



Reading Festival 2014

Traders Electrical Supply Order Form

To receive an electrical supply to your trading pitch at Reading Festival 2014 the supply order request must be completed by 31st July 2014. This can be done online at the Web address below. Your request for electrical supply should be completed and submitted online. Card payments can be made via the secure Aggreko Website. If you have no internet access, supply order forms are available from the Aggreko Events Team.

Our Web address is www.aggreko.co.uk/readingfestival

Power will be supplied by the type and quantity of socket outlets you require, therefore ensure that you book the correct socket outlets for your requirements. Overloading a socket outlet will result in a loss of your supply until an engineer can reconnect you, if repeated you will be required to purchase an additional or higher rated outlet at the appropriate on site price.

If you are unsure of your requirements please see the information section of the website, alternatively please consult a QUALIFIED ELECTRICIAN.

Power Requests to be submitted online or posted to Aggreko regardless of payment method by 31st July

Paying by Credit or Debit Card

This can be done online at www.aggreko.co.uk/readingfestival the request for electrical supply should be completed online, and payment can be made through our **secure** online payment service. Payment must be made before 31st July 2014. Payment can also be made by calling 01543 476080.

Paying by Cheque

Cheques made payable to 'Aggreko UK Ltd' to be sent by **31st July 2014**, to the Aggreko address below. Cheques should have your name, trading name, and pitch number on the back. Once you have submitted your request online, you will receive a unique order reference, please also write this on the reverse of your cheque. You may also post completed forms along with your cheque if you have not submitted online.

Paying by BACS

Supply requests can be submitted online or posted. BACS payments must be made before 31st July to:
ROYAL BANK OF SCOTLAND Sort Code: 83-06-08, A/C: 00133976, Ref. "Your trader name or online reference number"

All payments received after the above dates will incur the following additional charges:

Between 1 st August & 19 th August	Additional charge per socket outlet	£15.50+VAT (£18.60)
On Site from 20 th August	Additional charge per socket outlet	£85.00+VAT (£102.00)
Cheques that are returned unpaid		£53+VAT (£63.60)
Reconnection charge		£55+VAT (£66.00)

NB. On site payments can only be accepted by credit or debit card – **no cash can be taken on site.**
Power supply is subject to Aggreko UK Ltd's standard terms and conditions, a copy of which is available upon request, or can be read online.

Please post your completed form to:

Aggreko UK Ltd Events Team
Aggreko House,
Orbital 2,
Voyager Drive,
Cannock WS11 8XP

Contact details for enquiries:

Administrative & Payment Support
Tel - 01543 476080
Technical Support
Tel – 01543 476080
Email – eventstraders@aggreko.co.uk

Important Notes (please read carefully as it may speed up your connection)

- Power will be available from 10.00am on Wednesday 20th August 2014 until 4pm on Monday 25th August 2014.
- Should you require power prior to this date please indicate this on your order request under 'additional info', or in the comments box online. This could incur an additional charge, we will contact you to confirm your requirements if needed. We reserve the right to temporarily position you on a different pitch should power not be available on your allocated pitch.
- Aggreko reserve the right to re-schedule installation subject to planning and demand.
- All equipment connected to an electricity supply must carry a current Portable Appliance Test certificate and comply with BS7671, IEE regulations.
- Metal frames used to construct stalls and tents must be earthed in accordance with the above regulations.
- Instructions given by Aggreko site electricians **MUST** be adhered to and carried out promptly.
- Socket outlets will be within 25 metres of your trading pitch therefore ensure that you bring at least 25 metres of cable with the correct plug attached to fit the socket outlet you have ordered.
- You must only use the supply that is allocated to you, connecting to another trader's supply is prohibited for any reason. This may result in your supply being disconnected with a reconnection charge applicable for reconnection of £50+VAT (£60.00).
- All trading pitches requiring power must order their own supply. A single supply must not be used to power multiple pitches. Doing so will result in the pitches being disconnected.
- Power Consumption of each pitch will be monitored on site; anyone found using more than their ordered amount will be charged the onsite cost for the correctly rated supply. In addition to this a reconnection charge will be made for the installation of £50+VAT (£60.00).
- Caravans, tents and other accommodation vehicles requiring power must be supplied from the trading supply, if an additional outlet is required then a caravan supply must be purchased.
- No claim will be made against Aggreko for any losses incurred due to loss of power after connection, however Aggreko will endeavour to maintain a 24 hour supply and, in the event of a power failure, reinstate power as soon as is reasonably possible.

Types of Supply

- 0.5kW & 2kW shared supplies will be fed from a circuit which also supplies other traders. Overloading this type of supply will cause a trip for all traders on the same supply.
- A maximum of one shared supply may be ordered per pitch.
- Where a pitch has ordered a shared supply no other supply will be provided to that pitch.
- Caravan supplies are not to be used to power refrigerated units or trading pitches and are limited to a maximum of 5 Amps per socket outlet.
- 3 Phase fridge truck supplies will be 32 Amp 5 pin outlets, if a 4 pin outlet is required please state this on your order form under 'additional info'.
- All socket outlets will be IEC 309/BS4343 type.

When on Site

- Do ask for help on electrical matters, Aggreko will be situated in the site office.
- Do bring to site any receipts issued by Aggreko.
- Do not put power outlets near sinks where water is present - water & power do not mix.
- Do not leave 13 amp household sockets outside your constructed stall, not even covered up.
- Do not overload your power supply i.e. if you pay for a shared supply this does not allow you to plug in a kettle (3 kilowatts) as it will overload the circuit and may trip out more than your stall.

Loss of power

If you should lose power contact your market manager who will have the contact details needed to get in touch with our on site team, situated in the Aggreko office in the production area onsite.



Reading festival 2014 – Traders Electrical Supply Order Form

PLEASE COMPLETE ALL FIELDS MARKED * (Failure to do so may result in a delay with your application)

Trading Name: * Pitch No: *

Contact Name: * Alternative Name: *
(if applicable)

Contact Address: * Tel. No: *

..... Mob. No:

..... Email: *

Socket outlet type	Outlet colour		Quantity	Price each inc. VAT	Sub Total	Price each ex. VAT
0.5kW / 2 Amp Shared Supply	16A Blue	Max 1 per pitch		£51.42		£42.85
2kW / 8 Amp Shared Supply	16A Blue	Max 1 per pitch		£93.60		£78.00
16 Amp Single Phase Socket	16A Blue	1 - 4kw		£333.60		£278.00
32 Amp Single Phase Socket	32A Blue	4 - 8kw		£600.00		£500.00
63 Amp Single Phase Socket	63A Blue	8 – 11kw		£1080.60		£900.50
32 Amp Three Phase Socket	32A Red			£1530.60		£1275.50
63 Amp Three Phase Socket	63A Red			£2296.20		£1913.50
Three Phase Fridge Truck Supply	32A Red			£457.80		£381.50
Caravan 16 Amp Socket	16A Blue	Max 5 Amp		£51.42		£42.85
Late Payment Charge		See page 1				
Total					£	

Additional Info:

Please tick one box only to indicate method of payment.

- a) Credit or debit card payment before 31st July , call 01543 476080
- b) BACS payment before 31st July , RBS, Sort code: 83-06-08, A/C: 00133976
- c) Cheque, payable to Aggreko UK Ltd before 31st July .

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Enclosed

Declaration: I have read, understood & agree to comply with the conditions for an electrical supply as described.

SIGNED: * DATE: *

This part of the form must reach us by 31st July 2014 irrespective of payment method. Please disregard this form if you are completing the request online at www.aggreko.co.uk/Readingfestival

Post to: Aggreko UK Ltd Events Team, Aggreko House, Orbital 2, Voyager Drive, Cannock. WS11 8XP.