

Exhibition / Advertising Booking Form

Please provide the details below in order for us to process your application to exhibit / advertise at one or more of our 2018 Business Fairs. We will also use these details to ensure that you are listed correctly in the Event Programme(s) and that your exhibition space meets your requirements.

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

Company Name			
Telephone		Twitter	@
Website			
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)

Contact Name			
Telephone			
E-mail			
Postal Address			

If you have any Special requirements please provide details:

3. Payment - please indicate preferred payment method & provide card or invoice details

Debit / Credit Card if you wish to pay by card, please enter details below and we will process payment

Card Number

Start Date Expiry Date

Security Code Issue No (if present)

Name on Card

Address Card registered to

Post Code

Invoice – if you wish to pay by invoice, please provide invoicing details below and we will invoice you (14 days payment terms) on receipt of booking. A £50 booking admin fee will be added to all invoices but is only payable if payment is not made within 14 days terms

PO Number		Invoice Contact Name	
Email			
Invoice Address			

All invoices will be sent by email - if you require a hard copy to be sent out by post as well please tick here

Accounts Contact		Phone	
Email			

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

- Submitting a completed booking form is a necessary pre-requisite for an application to exhibit at / sponsor a Business Fair. Exhibitors / Sponsors will be notified within 5 working days of receipt of a completed booking form regarding acceptance status. All charges will be invoiced upon receipt of the completed booking form, and are subject to VAT at current rate.
- 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.
- 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.
- 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.
- 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.
- The Exhibitor shall make good and indemnify the Organiser for any damage to the premises by the Exhibitor, his agents, contractors or employees.
- The Exhibitor shall observe all current Health and Safety legislation and ensure that any electrical equipment/items being used at the event are PAT Tested. The exhibitor also agrees to 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.
- Exhibitors are responsible for the safety of their stands and their own Public Liability insurance, as well as cover for any stock and equipment.
- Subletting or sharing of exhibition space is only permitted with the prior agreement of Liverpool BA.
- 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
- 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, 54 St James Street, Liverpool L1 0AB. Cancellation is deemed to take effect on receipt of the cancellation letter.

Continued Overleaf

4. Event Requirements (Order Details) <i>please tick (✓) items as required</i>								
2018 Business Fairs	Liverpool		Greater Manchester		Wirral & Chester		Halton & Warrington	
Event Date	Tues 20 th March (EVENT ENDED)		Weds 2 nd May (EVENT ENDED)		Weds 19 th September		Thurs 1 st November	
Venue	Liverpool FC		AJ Bell Stadium		New Brighton Floral Pavilion		Select Security Stadium	
Space Only (i.e. no shell scheme) <small>Includes table, chairs, WiFi and name board</small>	Price £	✓	Price £	✓	Price £	✓	Price £	✓
2m x 2m space only	N/A		250.00		260.00		250.00	
3m x 2m space only	375.00		350.00		360.00		350.00	
4m x 2m space only	N/A		450.00		480.00		450.00	
Shell Scheme <small>Includes table, chairs, WiFi and name board</small>	Price £	✓	Price £	✓	Price £	✓	Price £	✓
2m x 2m shell	495.00		N/A		475.00		N/A	
3m x 2m shell	650.00		N/A		590.00		N/A	
4m x 2m shell	795.00		N/A		725.00		N/A	
If you need exhibition space of a size not detailed above or have any other specific exhibition requirements please email tony@liverpoolba.com								
Additional Items <small>Must be pre-booked if required</small>	Price £	✓	Price £	✓	Price £	✓	Price £	✓
Power & Spotlights (shell)	45.00		N/A		45.00		N/A	
Power Supply (space only)	30.00		30.00		30.00		30.00	
Colour Logo Name Board	35.00		35.00		35.00		35.00	
The Official Event Programme is distributed to exhibitors & visitors on the day and published online after the event. It is a full colour A4 publication and adverts are available at the prices shown below. All exhibitors are also listed in the Event Programme at no charge (subject to booking being confirmed at least 21 days prior to event).								
Event Programme Adverts	Price £	✓	Price £	✓	Price £	✓	Price £	✓
Eighth Page – 60 x 90 mms (h x w)	80.00		80.00		80.00		80.00	
Quarter Page – 130 x 90 mms	125.00		125.00		125.00		125.00	
Half Page – 130 x 185 mms	195.00		195.00		195.00		195.00	
Full Page – 270 x 185 mms	350.00		350.00		350.00		350.00	
Logo Inclusion	35.00		35.00		35.00		35.00	
TOTAL (per Event)	£		£		£		£	
GRAND TOTAL - All Events (all items subject to VAT at the current rate)								£

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 charge my company the total amount of £_____+VAT for the items detailed (by the payment method stated above). I have read the booking terms and conditions and agree to abide by them.

Signed _____ Print Name _____ Date _____

Once completed and signed, please return this form by email to kathy@liverpoolba.com or fax to 0844 358 1499.
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