



Yorkshire Business Market 2010

Exhibitor Booking Form 10

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

ORGANISATION _____

Our Ref: BM10- _____

Address: _____

Your Purchase Order No. _____

Town/City: _____ Post Code: _____

Date of Booking _____

Telephone: _____ Fax: _____

Date of Payment: _____

E-mail: _____

Names & Job Titles of your Stand Representatives *⁵

Web site: _____

1 _____

Contact Name: _____

2 _____

Position/Dept: _____

3 _____

Type of Business: (maximum 35 letters) _____

4 _____

5 _____

We wish to participate in the Yorkshire Business Market on 26th April 2010 as indicated below:-

| Description | (* see notes overleaf as numbered) | Price | Order: |
|--|------------------------------------|---------|----------|
| A. Small Display Space: 2m wide x approx 1.5m deep * ¹ (<u>maximum</u> 1 small table + 1 chair * ⁷) | | £240 | |
| B. Medium Display Space: 3m wide x approx 1.5m deep * ¹ (<u>maximum</u> 1 large table + 1 chair * ⁷) | | £360 | |
| C. Large Display Space: 4m wide x approx 1.5m deep * ¹ (<u>maximum</u> 1 large table + 2 chairs * ⁷) | | £480 | |
| D. Special Display Space: 5m wide x approx 1.5m deep * ¹ (<u>max</u> 2 large tables + 2 chairs * ⁷) | | £600 | |
| E. Small Table: FREE if pre-ordered for small stands only – size approx 900x900x710mm * ⁷ | | FREE | |
| F. Large Table(s): FREE for medium, large & special stands – size approx 1820x745x740mm * ⁷ | | FREE | |
| G. Chairs: NOT recommended - only provided for those who are unable to stand up for the day! | | FREE | |
| H. Insert leaflet in each Visitor Bag – up to 1 sheet A5 - maximum weight 5g * ¹⁰ (Exhibitors only) | | £60 | |
| I. Insert leaflet in each Visitor Bag – up to 1 sheet A4 - maximum weight 10g * ¹⁰ (Exhibitors only) | | £90 | |
| J. Insert leaflet in each Visitor Bag – up to 2 sheets A4 - maximum weight 20g * ¹⁰ (Exhibitors only) | | £120 | |
| K. Insert sample or gift in each Bag * ¹⁰ - details:- | | POA | |
| L. Discounted advertising space - in two Yorkshire Business Market Press Supplements | | 50% off | Yes / No |
| M. Number of FREE tickets for distribution to current or potential customers * ¹³ | | FREE | Qty: |
| N. Prize Draw – will you offer a Prize Draw on your Stand that we can promote? * ¹³ | | FREE | Yes / No |
| TOTAL DUE: VAT is not applicable. | | | |

I have read and accept the special notes and conditions set out overleaf. We are paying now EITHER: by enclosed cheque to "Harrogate Chamber of Trade & Commerce" OR by Bank Transfer to NatWest Bank, Sort Code 53-50-21, Account No 7884 6218, Branch Code: NWBK GB2L. (Delete as applicable.) A receipted invoice will be sent to confirm.

Any special requests? _____

Signed _____ NAME IN CAPITALS: _____ Date: _____

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



Yorkshire Business Market 2010

SPECIAL NOTES & CONDITIONS - Issue 1

Pavilions of Harrogate
Open 11.00 - 18.00
Monday 26th April 2010

- 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. Please bring your own extension cable and multiple adaptors – all PAT tested. Cables must not be laid across gangways or exits. There is no extra charge for power supply or consumption.
- 3. TIMING.** Displays should be erected between 08.00 and 10.30 Monday 26th April and dismantled between 18.00 and 19.00 that day. Visitors will be admitted between 11.00 and 17.45. Exhibitors must NOT breakdown their displays before 18.00 for the safety of our visitors and other Exhibitors. Please wait for the announcement before packing up.
- 4. REFRESHMENTS.** A FREE Exhibitor's breakfast will be available in the President's Suite from 10.00 until 11.00. FREE coffee, tea and water will be available from two Cafeterias all day. Two cash buffets and two bars will be open throughout the event. No open food and drink should be taken in for consumption on stands or giving to visitors.
- 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 on behalf of other businesses or organisations. Name badges must be worn.
- 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. TABLES.** Tables and chairs can be provided at no extra cost within the allotted spaces but only if pre-ordered. Small spaces are limited to one small table and chair whilst medium and large spaces are limited to one large table. 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 26th March 2010. 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 Friday 9th April to an address which will be advised when the booking is confirmed.
- 11. INTERNET.** If required, wi-fi access should 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 web link. 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. Please order the number of tickets you can use. If you plan to offer a Prize Draw on your Stand then we can promote this as part of our promotion for the event if you inform us in advance.
- 14. PAYMENT TERMS.** All fees due must be paid by 31st March 2010 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 any health and safety and fire regulations relating to the premises which shall be displayed in the premises. Harrogate Chamber of Trade & Commerce, Pavilions of Harrogate and the Organisers, Perlex Associates, 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' staff must comply with all applicable Health & Safety and Fire Regulations. Exhibitors shall be liable for and shall indemnify the Chamber 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 and for any damage to the premises for which they, their servants or agents are responsible. Exhibitors should arrange adequate insurance cover for themselves, their staff, products and equipment on display and for consequential claims or third party losses.