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MARKETING SERVICE



For office use only

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## EXHIBITORS ORDER FORM

EVENT ..... **Christmas Shopping Fayre** .....

VENUE ..... **Westpoint Centre, Exeter** .....

DATE/S ..... **30th Nov - 2nd Dec 2012** .....

TRADING NAME (IF ANY) .....

ADDRESS .....

..... POST CODE .....

TEL NO ..... MOBILE / After hours tel .....

WEBSITE ..... E-MAIL .....

PRODUCTS / SERVICES TO BE SOLD .....

No of exhibitor passes ..... No of car passes required ..... **COSTINGS:**

Please do not request exhibitor passes for family & friends to gain free admission as we always issue exhibitors with a supply of free tickets.

SIZE OF STAND REQUIRED ..... PREFERRED SITE/S ..... £ .....

CORNER SITE PREMIUM (note that corner sites are charged at 20% extra) .... £ .....

DISCOUNT (only if applicable, e.g. Multiple stand booking) ..... £ .....

LIGHTING (5ft fluorescent) at our cost price £30.00 per light: YES ..... NO ..... £ .....

N.B. For any new exhibitors it's worth noting that most of our regulars choose to have lighting for their stands

POWER (twin 13 amp sockets) charged at our cost price of £38: YES ..... NO ..... £ .....

Please advise us if you require 1kw or more of power .....

TRESTLE TABLES REQUIRED (6ft x 2ft 6ins at £5 each): YES ..... NO ..... £ .....

TOTAL COST OF STAND ..... £ .....

The above costings are liable to VAT which we will add to your invoice after we receive your completed order form and deposit

DEPOSIT ENCLOSED We require 50% of the total stand cost with the order form £ .....

The balance of the cost of your stand, extras and VAT will be payable by 31st October 2012

SIGNED ..... DATE .....

NAME (block capitals please) .....

POSITION HELD WITH EXHIBITING COMPANY (i.e. owner, partner, manager etc) .....

SLEEPING ON SITE OVERNIGHT AT WESTPOINT IN CARAVAN/CAMPER VAN etc DURING EVENT please indicate: YES ..... NO .....

N.B. Westpoint charge £10 per night (which they collect from you) for caravans etc to stay on site (24hr modern shower / toilet block & electric hook-up)

# GENERAL CONDITIONS RELATING TO THE GRANDSTAND CHRISTMAS SHOPPING FAYRE 2012

1. The Order Form constitutes a contract and must be signed by the Proprietor, Director, Manager or authorised agent of the company wishing to take part. Completed forms will be binding as an acceptance of liability for the outstanding payment of the stand cost to be paid in full by 31st October 2012. In the event of an exhibitor wishing to cancel their booking for a stand he/she must give the organisers written notice by 31st October 2012 or he/she will be liable to make full payment. In the event of any dispute regarding payment of stand costs the exhibitor agrees for the dispute to be settled at the Barnstaple Court offices. All deposits are non-returnable other than at the complete discretion of the organisers.
2. Save with the organisers prior written consent exhibitors will not be allowed to share, sub-let or transfer any of their allocated space with another company, organisation or individual. Neither shall they be permitted to feature a range of products or services other than those specified on the Order Form without prior notification.
3. Traders shall not display their products in such a manner to obstruct or impede the gangways and the use of public address systems is prohibited. Loudspeaker and similar devices employed in the demonstration of products will only be permitted so long as such use does not cause inconvenience or annoyance to visitors or other exhibitors. Exhibitors are asked to confine their activities to their allocated stand and not impinge on another exhibitor's territory.
4. The organisers reserve the right to expel or to prevent entry by any person whose presence in the event is, in their opinion, prejudicial to the best interests of the event.
5. For the purpose of safety the Westpoint Centre operates a policy of 'no naked flames' on any exhibitors stands and be warned that prior to the event commencing their safety officer will also check for any other potential hazards on any stand. Each exhibitor will need to show they have given due consideration to health & safety at events by completing a 'Risk Assessment' form.
6. Ample free parking is available for all exhibitors but do obey the simple 'where not to park' instructions. We are unable to commence the Fayre even if a solitary vehicle is parked in the wrong area! Display your vehicle pass in your windscreen at all times.
7. The organisers shall not be liable whether in contract, tort or otherwise for any loss or damage whatsoever cause to the property or person of any exhibitor, his sub-contractor or his or their visitors, servants or agents. You must have adequate insurance cover.
8. Traders are responsible for making good at their own expense all damage or dilapidation occasioned by them or their employees or contractors.
9. If exceptional circumstances so require then the organisers reserve the right to alter the published opening hours and other pre-arranged details of the event. Whilst the organisers insure the event against cancellation traders are not covered if the event is cancelled due to certain exclusions (outbreak of war, terrorist actions, quarantine restrictions etc) and traders must insure themselves against loss of stand fees brought about by such events occurring.
10. Exhibitors are required to have completely vacated their stand within 2 hours of the published finishing time of the event unless prior permission has been received in writing from the organisers permitting a delay in removal.
11. Be aware that we do not allow the breaking down of stands and/or removal of stocks from the hall until the Fayre has closed. Offending exhibitors will be banned from taking part in any future Fayres with Grandstand Events Ltd.
12. Exhibitors are responsible for leaving their stands in a tidy condition, all rubbish must be removed prior to stands being vacated. Costs incurred by the organisers in the tidying of stands and removal of rubbish will be passed on to offending standholders

*If you are in doubt about any aspect whatsoever with regard to the Christmas Shopping Fayre just give us a call and we will be pleased to assist you.*

A VERY HAPPY CHRISTMAS  
TO YOU ALL!

