

East Dorset Wedding Show

Sunday, 8th March 2020

11:00 – 15:00

Corfe Hills School, Broadstone BH18 9BG

**Exhibitor Booking Form**

Please select your stand preference below:

**Your Stand**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Double (16ft) Stand** | **Single (8ft) Stand** | **Half (4ft) Stand** | **\*Performers (8ft) Stand** | **\*\*Outside Space** |
| **£175.00** | **£99.00** | **£60.00** | **£55.00** | **£55.00** |
| Please indicate your selection | Please indicate your selection | Please indicate your selection | Please indicate your selection | Please indicate your selection |
| **Space Only** |  | **Space Only** |  | **Space Only** |  | **Space Only** |  | **Space Only** |  |
| **2 x 6ft Tables** |  | **1 x 6ft Table** |  | **1 x 3ft Table** |  | **1 x 3ft Table** |  |
| **1 x 6ft Table** |  |  |  |  | **Tables Not Available** |
| **Electricity:** | Y / N | **Electricity:** | Y / N | **Electricity:** | Y / N | **Electricity:** | Y / N | **Electricity Not Available(you are welcome to bring a generator if required for your business)** |
| **Number of Chairs:** |  | **Number of Chairs:** |  | **Number of Chairs:** |  | **Number of Chairs:** |  | **Chairs Not Available** |

\*Performers rates are available to performing musicians, magicians, caricaturists, children’s entertainers

\*\* Outside space is available to those offering transportation services, street food style catering, marquees and bell tents, luxury toilet hire – businesses that exclusively operate outside.

**Show Guides & Advertising**

As standard, your Business Name, Location & Contact Details will be published in the Show Guide. However, if you wish to showcase your business on a grander scale, you may opt to purchase advertising space in the Show Guide and really stand out to the visiting couples.

If you wish to have your advertisement professionally designed, we highly recommend 83 Media – fb: @83Media | e: eleanor@83media.co.uk | w: [www.83media.co.uk](http://www.83media.co.uk)

|  |  |  |
| --- | --- | --- |
| **¼ Page Advert - 74 x 105 mm Portrait** | **½ Page Advert - 105 x 148 mm Landscape** | **Full Page Advert - 148 x 210 mm Portrait** |
| Please indicate your selection | Please indicate your selection | Please indicate your selection |
| **Print Ready Artwork Supplied £18.50** | Y / N | **Print Ready Artwork Supplied £30** | Y / N | **Print Ready Artwork Supplied £50** | Y / N |

**Banners on Display in Non-Stand Location**

Every venue has some slightly dull space that’s always visible but not usable for exhibitors, why not fill it with one of your roller banners for a little extra exposure?

If you opt to display a banner away from your stand, please select below and leave the banner at the Welcome Desk by 10:00 on Show Day where a member of staff will position the banner on your behalf.

|  |  |
| --- | --- |
| **Standard Roller Banner – up to 850mm** | **Wide Roller Banner – over 850mm** |
| **Single Banner - £7.50** |  | **Single Banner - £10** |  |

**Business Details**

|  |  |  |
| --- | --- | --- |
| **Business Name:** | **Contact Name:** | **Role Within Business:** |
|  |  |  |
| **Telephone Number:** | **Website:** | **Email:** |
|  |  |  |
| **Town Where Based:** | **Service You Will Display:** |  |
|  |  |
| **Social Media** |
| Facebook: Y / N | Twitter: Y / N | Instagram: Y / N |
|  |
| **The below is not published in the Show Guide and only used for our correspondence & information** |
| Postal Address: | Public Liability Insurance Policy Number & Value | PL Insurance Expiration Date |
|  |  |  |

Leaflets in goodie bags are included as standard in your exhibition fee, if you wish to take advantage of this service, please ensure your leaflets/brochures are posted to;-

20 The Knapp | Templecombe | Somerset BA8 0JP

BY FRIDAY, 28th FEBRUARY 2020

We suggest sending up to 125 leaflets but will send an email closer to the time to remind you. We will not be able to add leaflets to goodie bags on the day.

We look forward to having you exhibit with us! Part of our service includes pre-show social media promotion so if you have any particular images that you would like us to use for this, please email the same to events@lilyandlottie.co.uk

Please ensure you have read the Terms & Conditions overleaf before returning this form.

Upon receipt of this form, we will issue your invoice if we are able to accept your application to exhibit.

The invoice may be paid by BACS, details for which will be contained within.

Payment **must** be received in accordance with the terms stated on the invoice, failure to adhere to this will result in your stand being released.

Where possible, please return this form electronically, if you are unable to do so please use the postal address listed above.

|  |
| --- |
|  I have read and agree to the terms and conditions attached |
| **Signed:** | **Date:**  |

Electronic/typed signature is acceptable if you are unable to print/scan

**Please ensure this form is completed and returned promptly as the details are used for**

**stand allocation and entry in the Show Guide.**

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**Terms & Conditions**

* Set up from **08:30am** on the day.
* All exhibitors should arrive no later than 1 hour before opening (10:00am) and have their stand set up and ready 15 minute prior to the event opening. Break down may not commence until 3:15pm.
* Once unloaded, vehicles must be moved to the designated exhibitor car parking area, to allow convenient parking and access for our visiting couples and ensure that outside exhibitors can set up in a timely manner.
* Stands must be manned throughout the day.
* The **exhibition fee and completed booking form** must be received by **Friday, 17th January 2020** at the latest, failure to do so may result in your stand being released and made available to exhibitors on the waiting list.
* All litter must be taken with you at the end of the day or placed in the bins provided.
* If exhibiting outside you **must** set up within the allocated space as per the floorplan, if you are in doubt, you must speak with the marshal upon arrival who will then indicate your pitch position.
* Outdoor exhibitors of vehicles may bring up to 2 vehicles unless by prior agreement. If outdoor exhibitors also require an indoor space both charges apply. No tables, chairs or electricity are available to outside stands. You are welcome to bring your own furniture and generator but this will not be supplied.
* Musicians and other creative performance artists qualify for the outside pitch price if they have been invited to play/perform during the fair.
* Any electrical items brought in by exhibitors **must** be P.A.T tested for electrical safety. You must ensure any leads/cables do not present a trip hazard and are covered with a suitable non-slip mat, cable tape or ramp as required. If equipment is not P.A.T. tested we will not allow you to plug it in on the day.
* Any cancellations must be received in writing (email is acceptable). Refunds (less 50% admin fee) may be considered if the space is rebooked and the event is more than 6 months in advance, cancellations with less than 6 months’ notice will not be eligible for a refund. Should you for any reason decide to sell your business or cease trading, your booking may be transferred to the new owner in the event of a sale but no refund will be issued.
* In the event of the Wedding Show being cancelled unexpectedly (i.e. due to inclement weather, venue damage or any other unforeseen circumstance), you will be offered an alternative, future date. If the Wedding Show cannot be rearranged in good time, your booking will transfer to the next season’s Wedding Show. If you refuse both the rearranged date and the next season’s Wedding Show date, you will not be offered a further date and no refund will be issued.
* Bookings are not assignable to any third party.
* Lily & Lottie Wedding Shows accept no responsibility for loss or damage to any property left on the site.
* We cannot guarantee that you will be the only provider of your service category at the show but we are keen to promote diversity so aim to keep a good distinction between styles and products whenever possible.
* You may only market services stated on the booking form, you may not display marketing material of any kind for any other service, nor business, that has not been agreed by Lily & Lottie Wedding Shows. The issue of your invoice is deemed acceptance of the stated service(s) by Lily & Lottie Wedding Shows.
* Stands are assigned by Lily & Lottie Wedding Shows to promote an equal and fair distribution of suppliers throughout the show based on the services offered by each company. For this reason, we are unable to amend the exhibitor layout plan once released.
* Leaflets and brochures for inclusion in the goodie bags are free of charge for companies that have booked a stand at the respective event but in order to be included, must be received by Lily & Lottie no later than **Friday, 28th February 2020.** All exhibitors that have booked will receive an email before this date with the postal address to which they should send all goodie bag items.

