

## Exhibition / Advertising Booking Form (Multiple Booking Discount)

Please provide us with the details below in order for us to process your application to exhibit / advertise in the Event Programme at one or more of our 2015 Business Fairs **and take advantage of our multiple booking discount of 10% off when you book for two or more events at once.** We will also use these details to ensure that you are listed correctly in the Official Event Programme(s) and that your exhibition space meets your requirements.

### Terms & Conditions / Additional Information

Please read the following before completing the Booking Form:

#### EXHIBITION SPACE

All exhibition spaces are provided with a name board, table and two chairs  
Please note that additional items (Power Supply, Spotlights and Internet Access) must be pre-booked if required. Spotlights are available for shell scheme exhibition spaces only (i.e. not available to space only sites / at non-shell events).

#### EVENT PROGRAMME DISPLAY ADVERTISEMENTS

The Official Event Programme(s) will be freely distributed to exhibitors and visitors on the day as well as to a range of other companies and organisations. It is a full colour A4 publication and display advertisements are available at the prices shown. All exhibitors are also listed in the Event Programme at no charge (subject to booking being confirmed at least 21 days prior to event).

#### TERMS & CONDITIONS OF BOOKING *(Please retain a copy of these for future reference)*

1. Submitting a completed booking form is a necessary pre-requisite for an application to exhibit at a Business Fair. Exhibitors will be notified within 5 working days of receipt of a completed booking form regarding acceptance status.
2. All charges will be invoiced upon receipt of the completed booking form, and are subject to VAT at current rate.
3. Prices quoted for exhibition space are based on companies making full payment within 14 days of invoice. Exhibitors who wish to pay in two instalments (50% deposit within 14 days of invoice and 50% balance within 28 days of invoice) or who make payment more than 14 days after invoice is issued will incur the full fee (£50 above price quoted). In all instances full payment should be made prior to the event taking place.
4. The organiser assumes no liability for loss, damage or disappearance of any property used by the Exhibitor in connection with their participation in the event. The Exhibitor agrees to assume risk of loss for its property or any other items relating to its participation in the event and agrees to waive any and all claims and hold the Organiser harmless from and against any loss of, damage to, or disappearance of such property or items. In the event of it being necessary, due to acts of terrorism, war, disease, public emergency, or any other factor beyond the control of the organisers, for the Exhibition to be postponed, abandoned or altered in any way in whole or in part, the Organisers shall not be liable for any expenditure, loss or damage incurred by an Exhibitor or Exhibition contractor resultant upon such change.
5. At the end of the event, the Exhibitor will remove any property used by them in connection with their participation in the event, from the event venue. The Exhibitor will be liable for all storage and handling charges resulting from failure to remove all equipment from the venue.
6. The Organisers will not accept delivery of any Exhibitor's equipment unless they have given their written consent to do so. Written consent must be sought at least one week prior to the event.
7. The Exhibitor shall make good and indemnify the Organiser for any damage to the premises by the Exhibitor, his agents, contractors or employees.
8. The Exhibitor shall observe all current Health and Safety legislation and co-operate with the Organisers in ensuring that the event is a safe, secure and healthy environment for all Exhibitors, Contractors, Sub Contractors, Visitors and Staff who attend or work at the event.
9. Exhibitors are responsible for the safety of their stands and their own Public Liability insurance, as well as cover for any stock and equipment.
10. Subletting or sharing of exhibition space is only permitted with the prior agreement of Liverpool BA.
11. Whilst every effort will be made to ensure that a regular power supply and / or internet connection is maintained the Organiser accepts no liability for power shortages and / or loss of internet connection
12. Cancellation Policy is as Follows
  - Cancellations made more than 90 days prior to the event will incur a £50 cancellation charge
  - Cancellations made 60-90 days prior to the event will be liable for 50% of the value of the booking
  - Cancellations made 30-60 days prior to the event will be liable for 75% of the value of the booking
  - Cancellations made less than 30 days prior to the event, as well as no shows, will be liable for the full value of the booking.

Cancellations must be made in writing to Tony Haines, Liverpool BA, Queens Dock Commercial Centre, Norfolk Street, Liverpool L1 0BG. Cancellation is deemed to take effect on receipt of the cancellation letter.

### 1. Company Details (to be listed in the Event Programme)

<b>Company Name:</b>			
<b>Telephone:</b>		<b>Twitter :</b>	@
<b>Website:</b>			

Please provide a short (approx 50 words) Business Description for use in the Event Programme:

### 2. Contact Details (to enable us to contact you directly)

<b>Contact Name:</b>			
<b>Telephone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			
<b>Postal Address:</b>			

### 3. Accounts / Invoicing Details

Please provide details of your Accounts Department Contact for invoicing / accounts queries and Invoice Address (if different from above):

<b>Contact Name:</b>			
<b>Telephone:</b>			
<b>E-mail:</b>			
<b>Invoice Address:</b>			
<b>Purchase Order No:</b> <i>(if applicable)</i>			

**If you have any Special requirements please provide details:**

4. Event Requirements (Order Details) please tick (✓) items as required

2015 Business Fairs	Liverpool		Greater Manchester		Wirral & Chester		Business & Technology Show NW		Halton & Warrington	
Date	Weds 25 <sup>th</sup> March		Tues 19 <sup>th</sup> May		Weds 23 <sup>rd</sup> Sept		Oct (TBC)		Thurs 5 <sup>th</sup> Nov	
Venue	Liverpool FC		AJ Bell Stadium		New Brighton Floral Pavilion		Venue TBC		Select Security Stadium	
<b>Space Only Exhibition Spaces</b> (no shell)	Price £	✓	Price £	✓	Price £	✓	Price £	✓	Price £	✓
2m x 2m space only	250.00		240.00		250.00		250.00		240.00	
3m x 2m space only	375.00		330.00		350.00		375.00		330.00	
4m x 2m space only	495.00		420.00		N/A		495.00		420.00	
<b>Shell Scheme Exhibition Spaces</b>	Price £	✓	Price £	✓	Price £	✓	Price £	✓	Price £	✓
2m x 2m shell	N/A		N/A		460.00		560.00		N/A	
3m x 2m shell	675.00		N/A		575.00		675.00		N/A	
4m x 2m shell	850.00		N/A		710.00		850.00		N/A	
Other Sizes	POA		POA		POA		POA		POA	
<b>Additional Items</b>	Price £	✓	Price £	✓	Price £	✓	Price £	✓	Price £	✓
Power Supply (space only)	30.00		30.00		30.00		30.00		30.00	
Power & Spotlights (shell)	45.00		N/A		45.00		45.00		N/A	
Colour Logo Name Board	35.00		35.00		35.00		35.00		35.00	
Internet Access	10.00		10.00		10.00		10.00		10.00	
<b>Event Programme Adverts</b>	Price £	✓	Price £	✓	Price £	✓	Price £	✓	Price £	✓
Full Page – 270 x 185 mms (h x w)	350.00		350.00		350.00		350.00		350.00	
Half Page – 130 x 185 mms	195.00		195.00		195.00		195.00		195.00	
Quarter Page – 130 x 90 mms	125.00		125.00		125.00		125.00		125.00	
Eighth Page – 60 x 90 mms	80.00		80.00		80.00		80.00		80.00	
Logo Inclusion	35.00		35.00		35.00		35.00		35.00	
<b>TOTAL (per Event)</b>	£		£		£		£		£	
<b>GRAND TOTAL (All Events) BEFORE DISCOUNTS</b> (all items subject to VAT at the current rate)									£	
<b>LESS ANY MULTIPLE BOOKING DISCOUNT CLAIMED (TWO OR MORE EVENTS = 10% OFF)</b>									£ -	
<b>OVERALL TOTAL</b> (Grand Total minus discount claimed)									£	

Please note that Exhibition Space prices quoted above are based upon payment being made within 14 days. A £50 Administration Fee will be added to all invoices but is only payable if payment is not made within 14 days.

**Order Confirmation** (please read the Terms & Conditions of Booking before signing): Please invoice my company for the total amount of £ \_\_\_\_\_ + VAT for the items detailed. I have read the booking terms and conditions and agree to abide by them.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_