

Please tick the appropriate boxes

Grand hall - unique gifts, craft & accessories

2m x 2m £110.00

4m x 2m £180.00

6m x 2m £250.00

Cloister hall – fine food and drinks

2m x 2m £80.00

4m x 2m £120.00

6m x 2m £160.00

**Individual marquee in central quad - in the centre of the action
with marquee supplied**

3m x 3m £156.00

6m x 3m £256.00

Open space on hard grounds – No marquee supplied

3m x 3m £80.00

6m x 3m £120.00

9m x 3m £160.00

Larger pitches available on request. We work hard for our exhibitors, want something different? Just ask and we will do our best to accommodate your needs.

**Catering pitches – please contact us for availability and price,
enter price agreed below and sign off at end of document.**

£

Additions Price

Power 3kw (13 amp single socket) £25.00

Power 16 amp £46.00

Power 32 amp £66.00

Trestle table 6' x 2' 6" £6.

Chair £2.

TOTAL ORDER AMOUNT £ _____

TERMS AND CONDITIONS

1. ACCEPTANCE OF APPLICATION FOR STAND SPACE

The Organiser (Jessop events ltd) shall have the discretion to accept or refuse any application without being required to give an explanation. The Organiser's decision is final.

2. PRODUCT DEFINITION

No goods other than those described on the application form may be exhibited without the prior approval of the organiser and the organiser shall have the discretion to require the removal of any item not so approved.

3. FOOD EXHIBITORS

Please note that all Health & Safety, training certificates and legally required documents should be available for inspection on the stand.

4. STAND ALLOCATION

Requests for stands in specific positions will be considered sympathetically but no such request should be deemed as being binding on the organiser. Stand allocations will be made taking into account the nature of product, type of demonstration and the general layout.

5. STAND SIZES

The Exhibitor is responsible for booking adequate stand space for his/her entire display, 1M access will be included on top of the size chosen above for access/egress to each stand.

6. DISPLAYS

In the interest of achieving high retail standards exhibitors must ensure that all tables are covered to the floor by a suitable cloth sufficient to hide items, stock or boxes etc. stored beneath the table(s).

7. ELECTRICITY

In the interest of safety, should the power supply system become overloaded it shall be within the organiser's discretion to request any exhibitor to disconnect lights or any other electrical appliance. Please ensure you have all your lighting or electrical equipment (PAT) Portable Appliance Test certificates available for inspection.

8. SET UP & TAKEDOWN

Exhibitors must complete their stand build at least 30 minutes prior to the show opening time. Please stow all boxes and packaging away safely, clear of gangways and alleyways. All vehicles to be parked in the area designated for 'exhibitors' parking. **Please note that NO exhibitor will be allowed to remove their stand or stock during opening hours under any circumstances**, the organiser reserves the right to impound any stall/stock that does not comply.

9. TRADING HOURS

Please note that exhibitor's stands are contracted to trade throughout the advertised show open hours between 10am and 5pm on both days, **please note that NO exhibitor will be allowed to remove their stand or stock during opening hours under any circumstances**, the organiser reserves the right to impound any stall/stock that does not comply.

10. SECURITY and PUBLIC LIABILITY

Jessop events ltd cannot be held responsible for damage or loss howsoever caused.

All exhibitors are advised to take out their own insurance cover. Stands may be left erected overnight, but this in no way implies responsibility on the part of the organiser for loss or damage. Jessop events ltd carry public liability insurance, however it should be noted that this does not include responsibility for exhibitors' public liability cover and exhibitors are strongly urged to take out suitable cover.

11. DOGS

Dogs are allowed but, excepting assistance dogs, are not in The Fine Food hall.

12. BREACHES or UNPROFESSIONAL CONDUCT

Any exhibitor in breach of any of the conditions or who behaves, in the opinion of the organiser, to the detriment of the public, other exhibitors or the organisers, will be requested to leave the venue forthwith, without refund of any monies.

13. DEPOSIT and FINAL PAYMENT

A non-refundable deposit of £100.00 is to be paid at the time of entering into the booking contract for the show. A receipt for the deposit will be issued as acceptance of your booking with an invoice for the final payment due six weeks before the show, (week commencing 22/10/22). If payment is not received four weeks before the show the stand may be re-let at the organiser’s discretion with no refund of monies paid.

14. Payment by Credit/Debit Cards

Should you wish to pay by credit/debit cards and provide us with your card details overleaf we will deduct the deposit payment of £100.00 on acceptance and the remainder six weeks before the event as per invoice. Card details will be destroyed after taking final payment.

15. CANCELLATIONS

- a) In the event of the cancellation of any booking within six weeks of the show opening the exhibitor will be liable for the full cost of the stand booked.
- b) All cancellations must be made in writing.
- c) The organiser shall not be liable to any exhibitor in the event of the show being disrupted due to bad weather, major accident, civil unrest, or any other cause beyond the organiser’s control.

PLEASE SIGN OFF BELOW, ONCE ACCEPTED BY US AND DEPOSIT RECEIVED THIS FORM WILL BECOME OUR CONTRACT WITH YOU. SHOULD YOU NEED ASSISTANCE WITH THE FORM OR WOULD PREFER TO APPLY VIA A PHONE CALL JUST LET US KNOW.

COMPANY NAME _____

SIGN _____

PRINT _____

DATE _____

WE LOOK FORWARD TO WORKING WITH YOU AT OUR EVENT, ANY QUESTIONS DON’T HESITATE TO LET US KNOW.

JESSOP EVENTS LTD, 4A SHENLEY ROAD, BOREHAMWOOD, HERTFORDSHIRE WD61DL

