

9th & 10th November 2019 - Booking Form

Company Name: _____
 Contact Name (Mr/Ms/Miss/Mrs): _____
 Product(s) to be exhibited: _____

 Contact Address: _____

 Telephone: _____
 Email: _____
 Website: _____
 Billing address, if different from above: _____

Please tick the stand size and location you require:

Stand Size	Exhibition stand Dimensions	Price	
Single Stand	1 x 6ft x 2ft table	£180 inc. VAT	<input type="checkbox"/>
Double Stand	2 x 6ft x 2ft table	£300 inc. VAT	<input type="checkbox"/>
Corner/Wall Position		Additional £25 inc. VAT	<input type="checkbox"/>

How many tables do you require?

Additional tables are charged at £10 inc VAT per table

Do you have any of the following requirements?

	Y/N	No.		Y/N	No.
Power outlet (£20 inc VAT)	<input type="checkbox"/>	<input type="checkbox"/>	Table cloth (£8.00 inc. VAT)	<input type="checkbox"/>	<input type="checkbox"/>

Please outline any additional requirements:

Declaration: Please accept this booking form as confirmation that we have read the Terms and Conditions provided and will be attending the Christmas Show with the products listed above.

Signed:	_____
Print:	_____
Date:	_____

Please return your completed forms either by email to christmasshow@whersteadpark.co.uk or by post to The Events Team, East of England Co-operative Society, Wherstead Park, The Street, Wherstead, Ipswich, IP9 2BJ.

TERMS & CONDITIONS

1. Once a stand is booked full payment is due within 30 days, if not the stand space will be released.
2. A standard single size stand includes a 6ft by 2ft table, with a 1ft gap to the next table- top stand. The table is provided with 2 chairs. Stand-holders can choose to dispense with the table and chairs if they wish to create your stand area using pop-up banner stands and other collateral.
3. Stand-holders will commit to selling only the product types listed on their booking forms.
4. The size limits for accessing the exhibition area are limited by the size of the access doors from the pavement. Most stand holders are therefore restricted to entering the doorway which is 2.25m wide and 2.1m high.
5. Access for the show can be made to the venue from **Midday on Friday 8th November** until **6pm**.
6. Access to the venue on day 1 of the show commences at **7am** and day 2 from **8am**.
7. It is the responsibility of the stand holders to ensure that there is no damage caused by the delivery, setting up, dismantling or removal of the stand to the venue. Any damage will be the responsibility of the stand holder and will result in a subsequent repair charge being levied.
8. All stand holders must have their stands dismantled and cleared away by **6pm** on the day of the show.
9. There is a very limited storage space for stand banners and collateral overnight and so storage for deliveries the night before or the following morning after the show cannot be assured.
10. All stands, and other material brought to the show, must be removed from the venue. Unused brochures and other collateral cannot be left at the venue for disposal. Any such surplus resource left at the venue may attract a disposal charge of up to **£30 plus VAT**.
11. Stand-holders are responsible for any materials delivered to or made from the venue and for their materials and possessions during the show. The venue accepts no responsibility or liability in that regard.
12. If you wish to have access to a 13-amp electricity socket, this will be available by prior arrangement at a fee of **£20 inc VAT**.
13. If you wish to have a table cloth for your table, then this is available by prior arrangement at a fee of **£8 inc VAT**.
14. If you wish to have an additional table for your stand, then this is available by prior arrangement at a fee of **£10 inc VAT**.
15. Stand-holders will be invoiced upon receipt of a signed booking form.
16. The venue makes no guarantees that stall holders will receive the same stand footprint as prior years.
17. The venue reserves the right to ask an exhibitor to remove products from their stand if they have not been agreed at the time of booking.
18. The venue reserves the right to ask an exhibitor to remove collateral/products if it is found to be encroaching on someone else's stand.
19. Please note that we are not able to refund stall fees once paid in full.