



TRADE SPACE BOOKING FORM.

I/we the undersigned wish to reserve trade space at **The Blackpool Model Boat Show 2017**, which will take place at the Norbreck Castle Hotel, Blackpool on the 21st & 22nd October 2017. I/we understand that this booking form is the basis of a legal contract the conditions of which are attached.

COMPANY DETAILS If you have a logo that you would like us to use on the web site please e-mail it to info@blackpoolmodelshow.co.uk
 Web site address is:- www.blackpoolmodelshow.co.uk

Company Name			
Address			
Postcode			
Telephone		Fax No:	
website			
e-mail address			
Product Description			

The price per foot width of stand is unchanged from 2016 at £10.00 plus VAT (£12.00 total) Unless otherwise arranged, the stand depth is 9 ft maximum.

Tables & Electricity

As some traders need tables to be provided, whereas others are fully self-sufficient, it seems fair to charge for tables separately. We can supply wooden trestle tables measuring approximately 6ft x 2ft (1.8m x 0.6m) for £6.00 plus VAT (£7.20) each. Please indicate the number of tables desired & if a specific layout is desired, please include a sketch. There is no charge for the use of chairs.

Electricity is available for a nominal charge of £12.50 + VAT (£15.00) Unfortunately we have to make this charge to cover the charges made by the venue.

Advertising.

Once again we will produce an A5 full colour show guide booklet, free for all visitors. This will have a floor plan showing where everyone is, as well as details of the show, the competitions etc. Basic contact information will be included in the guide, additional advertising space is also available for a nominal charge.

To help promote the event we will be producing some A5 size, full colour, glossy print flyers. If you would like some of these (free of charge) to send out to your customers, just let us know how many you would like.

			Total
Trade space required (in feet)		at £10.00 per ft	
Number of tables required		at £6.00 each	
Number of chairs required		No Charge	
Electricity required?	Yes / No	at £12.50	
Advert in show guide*	Yes / No	¼ page - £10 ½ page - £15 ¾ page - £25	
Number of leaflets required		No Charge	
			Sub-Total
			VAT at 20%
			Total Amount

Authorised by

Name		Signed	
Position		Mobile number	

**Completed artworks must be received no later than 29th September. If you would like to have an advert included but need some help with the design we can help – just contact us for details.*

Payment can be made in full at the time of booking, or we can accept a deposit of 25% with the balance to be paid later. In any case **full payment must be received no later than Friday 6th October.**

Payment can be by cheque made payable to Component-Shop or by direct bank transfer, our account details are:

Component-Shop.co.uk Ltd Bank: Co-Operative Bank Sort Code: 08-92-50 Account No: 70623080
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Please include your business name as payment reference. A full VAT receipt will be provided on request.

Booking forms can be returned by e-mail to info@blackpoolmodelshow.co.uk or by post to: Component-Shop, 1 LLWYN BLEDDYN, LLANLLECHID, BANGOR, LL57 3EF.

Accommodation.

We are pleased to be able to offer a special double/twin room, bed & breakfast rate of £65.00 per night for anyone wishing to stay at the Norbreck Castle Hotel for the weekend of the show, there are also a number of single rooms available at a rate of £35.00 per night bed & breakfast. These will be in one of their newly refurbished rooms, if you are interested please let us know as soon as possible, although payment is not required until just before the show.

Timetable for the weekend.

Friday 20th October.

Access to the venue for set-up is from midday to 7:00pm. If you need access outside of this time please contact us in advance & we will try to arrange it.

Saturday 21st October.

Access to the venue is from 8:00am with doors open to the public at 10:00am. Show finishes at 4:00pm

Sunday 22nd October.

Access to the hall from 9:00am with doors open to the public from 10:00am.

Competition results at 2:30pm

Show finishes at 3:00pm

Everything must be cleared from the venue on Sunday, it will not be possible to leave anything until Monday.

Definitions.

"Exhibitor" means Trade Exhibitor – The person or organisation completing this booking agreement.

"Exhibition" The Blackpool Model Boat Show taking place about the weekend of 21st – 22nd October 2017.

"Organiser" Component-Shop.co.uk Ltd.

1. Reservation of stand space.

The provision of stand space is only confirmed upon receipt of a correctly completed booking form & full payment. If a correctly completed booking form &/or full payment is not received prior to the 6th of October 2017 any provisional booking will be cancelled & any deposit paid will be forfeit.

In the event of an Exhibitor withdrawing, except in exceptional circumstances, 100% of any payment made for stand space shall be forfeit.

2. Duration of Exhibition.

During the published Exhibition public opening times, the stands & exhibits must not be covered up or left unattended.

3. Subletting.

Exhibitors may not sublet, any part of their stand, unless previously agreed with the Organiser.

4. Allocation of stand space.

The organiser will make every effort to allocate stand space in the Exhibitor's chosen location. The organiser reserves the right to make whatever alterations it deems required for the smooth running of the event.

5. Organisers right of cancellation.

The organiser reserves the right, without explanation, to refuse an application for stand space. Under this rule, any monies paid shall be refunded in full.

6. Obstruction of Gangways.

No Exhibitor shall at any time that the Event is open to the public, obstruct in any way, any public gangways, or emergency exit routes. If notified of an obstruction by the Organiser, the Exhibitor must immediately remove the obstruction in question. Should the Exhibitor fail to do so, the Organiser may take such steps as it considers necessary.

7. Dismantling of Exhibits.

No Exhibits may be dismantled, or removed from the Exhibition prior to the public closing time on the final day of the Exhibition, except with the prior agreement of the Organiser.

8. Damage.

Any damage caused by the Exhibitor, its servants or agents to the Exhibition, other Exhibitor, or any other property in the Exhibition shall be made good by the Exhibitor to the satisfaction of the Organiser.

9. Waste Packaging.

Any waste packaging, or other waste materials, must be removed from the Exhibition at the cost of the Exhibitor.

10. Insurance Liability.

It is the responsibility of the Exhibitor to ensure that it has adequate insurance cover in place to meet its public & product liability obligations, as well as for any loss or damage to its stock, Exhibits, or any other property or vehicles, however caused.

11. Security of Trade Stands.

The security of the Exhibitor's stand, stock and any other property, will be the sole responsibility of the Exhibitor. The Organiser will not accept any responsibility for any loss or damage however caused.

12. Health and Safety at Work Act 1975 and Subsequent Legislation.

All Exhibitors have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and that any plant or systems or work which may be used are safe and without risks to health. This includes that all employees, contractors and agents are provided with information, instruction, training and supervision to ensure not only their own health and safety but that of others working or attending the vicinity.

13. Electrical Equipment.

It is the responsibility of the Exhibitor to ensure that any electrical equipment in use at the Exhibition is safe & meets all relevant safety requirements, including, but not limited to PAT (portable appliance testing) testing.

14. Contract.

In booking, the Exhibitor undertakes to be bound by these conditions and any subsequent instruction or ruling by the Organiser. Should any question arise which is not covered in these conditions, the decision of the Organiser shall be final.

15. If the Exhibitor fails to observe, or breaks any of these conditions, or any subsequent ruling of the Organiser, the Organiser shall have the right to declare forfeit the allotted stand space & exclude the Exhibitor from the Exhibition, without prejudices to the right of the Organiser to recover any monies payable by the Exhibitor under the terms hereof.