

Exhibition Space Booking Form - Indoor & Outdoor Trade Stands

Contact Details

COMPANY NAME	
CONTACT NAME	JOB TITLE
EMAIL ADDRESS	TELEPHONE
ADDRESS	
	POSTCODE

Contact name & Mobile phone number on show days (if different from above)

CONTACT NAME	MOBILE PHONE NO.
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Description of product or service

Indoor Exhibition Space

We require stand(s) sized 4m frontage x 4m depth @ £300 each (Multiple stands will be adjoining unless otherwise specified) £

Outdoor Exhibition Space

We require m frontage x 6m depth @ £35.00 per metre frontage (min. 4m) £

We require m frontage x 18m depth @ £70.00 per metre frontage (min. 10m) – **Note:** Frontage onto two avenues included £

Tickets Up to 10m frontage = 4 staff. Over 10m frontage = 10 staff. Additional tickets are available at discounted rates to exhibitors:

Please supply additional 1 day tickets for staff or guests @ £4.00 £

Please supply additional weekend tickets for staff or guests @ £8.00 £

Show Day Vehicle Pass Allocation: Up to 10m frontage = 2 Vehicles, or over 10m frontage = 4 vehicles. Additional passes may be available upon request.

Website Advertising – www.ukspringfair.co.uk

Please supply: Text link (max. 25 words) @ £25.00 Banner Link*, plus text (max. 25 words) @£50.00 £

WEBSITE ADDRESS FOR LINK

TEXT FOR LINK (MAX. 25 WORDS)

*Banner size 60 x 240 or smaller, to be supplied by email to info@eventdevelopments.co.uk

Electricity (Qty) 13A Socket / 16A Ceeform Socket (delete as appropriate) @ £120 indoors or £140 outdoors £

Supplies are not available to all areas of the show. Generators are permitted – See note **P** overleaf.

Official Show Guide Advertising

Full colour 'Show Guides' are provided free to all visitors, featuring timetables, maps and show information. Advertising is available to exhibitors:

Quarter page Qty @ £125 each • Half page Qty @ £250 each • Full page Qty @ £500 each £

Artwork deadline 6th March. Full specification available upon request.

Payment

Bookings prior to 1st March should enclose a minimum 25% non-refundable deposit £ to secure the booking until this date.

Full payment is required in advance of the event. Purchase Order Number (if applicable)

Cheque (Cheques are payable to 'Event Developments Ltd') – Must be received by 1st March (Credit/Debit card only after this date)

Credit / Debit Card: Visa Mastercard Switch / Maestro

Card Number

Expiry Date / / Valid From (if shown) / / Issue No. (if shown)

Name on card Security code (last 3 digits from reverse of card)

Subtotal £

VAT @ Standard % £

Total £

Less Deposit of £

Outstanding Balance £

FULL BALANCE TO BE PAID BY 1ST MARCH

FOR OFFICE USE ONLY				
MAX	STAND NO.	INV NO.	ACCOUNT	PASSES SENT

Declaration I have read and accept all terms within the Code of Practice detailed overleaf

SIGNED <input type="text"/>	PRINT NAME <input type="text"/>	DATE <input type="text"/>
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- A TRADING HOURS** – The show is open to the public between 9am and 6pm on each show day, Saturday & Sunday.
- B ARRIVAL** - Trade stands are permitted to arrive between 9am and 6pm on Friday and also between 7am and 9am on the Saturday morning (the first show day). All stands should report to the Organisers Office upon arrival.
- C VEHICLE MOVEMENT** – During trading hours (9am to 6pm) on show days, vehicle movement is strictly forbidden, other than where marshalled by Event Developments Ltd official stewards.
- D DEPARTURE** – All trade stands are required to vacate the site by no later than 12pm on Monday.
- E PAYMENT** – All bookings should include payment in advance as detailed overleaf. If paying by debit or credit card, full payment will be taken unless otherwise instructed. VAT must be included at standard rate. All cheques must be cleared in advance of the event.
- F SUB-LETTING** – Traders are not permitted to sub-let space under any circumstances.
- G GOODS OR SERVICES** – The main goods or services to be sold at the event must be declared overleaf. These must not include the following without prior permission from Event Developments Ltd:
- Food or Drinks
 - Weapons of any type (including 'BB guns')
 - Tombola or 'Pick-A-Ticket' type games
 - Funfair attractions
 - Simulators
- H MERCHANDISE** – The event logo remains the property of Event Developments Ltd and reproduction of the logo without permission is strictly forbidden.
- I SECURITY** – 24 hour security patrols are provided, however trade stand holders are responsible for the individual security of their property at the event. Event Developments Ltd are not responsible for any loss or damage to trade stands attending the event.
- J INSURANCE** – Trade stands must have the necessary insurance against all risks including third party claims. By duly signing the booking form overleaf, the trade stands indemnifies Event Developments Ltd against all claims, damages or loss arising from the trade stands attendance, including weather damage.
- K FIRE SAFETY** – It is the responsibility of the trade stands to produce a meaningful Fire Risk Assessment, which should be available for inspection at the event by the Fire Safety Officer. It is also the responsibility of each trader to familiarise themselves with the event fire procedures.
- L PUBLICITY MATERIAL** – All trade stands are permitted only to distribute their promotional material from within the confines of their stand. Banners for display at the event by prior arrangement should either be sent to the organisers in advance or delivered to the site on the day prior to the start of the event.
- M LAYOUT** – Event Developments Ltd reserve the right to amend the event layout or to refuse a trade stand application at their own discretion in exceptional circumstances.
- N CAR PARKING** – All vehicles that do not form an integral part of the trade stand should be parked in the designated 'Exhibitor Car Park'.
- O STAND CLEANING** – All trade stands are responsible the cleanliness of their stands using the bins provided. Those trade stands producing a high volume of litter are requested to provide their own additional cleaning measures.
- P ELECTRICITY** – When providing their own generator, trade stands should ensure that it is fit for purpose, powered by diesel or LPG. They should have a suitable earthing arrangement by either spike or earthing plate. All electrical equipment used at the event should carry a current Portable Appliance Testing (PAT) label, which must be available for inspection.
- Q CANCELLATION** – Any trade stand cancellations should be made in writing to Event Developments Ltd. Should the event be cancelled for reasons beyond the control of Event Developments Ltd, no refunds will be provided.
- R DEPOSIT** – All trade stand application forms should be accompanied by a non-refundable 25% deposit in order to secure the booking until the payment deadline.
- S GROUND DAMAGE** – Should severe weather prevent the siting of a trade stand, Event Developments Ltd will undertake to provide an alternative space or to provide a suitable tow vehicle. Any unnecessary ground damage will be paid for in full by the trade stand. In extreme circumstances, trade stands may be required to use protective measures in order to prevent ground damage by heavy vehicles.
- T DISCREPANCIES** – Any discrepancies regarding any aspect of trade stands should be reported immediately to Event Developments Ltd staff. No correspondence will be entered into without this prior notice.
- U HEALTH & SAFETY** – It is a legal requirement that all trade stands should provide a meaningful risk assessment outlining their activities and methods employed to control any hazards and risks. The risk assessment should be available for inspection at the event. It is the responsibility of the trade stand to ensure their property and equipment is safe for all persons that may foreseeably come into contact with it. All trade stand staff and agents should adhere to the necessary conditions and directions of Event Developments Ltd staff or the event Health & Safety Officer as requested.
- V STAND STRUCTURES** – It is the responsibility of each client to provide any shell scheme or structures as required.
- W VAT** – Value Added Tax is chargeable at the standard UK rate applicable on the date of invoice only.