTRA ITEMS FOR HIRE	COST PER ITEM	QUANTITY REQUIRED	TOTAL
Table (2m x 0.75m)	£10.00		
Chair	£4.00		
		<b>SUBTOTAL</b>	
		<b>+ VAT</b>	
		<b>TOTAL</b>	

**Please make cheques payable to CRAFT4CRAFTERS LTD OR debit my card number**

Card Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Valid From                      Expires                      Switch/Maestro Issue No

<input type="text"/>	<input type="text"/>	<input type="text"/>
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House Name/No, of registered card \_\_\_\_\_ Postcode  3 digit security no

**Return details:** Craft4Crafters, Pinnacle House, 166a, Gloucester Road North, Patchway, Bristol, **BS34 5BG**  
Telephone 0117 9071000 Fax 0117 9071001 Email [emma@craftsforall.co.uk](mailto:emma@craftsforall.co.uk)



# EXHIBITOR CAR PARKING PASS

COMPANY NAME.....

STAND NUMBER.....

CONTACT NUMBER.....

CAR REGISTRATION NUMBER.....

Westpoint operates a strict no parking policy immediately around the hall

**Please be aware parking on yellow marked or prohibited areas will  
lead to your vehicle being clamped!**

Craft 4 Crafters Ltd or Westpoint will take no responsibility for fines due to illegal parking.



Registered Office:  
 HAVILLS EXHIBITIONS LTD  
 Unit 1, Woodland Road, Woodland Trading Estate  
 Torquay, Devon, TQ2 7AT  
 Tel: (01803) 314 000 Fax: (01803) 327 412

[www.havillexhibitions.co.uk](http://www.havillexhibitions.co.uk)  
[irena@havillexhibitions.co.uk](mailto:irena@havillexhibitions.co.uk)

**EXHIBITION SERVICES**

**Craft 4 Crafters 2012**  
**Westpoint – Exeter**  
**Thursday 2<sup>nd</sup> to Saturday 4<sup>th</sup> February 2012**

**NB: ALL ORDERS AND PAYMENT TO BE SENT DIRECTLY TO HAVILLS EXHIBITIONS LTD**

**ELECTRICAL PACKAGES**  
**and EXTRAS ORDER FORM**

VAT No 908 713 320

Please note conditions below and overleaf

Check List/Office Use	
Account No	
Cheque Attached	
Marked on Plan	

ELECTRICAL PACKAGES	UNIT COST	Q'TY	TOTAL
Package 1: 1 x Twin Socket	£57.80		
Package 2: 1 x Track + 2 Spots	£57.80		
Package 3: 1 x 5 ft Fluorescent	£57.80		
Package 4: 1 x Twin Socket 1 x Track + 2 Spots	£86.70		
Package 5: 1 x Twin Socket 1 x 5 ft Fluorescent	£86.70		
ADDITIONAL POINTS TO ABOVE			
Twin Socket	£40.50		
Track (for Spotlights)	£17.30		
100 Watt Spotlight (for Track - above)	£8.70		
150 Watt Floodlight (for Track)	£14.50		
5 ft Fluorescent Fitting	£34.70		
Long Arm Spotlight	£34.70		
Light Support Beam	£13.30 @ m		
NETT			
3.5% Credit Card or *20% Late Order Surcharge			
Sub-Total			
VAT 20%			
TOTAL CHARGE			

COMPANY: ..... ORDER NO: .....  
 ADDRESS: ..... STAND NO: .....

TEL: ..... CONTACT NAME: .....  
 MOB: ..... SIGNED: .....  
 FAX: ..... DATE: .....  
 e-mail: .....

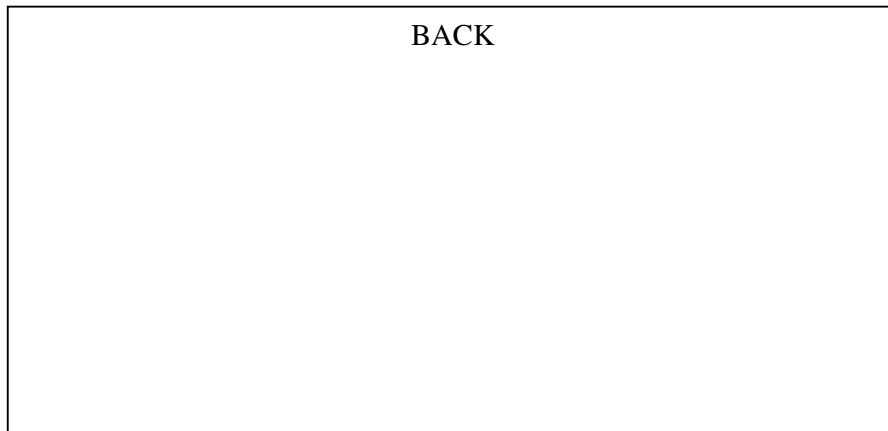
**THIS FORM AND PAYMENT TO BE RECEIVED NO LATER THAN Monday 16<sup>th</sup> January 2012.**

**\*Failure to comply with this will result in a 20% surcharge.**

**CREDIT CARD PAYMENT- SUBJECT TO 3.5% BANK PROCESSING CHARGE (sorry - no American Express):**

Credit Card Holder's Name	Security No
Credit Card No	Expiry Date
Address	11
(if different to above)	

Please draw on the plan below showing the position of electrical points required for your stand, or send us a separate plan detailing these. Any lighting not fitted to existing fascias or walls will require a **Light Support Beam**. Please see front of this form for price per metre.



1. Any electrical points ordered and not fitted must be brought to our attention before or during the exhibition. **WE CANNOT GUARANTEE ANY REFUNDS FOR ITEMS NOT INSTALLED, IF BROUGHT TO OUR ATTENTION AFTER THE EVENT.**
2. All electrical equipment fitted to the stand is on hire and will remain the property of Havills Exhibitions Ltd after the exhibition.  
  
Any loss or damage caused to this equipment will be chargeable to the stand holder.
3. No lighting or power other than that installed by Havills Exhibitions Ltd is to be fitted to the shell stand walls or fascia. **All power must be fitted to existing walls or fascia.** No sockets can be fitted on the floor unless a false floor is installed.
4. All temporary electrical supplies will be protected by a 30mAmp RCD. It is the responsibility of all exhibitors to ensure that their equipment/machinery can operate under these constraints.
5. No adapters are allowed under any circumstances.
6. Only one 4-way (max) fused extension is allowed on each stand. No flexes more than 2 m long will be permitted.
7. All electrical equipment to have a current PAT (Portable Appliance Test) certificate.
8. Indoor events: no low voltage catenary systems are allowed on shell scheme stands.
9. Outdoor events: on arrival, please report to Havills site office for connection.

<b>Typical Loading:</b>	<b>Spotlights</b>	<b>100 - 300 W</b>	<b>0.42 - 1.26 Amp</b>
	<b>Computers/Refrigerators</b>	<b>250 – 500 W</b>	<b>1.05 - 2.10 Amp</b>
	<b>Photocopiers</b>	<b>2000 – 3000 W</b>	<b>8.4 - 12.6 Amp</b>
	<b>Kettles/Coffee Machines</b>	<b>3000 W</b>	<b>12.6 Amp</b>

Company  
 Show **CRAFT 4 CRAFTERS 2012**  
 Venue **WESTPOINT**  
 Stand No

**Signed**  
 \_\_\_\_\_  
 Print Name  
 Position  
 Date