



Yorkshire Business Market 2012

Exhibitor Booking Form 12a

**** Please do NOT fill in this Form until you have read and understood the special notes and conditions overleaf ****

ORGANISATION _____

Our Ref: BM12- _____

Address: _____

Your Purchase Order No.
(if required)

Town: _____ Post Code: _____

Booking Date: _____

Website: _____ Facebook Page: facebook.com/ _____

Type of Business: (max. 30 characters) _____ Twitter: @ _____

Contact for Booking:

Name: _____

Position: _____

E-mail: _____

Tel: _____ Fax: _____

Contact for Event Day (if different):

Name: _____

Position: _____

E-mail: _____

Mobile: _____ Tel: _____

Names and job titles for your stand representatives will be requested nearer the time. See Note 5 overleaf for maximum limitations.

We wish to participate in the Yorkshire Business Market on 30th April 2012 as indicated below. :-

Description	(* see notes overleaf as numbered)	Price	Order:
A. Small Space:	2m wide x approx 1.5m deep* ¹ (inc. furniture ordered below) * ⁷ NO power* ²	£296	
B. Medium Space:	3m wide x approx 1.5m deep* ¹ (inc. furniture ordered below) * ⁷ NO power* ²	£396	
C. Large Space:	4m wide x approx 1.5m deep* ¹ (inc. furniture ordered below) * ⁷ inc. power* ²	£496	
D. Special Space:	5m wide x approx 1.5m deep* ¹ (inc. furniture ordered below) * ⁷ inc. power* ²	£596	
E. Electrical Power:	optional extra for medium space only (if available) * ²	£25	
F. Small Table:	limited quantity for small stands only – size approx 900 x 900 x 710mm* ⁷	FREE	
G. Large Table(s):	for medium/large/special stands (max.2) size approx 1820 x 745 x 740mm* ⁷	FREE	
H. Chairs:	NOT recommended - only provided for those who are unable to stand up for the day!	FREE	
I. Insert leaflet	in each Visitor Bag – up to 1 sheet A5 - maximum weight 5g * ¹⁰ (Exhibitors only)	£50	
J. Insert leaflet	in each Visitor Bag – up to 1 sheet A4 - maximum weight 10g * ¹⁰ (Exhibitors only)	£75	
K. Insert leaflet	in each Visitor Bag – up to 2 sheets A4 - maximum weight 20g * ¹⁰ (Exhibitors only)	£100	

PAYMENT WITH BOOKING:

(VAT is not applicable) **TOTAL DUE:**

****By signing below, I confirm that I have read and accepted the special notes and conditions set out overleaf.**

Payment will be sent with this booking **#EITHER:** by cheque to “Yorkshire Business Market” **# OR** by Bank Transfer to NatWest Bank, Sort Code 53-50-21, Account No 5128 9598, Branch Code: NWBK GB2L.

([#] Delete as applicable.) A receipted invoice will be sent in return.

Any special requests? _____

Signed _____ NAME IN CAPITALS: _____ Date: _____

Please submit this Booking Form by fax, post or e-mail to the address below, keeping a copy for reference.



Yorkshire Business Market 2012

SPECIAL NOTES & CONDITIONS - Issue 1

Pavilions of Harrogate
Monday 30th April 2012
Opening – see 3 below

- 1. LOCATION:** Exhibition spaces 2m, 3m, 4m or 5m wide by approximately 1.5m deep will be marked out on the carpeted floor, ideal for lightweight panel display systems, pop-up banners and table-top displays. Shell schemes are not available at this event to keep prices down. A few extra-large outdoor spaces may be available at special prices. Stand spaces are allocated by the Organisers as far as possible in alphabetical order of Company name within each size category. Any special requests to be near to or away from other exhibitors should be noted on the Booking Form.
 - 2. WALL POSITION + POWER SUPPLY:** A wall position with access to a power supply (13 amps) is only guaranteed for large and special display spaces. None of the small spaces have power available. Some medium wall spaces may be available with power supply if pre-ordered (Item E). Please bring your own PAT tested extension cable and multiple adaptors. Cables must not be laid across gangways or exits. There is no extra charge for power consumption.
 - 3. TIMING:** Displays should be erected between 08.00 and 10.30 Monday 30th April and dismantled between 17.00 and 18.00 that day. Visitors will be admitted between 11.00 and 16.30. Exhibitors must NOT breakdown their displays before 17.00 for the safety of our visitors and other Exhibitors. Please wait for the announcement before packing up.
 - 4. REFRESHMENTS:** FREE coffee, tea and water will be available from the cafés off the Wharfe and Derwent Rooms from 09.30 until 16.00. Breakfast and lunch options will be available to purchase. Lunchtime cash bars in the Aire and Calder Rooms. Food and drink should NOT be taken in for serving to visitors without prior permission.
 - 5. REPRESENTATIVES:** Stand spaces will only accommodate limited numbers of people at once: namely Small = 2, Medium = 3, Large = 4 and Special = 5. Stands must not be shared or sub-let and your representatives and guests must not promote or distribute literature in the Business Market on behalf of any other businesses or organisations.
 - 6. ADDITIONAL STAFF & GUESTS:** are welcome. Exhibitors may invite other members of staff or friends from other businesses (over 16 yrs old) to visit the Business Market but they should all pre-register on-line. Unidentified visitors will not be admitted to the Market or Seminar areas for security reasons. Name badges must be worn at all times.
 - 7. STAND FURNITURE:** Tables and chairs can be provided at no extra cost within the allotted spaces if pre-ordered. Small spaces are limited to one small table whilst medium and large spaces are limited to one large table only. All display equipment and furniture must be kept within the marked out spaces and not spill out into gangways or exits.
 - 8. ELECTRICAL EQUIPMENT:** No music, recorded speech, television, videos, projectors, CDs, DVDs or games may be played with sound in the exhibition, as it may interfere with other Exhibitors or the emergency PA system. Silent computer displays are acceptable. Portable electrical appliances and cables must be covered by PAT Test Certificates
 - 9. LITERATURE:** Exhibitors must not distribute any literature, etc., around the Exhibition Halls, refreshment areas or lobbies, etc - only from their own stands. Non-exhibitor's sales literature is also prohibited in the Business Market.
 - 10. VISITOR PACKS:** The Organisers are willing to insert appropriate Sponsors' and Exhibitors' literature into each Visitor Pack at the prices quoted overleaf subject to approval of a sample copy. Please send a copy for approval and confirmation of the price to the Secretariat by 23rd March. Samples of merchandise or gifts can also be inserted. Prices will be quoted following receipt of samples for weighing. The required number of copies of the literature or samples should be delivered by Thurs 5th April to an address which will be advised when the booking is confirmed.
 - 11. INTERNET:** FREE wi-fi access can be arranged direct with Pavilions of Harrogate. (Tel: 01423 544544)
 - 12. ADVERTISING FEATURE:** Ackrill Media Group will produce an 8 page full-colour Supplement in the local press, including FREE listing of all Exhibitors by name, type and website. We will pass all Exhibitors' contact details to Ackrills for this purpose. Yorkshire Post will also send details of discounted advertising opportunities in a Supplement.
 - 13. PROMOTION:** All Exhibitors are expected to help promote the event by distributing FREE tickets to all their current and potential customers in Yorkshire. A quantity will be forwarded when available. If you plan to offer a Prize Draw on your Stand then we can promote this on the YBM website if you provide details in advance.
 - 14. PAYMENT TERMS:** Payment upon booking or by 31st March 2012 by special request, or the space may be re-let. In the unlikely event of cancellation due to unforeseen circumstances our liability will be limited to refunding the fees paid. If an Exhibitor wishes to cancel their booking for any reason, all fees paid up to 28th February will be refunded less an administration charge of £25. Thereafter all fees are due and are non-refundable.
 - 15. LIABILITY:** Exhibitors' staff shall comply with all applicable Health & Safety and Fire Regulations, including any relating to the premises which are displayed in the premises. Yorkshire Business Market Ltd, Harrogate Chamber of Trade & Commerce, Pavilions of Harrogate and Perlex Associates (Organisers) accept no responsibility whatsoever for any injury, loss or damage to exhibitors' staff and equipment or for any disruption to electricity, water, drainage or sewage services for whatever reason. Exhibitors should arrange adequate insurance cover for themselves, their staff, products and equipment and for consequential claims or third party losses.
- Exhibitors shall also indemnify the aforesaid Organisations from and against all expenses, liabilities, losses, claims or proceedings whatsoever arising as a result of personal injury to or the death of any Visitor or Venue or Chamber Staff or Contractors and for any damage to the premises for which they, their servants or agents are responsible.