

EXHIBITION FAQ'S

- **Do I have to be in The Wedding Guide to exhibit?**

No, however many exhibitions are fully booked through clients of The Wedding Guide and preferential treatment is given to book clients.

- **How do I book a stand?**

*To secure a stand return the booking form with the appropriate **Non Refundable** deposit of £50.00 for each exhibition.*

- **What size is the stand?**

Stand space is usually 10 ft wide and 6ft deep. No Shell Scheme is supplied

- **Can I book a specific position?**

No. If the event is held in different rooms you will be able to request a particular room. We do not sell specific areas due to the limited number of stands that are available at our events. The positioning of exhibitors is at the sole discretion of The Wedding Publishing Partnership

- **How will I know if I have been allocated a stand?**

Confirmation of your stand will be acknowledged by invoice.

- **When do I pay?**

*Full payment should be made not less than **21 Days before** the exhibition.*

- **When can I set my stand up?**

Exhibitors shall have access to the venue 2 hours before the start of the event only (9am). Not before. Our Exhibitions run from 11am to 4pm. Access may not be granted to Exhibitors arriving after 10.30am.

- **I do not need to bring everything with me do I? I can always get a table cloth or power lead, etc from you can't I?**

NO you cannot! Always bring all the items that you need on the day. If you need a small table to finish your display, bring one with you.

- **If I have a stand booked can I sell it on to a friend?**

Stands may not be resold or shared without the written permission of the Wedding Publishing Partnership.

ALWAYS BRING THE FOLLOWING ITEMS-

Table Cloth - Power leads - Lunch/Drinks – A Smile!

Wedding Publication Partnership, 213 Beauchamps Drive, Wickford, Essex, SS11 8NS

IF YOU HAVE ANY FURTHER QUERIES PLEASE CONTACT US ON **01268 769999**

CONDITIONS

1. The Exhibitor agrees, if their offer is accepted, to take part in the exhibition on the terms set out in these conditions.
2. The Exhibitor agrees to take the stand, or any other stand of approximately the same overall size, allotted by the organiser to the exhibitor.
3. The Exhibitor may exhibit only the types of goods or services specified on the booking form and no other goods or services. The Exhibitor must work within the stand space allocated.
4. The non refundable deposit, in respect of the exhibition fees, must be forwarded by the exhibitor to the organiser with the Exhibitor booking form. The balance of the exhibition fees must be paid to the organiser not later than the date specified. Each Exhibitor will receive an invoice for the sums payable prior to this date. No receipts will be sent for the initial deposits unless specifically requested. Any loss to the organiser by reason of the Exhibitor's default in payment of the sums due, or failure to attend the exhibition shall be payable on demand. Payment by cheque shall be deemed unpaid until the cheque is cleared.
5. The following cancellation fees will be applied in the event of an exhibitor cancelling a booking:
 - a) 42 days prior to the exhibition - 50% of the total stand cost.
 - b) 28 days prior to the exhibition - 100% of the total stand cost.

All invoices must be paid in full 10 days in advance of the show. Failure to pay on time may result in the Exhibitor being moved to a different location or subject to the above cancellation fees if the stand is then unsold.

Cancellations must be in writing.

6. The stand must be complete, open and properly attended throughout the opening hours of the exhibition. 11am to 4pm. The Organiser reserves the right to remove any stand not attended by 10.30am.
7. No music, lightshow, films or recorded messages may be played or exhibited at or from the stand without the Organiser's prior consent and the organiser may withdraw that consent at any time at its absolute discretion.
8. No alcoholic drink or other refreshments may be served at the stand except with the approval of the Organiser and the venue owners. Smoking is not acceptable in any exhibition areas.
9. The Exhibitors shall be solely responsible for obtaining and complying with the terms of any necessary licences and permissions required in relation to the form or content of exhibits on their stand (including the use of copyright material, the provision of refreshments or the sales of goods if permitted at the stand) and in compliance with applicable laws.
10. The Exhibitor shall be responsible by agreement with the Organisers for supplying any suitable light fittings required for the stand (other than the power supply arranged by the Organiser) and shall be responsible for any loss or damage to the venue of its fittings and apparatus or to any stand or its fittings and apparatus or any other person or company or thing caused by the Exhibitor, its employees, contractor, agents or licensees. No stand may be affixed to any part of the venue without the prior approval of the venue owner and the organiser.
11. No animals may be brought into the venue without the Organiser's consent.
12. The Organiser reserves the right to alter or vary the plan of the exhibition from time to time. The submission of the Exhibitor booking form by the Exhibitor shall constitute and offer to take any space of the approximate area of that requested anywhere in the venue at the Organisers discretion. Notwithstanding this the organisers will use reasonable endeavours consistent with the number of applications received and the available space at the

venue and the proper and effective management of the exhibition to comply with the requests for space by the Exhibitor. All plans and specifications are subject to alteration to comply with the requirement of the fire, local and other competent authorities and the venue owners.

13. Neither the venue owners nor the Organiser accept any responsibility for loss or damage to any exhibit or property suffered by the Exhibitor howsoever caused and the Exhibitor shall be solely responsible for effecting full insurance in respect of loss or damage to goods and property brought into the venue by it and for loss or injury to property and injury and death to persons caused by the Exhibitor, its employees, agents, contractors or licenses or by any property brought into the venue by the exhibitor or otherwise arising on the stand.

14. The Exhibitor agrees on demand to indemnify the Organiser against any loss sustained by the Organiser or any third party as a result of anything made the responsibility of the Exhibitor under these conditions or breach of any of these conditions by the Exhibitor or persons for which the Exhibitor is responsible under these conditions.

15. In the event that there is any breach of these conditions by the Exhibitor or any persons for whom it is made responsible under these conditions the organiser may require the stand to be closed for such time as the Organiser thinks fit and such persons as the Organiser determines to leave the venue forthwith.

16. The Organiser shall be entitled at any time notwithstanding acceptance of any offer from the exhibitor to cancel the exhibition if the Organiser considers that the exhibition will not be commercially viable as to which the Organisers decision shall be final. In the event that the exhibition is so cancelled the liability of the organiser shall be limited to refund of any sums paid by the Exhibitor.

17. If for any reason (other than set out in 15 above) the exhibition cannot be opened and held at the venue on the dates specified above the Organisers may at their discretion: - a) postpone the opening of the exhibition to such dates as they consider appropriate, b) obtain such alternative premises as in their opinion are suitable and allocate space as they consider appropriate to the Exhibitor, c) declare the exhibition abandoned. The Exhibitor shall not be entitled to any compensation in respect of any such alteration as is specified in a) or b) above but in the event of the exhibition being declared abandoned fees paid by the Exhibitor shall be repaid.

18. The Organisers accept no responsibility for any costs or losses which the Exhibitor or any third party may incur as a result of the exhibition not taking place, being postponed or the venue access hours altered at any time prior to or during the exhibition.

19. The rights granted to the Exhibitor are personal to the Exhibitor and may not be transferred in whole or in part and give the Exhibitor no rights to any specific part of the venue.

20. At the end of the exhibition all items brought into the venue must be cleared by the time specified and the space occupied by the Exhibitor left in a clean and tidy condition and all damage caused made good. **Conditions of our insurance dictate that no items may be removed or stands broken down prior to the closing of the exhibition (4pm).**

21. The Exhibitor shall not sub-let any part of its stand without prior agreement and written permission from the Organiser.

22. Times and dates of access to the venue and the stand shall be as specified and varied from time to time as the Organiser shall in its absolute discretion direct and no access shall be required outside these items.

23. The Organiser reserves the right to move the Exhibitor's original location in order to avoid a clash of goods or services. This will be done in consultation with the Exhibitor(s) concerned.

BOOKING FORM

Please accept this as confirmation of our booking at the following exhibitions.

Venue	Date	Room	Price	Please tick items required		
				Power Point	Table	2 Chairs
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	£ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No. of Exhibitions _____ Total Deposit enclosed _____ (£50 per exhibition)

PAYMENT

Cheque - please make payable to W.P.P.

Credit Card - please phone 01268 769999 (Visa, Mastercard or Debit Cards).

Name of Company _____

Address _____

_____ Phone No. _____

Web address _____ E-mail _____

Contact Name for correspondence/invoice _____

Service to be exhibited _____

Wedding Guide Book Customers receive a free hyperlink to their website from the relevant exhibition web page at www.theweddingguide.net.

I confirm that I have read and accept the attached conditions and that no booking is guaranteed until acknowledged by W.P.P. and a £50 deposit per exhibition (non-refundable) received.

Signed _____ Date _____

Please return form to W.P.P., 213 Beauchamps Drive, Wickford, Essex, SS11 8NS

Or contact Terry, Kevyn or Warren on 01268 769999

For Office Use

Stand booked

Deposit Paid

Invoiced

Payment Received

Web

Link