EVENT PARTNER

eventwest

WHERE EVERYONE **CONNECTS**

DEVON BUSINESS SHOW 2019

# DEVON BUSINESS SHOW

## Plymouth Pavilions | Wednesday 12th June 2019

**Please ensure this PDF is saved to your computer before completing the form.**
**This will allow all functions to work within the PDF.**

The deadline for receipt of your application is **12th May 2019**
Please note; no additional items will be included in your stand.

| | |
|---|---|
| **Company Name:** | |
| Booking form completed by: | Name of stand holder(s) on the day:<br>(Will be used for exhibition passes)<br>1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7. |
| Address: | |
| Twitter: @<br>Instagram: @<br>Facebook: @ | |
| Contact Email:<br>(Must be an email that is monitored, exhibitor packs will be sent to this email). | Accounts Contact Name: |
| Contact Number: | Accounts Email: |
| Company description for use on the Devon Business Show website<br>(Max: 50 words).<br>Strap-line:<br>Copy: | |

Please email your company logo to **bizshowdevon@devonchamber.co.uk**
for use on the Devon Business Show website

# EXHIBITION COSTS

DEVON BUSINESS SHOW 2019

Please confirm which stand size and additional items you will require on the day using the tables below.

| OPTION | STAND NUMBER(S) | CHAMBER MEMBER | NON-CHAMBER MEMBER | FOR OFFICE USE ONLY | PREMIUM STANDS |
|---|---|---|---|---|---|
| ☐ **Exhibition Size A** (2m x 1.5m) | | **£349** | **£399** | | |
| ☐ **Exhibition Size B** (3m x 2m) | | **£499** | **£549** | | ☐ +£100 |
| ☐ **Exhibition Size C** (4m x 2m) | | **£599** | **£649** | | ☐ +£100 |
| | | | | **Total:** | |

Stands include 1x electrical socket, plus spotlights. Your booking will include 2x Tea/Coffee Drinks Voucher, and 1x Packed Meal Voucher. Stand number subject to change but not location. **Stand booking on first come first served basis.**

Please note that no additional items will be included unless selected below.

| ADDITIONAL ITEMS | COST | QUANTITY | FOR OFFICE USE ONLY |
|---|---|---|---|
| ☐ **Additional Electricity** (Stands includes one single socket) | **£40.00** | | |
| ☐ **x2 Chairs** | **£10.00** | | |
| ☐ **Table** | **£10.00** | | |
| ☐ **Table Cloth** | **£5.00** | | |
| ☐ **Poseur Table** | **£30.00** | | |
| ☐ **Bar Stools** | **£12.50** each | | |
| ☐ **Packed Meal** (Choices TBC) Booking includes one FREE packed lunch | **£6.00** each | | |
| ☐ **Programme Advert** To secure advertising space, please 'tick' appropriate box. | Full Page **£250** +VAT | See page 5 for more details | |
| ☐ | Half Page **£150** +VAT | | |
| ☐ | Quarter Page **£95** +VAT | | |
| | | | **Total:** |

Additional items will be subject to availability. **All prices are exclusive of VAT**

## METHODS OF PAYMENT (Please tick chosen method)

☐ **Online - BACS**
Bank Account: **Natwest, Plymouth City Centre**
Sort Code: **56-00-63**
Account Number: **05030374**

☐ **Cheque**
Payable to **Devon & Plymouth Chamber**

☐ **Credit/Debit Card**
Please call main office number on **01752 220471** to arrange payment

## 10% Deposit payable on bookings

Balance due by **17/05/19**. Stands not paid for in full by the **17/05/19** will not be allowed to exhibit.

# TERMS & CONDITIONS

DEVON BUSINESS SHOW 2019

**Please read the following very carefully.**

**By completing and signing the booking form you agree to adhere to and respect the Terms and Conditions set out in this document.**

## 1. STANDS/PITCHES

Once you have chosen your stand, and paid your deposit, we will mark the position on the Devon Business Show website.

## 2. CANCELLATIONS

Any exhibitor that cancels a booked stand or pitch or, for whatever reason, fails to attend the Business Show, shall forfeit all fees paid and the organisers shall reserve the right to re-let such sites.

## 3. SETTING UP AND DISMANTLING OF EXHIBITS

Exhibitors are advised that the set-up time will be on 11th June for heavy equipment. Timings to be confirmed prior to the event. Exhibits must not be dismantled until 4.30pm on the day of The Business Show.

## 4. SECURITY, LICENSING AND PUBLIC LIABILITY ETC.

All exhibitors exhibit at their own risk. All exhibitors should ensure that they are adequately insured on the date of the Show for Public, Product and Employees Liability and should send a copy of the relevant document with their application form. All exhibitors must ensure that they have the necessary licence(s) to legally conduct their business on the day. **All Exhibitors must hold a Public Liability policy of insurance providing cover of at least £5,000,000, and this must be produced prior to the exhibition upon request. All Exhibitors are advised to effect their own insurance against all relevant risks.**

## 5. HEALTH & SAFETY

All exhibitors have a responsibility to ensure the health, safety and welfare of themselves and others. The organisers shall not be held responsible by any exhibitor or their staff/agents or members of the public for any injury or loss due to negligence or unsafe displays. All exhibitors are required to have carried out an assessment of the potential risks associated with their activities. **Please complete the additional Risk Assessment Form and return by the 17 May 2019.**

## 6. FIRE SAFETY EQUIPMENT

Exhibitors must provide fire safety equipment appropriate to their activities. In particular, all exhibitors that cook on site must have adequate fire-fighting equipment including fire blankets. The organisers shall not be held responsible for loss or damage of stock or equipment during the Business Show.

## 7. ELECTRICITY

Limited electrical supplies are available. Additional electricity must be booked and paid for on your application form. **Extension leads if required (from the supplied unit) are the responsibility of the exhibitor and are not available from the organisers.**

## 8. EQUIPMENT

Exhibitors may **NOT** bring their own generators onto site. All electrical equipment must be certified and have a current PAT certificate. The certificate should be brought with you on the day. **Please note that non PAT tested equipment cannot be used under any circumstances.** All gas equipment must be covered by a current gas certificate issued by a registered gas engineer. Please forward copies of PAT/Gas certificate(s) with your application form.

## 9. FIRE ALARM

If the fire alarm is activated await staff instructions and follow emergency access out of the building and congregate in the car park.

**I have read the terms and conditions** ☐

# ADVERTISING OPPORTUNITIES

DEVON BUSINESS SHOW 2019

### WEBSITE

All exhibitors returning a completed booking form prior to the deadline of 17 May 2019 will be included in the Exhibitors List on the official Devon Business Show website **www.thedevonbusinessshow.co.uk.** Each company will have a description of the business which should be completed on the front page. **Descriptions should be no longer than 50 words.**

### PROGRAMME

We will also be offering full colour advertising within our programme hand-out to all visitors and exhibitors. All advertising must be supplied "print ready" in a PDF format, 300dpi images, CYMK colour, with 3mm bleed. Adverts in our brochures are available on a first come first served basis. Prices are shown on page 2. To ensure the correct advert is to be used, the image must be received by **17 May 2019**. Please email artwork to **bizshowdevon@devonchamber.co.uk**

# SPONSORSHIP OPPORTUNITIES

To increase your business profile further, you may be interested in sponsoring an aspect of the Devon Business Show, if you would like to discuss sponsorship opportunities please email **bizshowdevon@devonchamber.co.uk**

# AUTHORISATION

**Applications will not be processed until the 10% deposit has been received.**

Completed forms, payment and supporting documentation should be sent to:

**Post:** Event West Limited, Unit 1, Sisna Business Park, Estover, Plymouth PL6 7AE

**Email:** bizshowdevon@devonchamber.co.uk

| | |
|---|---|
| ***Signed** | |
| Print Name | Date DD MM 2019 |
| ***I hereby declare that I am authorised to place orders and I am authorised to purchase on behalf of the named company. I have read and understood the terms and conditions.** | |

**Email completed form**

Clear Form

# OFFICE USE

**FOR OFFICE USE ONLY**

| | | | |
|---|---|---|---|
| Date Application Received: | ☐ | Date Invoiced: | DD MM 2019 |
| Documents Supplied: | ☐ | Payment Received: | ☐ |
| Date Acknowledged: | ☐ | Pack Sent: | ☐ |
| Stand Number: | ☐ | Confirmation Email Sent: | ☐ |

# EXHIBITION STANDS

IN ASSOCIATION WITH REDROK, PRINT AND MERCHANDISE SPONSOR

DEVON BUSINESS SHOW 2019

redrok 'branding your business'

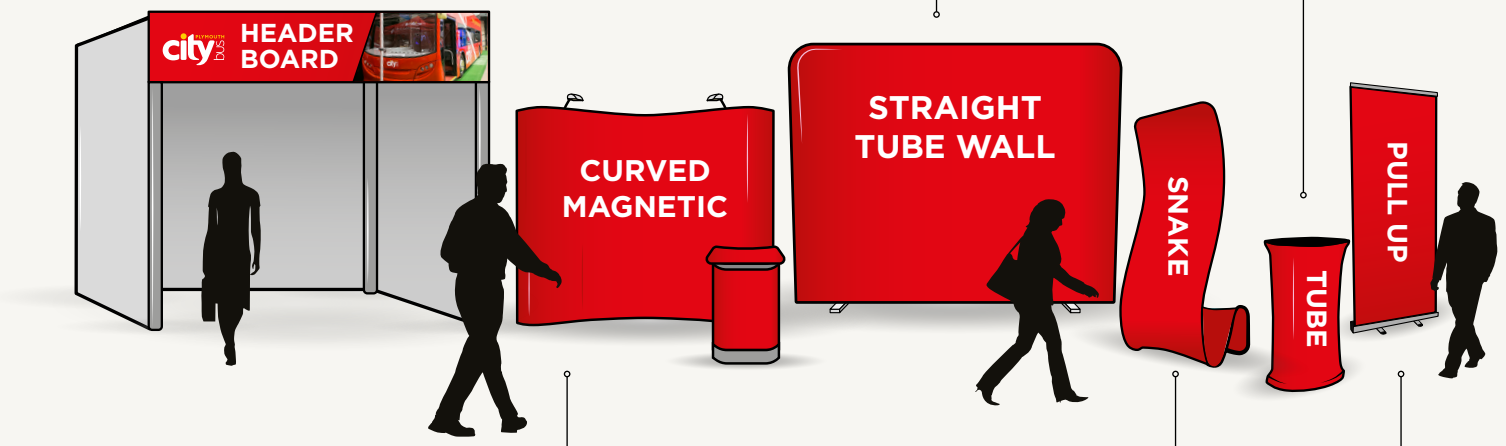
## EXHIBITION DISPLAYS

These items will be supplied and invoiced by our print and merchandise sponsor Redrok UK Ltd. They will be in touch to discuss your requirements.

| HEADER BOARD FULL COLOUR | |
|---|---|
| SIZE: | **2m / 3m / 4m** |
| MATERIAL: | **Foamex** |
| LEAD TIME: | **2 Weeks*** |
| QUANTITY: | |
| COST | **2m £49** each ☐<br>**3m £59** each ☐<br>**4m £69** each ☐ |

| STRAIGHT TUBE WALL | |
|---|---|
| SIZE: | **3,000 x 2,280mm** |
| MATERIAL: | **Fabric** |
| LEAD TIME: | **2 Weeks*** |
| QUANTITY: | |
| COST | **£489** each |

| TUBE COUNTER | |
|---|---|
| SIZE: | **1,015 x 595mm** |
| MATERIAL: | **Fabric** |
| LEAD TIME: | **2 Weeks*** |
| QUANTITY: | |
| COST | **£199** each |




| CURVED MAGNETIC WALL | |
|---|---|
| SIZE: | **2240 x 2540mm** |
| MATERIAL: | **PVC** |
| LEAD TIME: | **2 Weeks*** |
| QUANTITY: | |
| COST | **£799** each |

| SNAKE CURVED DISPLAY | |
|---|---|
| SIZE: | **2280 x 915mm** |
| MATERIAL: | **Fabric** |
| LEAD TIME: | **2 Weeks*** |
| QUANTITY: | |
| COST | **£279** each |

| PULL UP STAND | |
|---|---|
| SIZE: | **800 x 2000mm** |
| MATERIAL: | **PVC** |
| LEAD TIME: | **1 Week*** |
| QUANTITY: | |
| COST | **£69** each |

Need ideas, inspiration, merchandise or print? Please email Redrok at info@redrok.co.uk or call **01752 695151**

*Lead time based on correct artwork supplied.