

# Liverpool Business Fair 2019

## Tuesday 19<sup>th</sup> March

### 10.30am-3.00pm, Liverpool Football Club

# Exhibition Space Booking Form

## Valentine Special Offer Packages

(available 11/02/19 – 22/02/19)

Please complete this form so we can process your application to sponsor/exhibit at the event. This form will also be used to ensure that you're listed correctly in the Official Event Programme and that your exhibition space meets your requirements.

### 1. Company Details (to be listed in the Event Programme)

Company Name:

Telephone No:

Twitter Handle:

Website:

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

### 2. Contact Details (to enable us to contact you directly)

Contact Name:

Direct Dial Tel. No:

E-mail Address:

Postal Address:

### 3. Exhibition Requirements *please tick (✓) which package you require*

N.B. All exhibition spaces include table, two chairs and internet access

Special Offer Package 1 (2m x 2m space only package)	Usual Price	<input checked="" type="checkbox"/>
2m x 2m space only exhibition space (no shell scheme)	£260	
Power Supply	£30	
Full Colour Logo Name Board (includes full colour logo alongside Company Name)	£35	
Quarter Page Advert - 130 mms x 90 mms (h x w)	£80	
<b>Standard Total</b>	<b>£405+VAT</b>	
<b>Package Price (saving £130)</b>	<b>£275+VAT</b>	

Special Offer Package 2 (4m x 2m shell scheme package)	Usual Price	<input checked="" type="checkbox"/>
4m x 2m shell scheme exhibition space	£640	
Power & Spotlights	£45	
Full Colour Logo Name Board (includes full colour logo alongside Company Name)	£35	
Quarter Page Advert - 130 mms x 90 mms (h x w)	£80	
<b>Standard Total</b>	<b>£800+VAT</b>	
<b>Package Price (saving £300)</b>	<b>£500+VAT</b>	

Please tick if you would you like us to add your logo to your free exhibitor listing in the Event Programme for an additional £25+VAT?

ORDER TOTAL

£

+VAT

If you have any special requirements please provide details below:

**4. Order Confirmation and Payment Details (please read the Terms & Conditions of Booking before signing):**

Please charge my company 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: \_\_\_\_\_

**Please indicate your preferred payment method & provide payment details below**

**Debit / Credit Card** – please enter the card details below and we will process payment on receipt of your booking

Card Number              
Start Date     Expiry Date      
Security Code    Issue No (if present)   
Name on Card

Please provide the address that the card is registered to (i.e. where statements are sent)

Building No / Name \_\_\_\_\_  
Address \_\_\_\_\_  
Post Code \_\_\_\_\_

**Invoice** – please provide invoicing details below and we will invoice you (14 days payment terms) on receipt of booking.

PO No (if applicable) \_\_\_\_\_ Invoice Contact Name \_\_\_\_\_  
Invoice Address \_\_\_\_\_  
Post Code \_\_\_\_\_  
Email Address \_\_\_\_\_

All invoices will be sent by email - if you require a hard copy to be sent out by post as well please tick here

Accounts Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
Email Address (if different from above) \_\_\_\_\_

Once completed and signed, please return this form by email to [kathy@liverpoolba.com](mailto:kathy@liverpoolba.com).

**TERMS & CONDITIONS OF BOOKING** (Please retain a copy of these for future reference)

- Submitting a completed booking form is a necessary pre-requisite for an application to exhibit at / sponsor a Business Fair. Exhibitors / Sponsors will be notified within 5 working days of receipt of a completed booking form regarding acceptance status.
- All charges will be invoiced upon receipt of the completed booking form, and are subject to VAT at current rate.
- Unless otherwise stated on your invoice payment of all charges is due within 14 days of the invoice date (or by the date the event takes place if this is earlier).
- 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 or any other items relating to its participation in the event 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 or items. In the event of it being necessary, due to acts of terrorism, war, disease, public emergency, or any other factor beyond the control of the organisers, for the Exhibition to be postponed, abandoned or altered in any way in whole or in part, the Organisers shall not be liable for any expenditure, loss or damage incurred by an Exhibitor or Exhibition contractor resultant upon such change.
- 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.
- 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.
- The Exhibitor shall make good and indemnify the Organiser for any damage to the premises by the Exhibitor, his agents, contractors or employees.
- The Exhibitor shall observe all current Health and Safety legislation and ensure that any electrical equipment/items being used at the event are PAT Tested. The exhibitor also agrees to 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.
- Exhibitors are responsible for the safety of their stands and their own Public Liability insurance, as well as cover for any stock and equipment.
- Subletting or sharing of exhibition space is only permitted with the prior agreement of Liverpool BA.
- Whilst every effort will be made to ensure that a regular power supply and / or internet connection is maintained the Organiser accepts no liability for power shortages and / or loss of internet connection
- Cancellation Policy is as Follows
  - Cancellations made more than 90 days prior to the event will incur a £50 cancellation charge
  - Cancellations made 60-90 days prior to the event will be liable for 50% of the value of the booking
  - Cancellations made 30-60 days prior to the event will be liable for 75% 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, 54 St James Street, Liverpool L1 0AB. Cancellation is deemed to take effect on receipt of the cancellation letter.