

# CORNWALL

# Stand space booking form 2008

**Conditions** – All bookings are subject to the terms and conditions. Please read these carefully.

**Stand prices** – Include shell scheme, carpet, stand cleaning, exhibitor parking, entry in show catalogue, entry on expowest website.

**Payment** – Please make your cheques payable to **Exhibitions South West Limited**. The organisers reserve the right to refuse any application at their discretion.

Stand number

Dimensions

Stand price

£ +vat

One third deposit with booking

£ +vat

Deposit payment including vat

£

**(AN ELECTRICAL AND WATER BOOKING FORM WILL BE SENT TO YOU IN NOVEMBER)**

### PRICES FOR ELECTRICITY AND WATER

13 amp	£80
20 amp single phase	£170
30 amp single phase	£205
30 amp three phase	£265
60 amp three phase	£415
sunflood halogen lights	£55
spotlights	£50
Water supply	£215

How many free tickets do you require to send to your existing and potential customers?

QTY



### TERMS AND CONDITIONS

I have read and agree to the terms and conditions and to abide by the Rules and Regulations of 'expowest' and any amendments, which may be imposed by the Authorities or landlords as a condition of allotment of space.

### DEPOSIT PAYMENT

WE AGREE TO PAY THE TOTAL SHOWN ABOVE + VAT AND WE ENCLOSE OUR CHEQUE FOR ONE THIRD OF THE CHARGE + VAT.

### BALANCE PAYMENT

WE AGREE TO PAY THE BALANCE NO LATER THAN 31st JAN 2008. ALL STAND BOOKINGS AFTER 31ST JAN 2008 REQUIRE FULL PAYMENT.

We agree that no exhibits will be removed from our stand before 4pm on Thursday 6 March 2008 without the permission of the organisers.

Full company name

Exhibiting name

Address

Post code

Tel

Fax

Email

Mobile

Your Purchase order no.

Personal contact

Address for INVOICE if different from above

Full company name

Address

Post code

Address for TICKET DELIVERY if different from above

Full company name

Address

Post code

Product description - (max 15 words)

Website:

**This booking is authorised on behalf of the company by:**

Signature

Print name

Job title

Date

FOR ADMINISTRATION ONLY

D  WEB  E  W  T  DEP

**Exhibitions South West Limited**

**Glenthorne House, Truro Business Park, Threemilestone, Truro, Cornwall TR3 6BW**  
**Tel: 01872 245220 Fax: 01872 270622 Email: expowest@globalnet.co.uk**

IT IS RECOMMENDED THAT YOU COPY THE COMPLETED BOOKING FORM AND CONDITIONS INFORMATION (ON REVERSE) FOR YOUR FILE

## TERMS AND CONDITIONS OF BOOKING

- 1. Application for space** in the Exhibition shall be made on the booking form and shall be duly signed by the applicant or a person authorised by him. Where an applicant is acting as an agent, factor or licensee, he shall disclose in the application the names of his principals. On receipt of the application, the Organisers shall issue an 'Acceptance of Application' which shall bind the applicant (hereinafter called the 'Exhibitor') to exhibit and also to observe the Rules and Regulations of **EXHIBITIONS SOUTH WEST LTD.**
- 2. On making the Application**, the Exhibitor shall pay the Organisers a sum representing one third of the cost of the space; the payment of the balance to be made by the **31st January 2008**. Where an application is accepted after **31st January 2008** then the full cost of the space shall be due and payable immediately. The Organisers reserve the right to re-sell any space if full payment is not received by **31st January 2008**.
- 3. Conditions for Cancellation by an Exhibitor**  
If an Exhibitor shall fail to exhibit or should reduce his stand space after signing, The Organisers shall have the right to charge the Exhibitor on the basis of withdrawal prior to 1st September: 33% of the total cost, between 1st September and 30th December: 50% of the total cost and after 30th December: 100% of the total cost.
- 4. The Organisers** will not themselves be responsible for the safety of any articles of any kind brought into the Exhibition by the Exhibitors, their servants, agent or contractors, members of the public or any person whatsoever. Exhibitors should make sure that they are fully covered by insurance including Public Liability, All Risks on their property and Employer's Liability. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his servants, agent or contractors first enter the Exhibition Halls, and to be continued until all his exhibits and property have been removed. The Exhibitor shall insure, indemnify and hold the Organisers harmless in respect of all costs, claims demands and expenses to which the Organisers may in any way be subject as a result of any loss or injury arising to any person (including members of the public, the staff of the Authorities, the Organisers or Exhibitors' staff, agents or contractors) howsoever caused as the result of any act or default of the Exhibitor, his servants, agents, contractors or invitees.
- 5. The conditions** printed for the Exhibition plan shall be deemed to be a condition of this Application for Space and the Acceptance thereof.
- 6. Conditions for Cancellation**  
In no event shall the Exhibitor have any claim against the Organisers in respect of loss or damage if as a result of reasons beyond the control of the Organisers the Exhibition is prevented from taking place or postponed or cancelled. Such reasons include but are not limited to:
  - (a) The Exhibition building becoming wholly or partially unavailable for the holding of the exhibition.
  - (b) An outbreak of Foot and Mouth Disease in the United Kingdom.
  - (c) An outbreak of Avian Flu
  - (d) SARS
  - (e) European Pension Disputes
  - (f) National Mourning, Court Mourning or Local Mourning in the United Kingdom.
  - (g) 'Terrorism' or the fear thereof including:
    - Any circumstances resulting from or attributable to the attacks on New York and Washington in the United States of America on 11th September 2001.
    - Anti-Terrorism measures punitive or retaliatory action taken by on or behalf of any Government State Country in respect of the above or the fear thereof.
    - Terrorism means any actual or threatened act of any person(s) acting individually or on behalf of or in connection with any organisation directed towards
  - (i) the overthrowing or influencing of any government de jure or de facto
  - (ii) influencing the general public or any part thereof.In any such case, the Organisers shall be entitled to retain all sums paid by each Exhibitor to the extent necessary to reimburse the Organisers for all costs of and incidental to the organisation of the Exhibition.  
If, in the opinion of the Organisers, by rearrangement of the period of the Exhibition or by substitution of Hall or building the Exhibition can be carried through, the contract for space shall be binding except as to size and position as to which any modification or rearrangement shall be at the sole discretion of the Organisers.
- 7. Fire Regulations**  
Each Exhibitor shall in all cases comply with all requirements of the Fire, Insurances Officers, and other Authorities concerned with the Hall and its protection. The Exhibitor shall be responsible that each attendant or employee on the stand is acquainted with the position and use of the fire extinguishers in the Hall and knows the position of the nearest fire alarm.
- 8. Demonstration and Competitions**  
No demonstration of Exhibits may take place of a nature likely to cause obstruction in the gangway or interference with the business of other Exhibitors. The Organisers reserve the right to stop any demonstration without incurring any liability for any loss sustained by the Exhibitor. No Exhibitor shall conduct a competition or offer prizes or awards unless written permission has been obtained from the Organisers.
- 9. Materials**  
An Exhibitor causing a stand to be constructed or using material not manufactured or to be displayed by him as part of all his exhibits, shall himself observe, and cause his agent or contractor to observe, the following standard regulations: The construction of stands, signs and fascias shall be one or more of the following materials:
  - Non-combustible material.
  - Inherently non-flammable material.
  - Durably flame-proofed fabric.
  - Self-extinguishing plastic material.
  - Plywood, hardboard, pulpboard or fibreboard rendered flame resistant by a process of impregnation acceptable to the Authorities.
  - Contractors building stands must provide the organisers with a risk assessment.
- 10. The Organisers will not themselves** be responsible for the safety of any articles of any kind brought into the Exhibition by the Exhibitors, their servants, agents or contractors, members of the public or any person whatsoever. Exhibitors are advised to take special note of Condition 4.
- 11. Exhibitors must ensure that they have adequate insurance protection** - all exhibitors must have a minimum of £1 million Public Liability Insurance. Copies of Insurance documents must be available, should they be requested by the authorities. For advice on this, please contact the Financial Services Authority. Exhibitions South West utilise the services of Woodgate & Partners (01622 740042).

**Exhibitors must insure their own property and expenses, and to ensure they are fully covered for liability risk and protection against cancellation and theft.**