

Wedding Fair Booking Form

Sunday 14th October 2012

10:30am – 3.30pm

Contact Name: _____

Company Name: _____

Address: _____

Postcode: _____

Telephone number: _____ Email address: _____

Website address: _____

I would like a stand at:

- | | | |
|--|--------------------------|--------------------------------|
| The Wedding Fair, Sunday 14 th October 2012 | <input type="checkbox"/> | 1 x 6ft trestle table, £75 |
| | <input type="checkbox"/> | 2 x 6ft trestle table, £130 |
| | <input type="checkbox"/> | Outdoor space per vehicle, £75 |

Please note:

- All prices include VAT
- Two chairs will be provided per stand
- Exhibitors tea and coffee is available complimentary

Access to power required Yes No (£10 per electrical socket)

Special requirements _____

Payment

Please make cheques payable to the Lincolnshire Events Centre and send to the following address:

Lincolnshire Events Centre
Lincolnshire Showground
Grange-de-Lings
Lincoln
LN2 2NA

Payment by BACS can be sent to:

Account name: Lincolnshire Events Centre, Sort Code: 82 66 20, Account Number: 70014046

Alternatively, a card payment can be made over the telephone, please call 01522 524240 and speak to the Finance Department.

We (name of company) _____ agree to the terms and conditions and abide by them.

Signed _____ Position in company _____ Date _____

Format of the day

8:00am – 9.45am	Setting up of the stands (this must be done prior to the event opening)
10:30am	Wedding Fair open to the public
3.30pm	Event closes, breaking down of trade stands (please refrain from clearing your stand until the event has closed at 3.30pm). The site must be cleared by 6pm.
Refreshments	A café will be available in the EPIC Centre.

Terms & Conditions

All exhibitors must agree with the terms and conditions set out below prior to completing the booking form and sending payment. Stands may be reserved by telephone but are not confirmed until the booking form and payment have been received.

PAT Testing & Public Liability Insurance

All equipment must have been PAT tested, with their certificates and also a copy of your Public Liability Insurance certificate must be provided.

Cancellations

No refunds will be given as a result of cancellation by an exhibitor. The Lincolnshire Events Centre will not be liable from any loss of earnings, resulting from cancellation due to Force Majeure (Act of God).

Checklist

- Completed booking form
- Payment included/sent via BACS (please indicate if this is chosen method of payment)
- Copy of public liability Insurance
- Completed alcohol form (if applicable)