

2009 City of Liverpool Business Fair Exhibitor Booking Form



Please provide us with the details below in order for us to process your application to exhibit at the 2009 City of Liverpool Business Fair. We will also use these details to ensure that you are listed correctly in the Official Event Programme(s) and that your exhibition space(s) meet your requirements. Once completed and signed, please fax this form to 0151 709 6800 or post to Liverpool BA, Queens Dock Commercial Centre, Norfolk Street, Liverpool L1 0BG.

Company Details - to be used in the Event Programme along with the Business Description you provide (next page):

Company Name	Telephone
Website	
Contact Details - to enable us to contact you directly	
Contact Name	Telephone
Fax	Email Address
Postal Address	
Please provide details of your Accounts Department contact for invoicing/accounts queries (if applicable):	
Contact Name	Email Address
Telephone No	

City of Liverpool Business Fair, Tues 24th March, Liverpool Town Hall

POP UP BANNER SITES - 1.25m x 1.25m of space to display a pop up banner. Ideal for companies who are trying out exhibiting for the first time and those on a limited budget.

SHARED ZONE SPACES - 1.5m x 1.5m or 2m x 1.5m spaces located within a shared large shell scheme space e.g. 4 companies each having a 1.5m x 1.5m shared zone space within a 6m x 1.5m shell. All shared zone exhibition spaces include a name board.

SHELL SCHEME SPACES - A range of different sizes are available with all 4m x 3m shell scheme sites being corner spaces. All shell scheme spaces are provided with a name board, clothed table and two chairs.

OPTIONAL EXTRAS

Power supply, spotlights and internet access (Shared Zone and Shell Scheme spaces only) can be ordered separately - details opposite.

EVENT PROGRAMME DISPLAY ADVERTISEMENTS

The Official Event Programme 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 opposite. All exhibitors are also listed in the Event Programme at no charge (subject to booking being confirmed at least 21 days prior to event).

PLEASE NOTE THAT PRICES QUOTED FOR EXHIBITION SPACE INCLUDE A PROMPT PAYMENT DISCOUNT OF £50 BASED ON COMPANIES MAKING FULL PAYMENT WITHIN 14 DAYS OF INVOICE.

If you have a Promotional Code please enter here:

Event Requirements please tick (✓) as required	Price	✓
1.25m x 1.25m Pop up banner site	£175.00	
1.5m x 1.5m Shared Zone Space	£320.00	
2m x 1.5m Shared Zone Space	£420.00	
2m x 2m Shell Scheme Space	£450.00	
3m x 2m Shell Scheme Space	£575.00	
4m x 2m Shell Scheme Space	£775.00	
4m x 3m Shell Scheme Space (corner space)	£1300.00	
Power & Spotlights Package	£45.00	
Power Only	£37.50	
Spotlights only	£37.50	
Internet Access	£10.00	
Full Page Advert 270mms x 185mms (h x w)	£350.00	
Half Page Advert 130mms x 185mms (h x w)	£195.00	
Quarter Page Advert 130mms x 90mms (h x w)	£125.00	
Eighth Page Advert 60mms x 90mms (h x w)	£80.00	
Logo Inclusion (to accompany your free listing)	£35.00	
TOTAL (All charges subject to VAT at 15%)	£	

Continued overleaf

Please provide a short (40-50 words) Business Description for use in the Event Programme:

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 any 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 include a prompt payment discount of £50 for 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) will incur the full fee (£50 above discounted 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 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.
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 / internet connection is maintained the Organiser accepts no liability for power shortages or loss of internet connection
12. Cancellation Policy is as Follows
 - Cancellations made more than 60 days prior to the event will incur a £50 cancellation charge
 - Cancellations made 30-60 days prior to the event will be liable for 50% 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.

Any other special requirements:

Purchase Order Number(s) if relevant:

Invoice details and address (if different to those listed in general details above):

Order Confirmation (Please read the Terms and 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.

Name	Signature	Date
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