



Exhibition  
10th September, Celtic Manor Resort  
Booking form

**Exhibition Space Booking Form**

Book your space now! Please complete this form, sign it and fax back on 01633 215774.

Please reserve \_\_\_\_\_ stand/s

My preferred space is: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Stand sizes and costs:

3m x 2m: Members £550 + VAT Non-Members £700 + VAT

3m x 4m: Members £1,100 + VAT Non-Members £1,400 + VAT

Show Starter Package (trading under 2 years): 2m x 2m stand: £150 + VAT

Complete Starter Package: 2m x 2m stand, roll up stand & 500 full colour leaflets: £275 + VAT

Stand price x number of stands = Total Stand Price + VAT = Total amount due

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ x 15% = £\_\_\_\_\_ Purchase Order: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Description: \_\_\_\_\_

On behalf of Exhibitor, \_\_\_\_\_ (Insert company name)  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organised by:

Sponsored by:



## Terms and Conditions

- Exhibitors to set-up during the times specified in the Exhibitors Handbook on the day prior to the event.
- Exhibitors are not permitted to remove any stands, promotional literature or other equipment from the venue until the specified closing time or until authorised by the Event Organiser (South Wales Chamber of Commerce). Failure to comply with this will result in a fine of £100.
- South Wales Chamber of Commerce does not guarantee attendee numbers on the day
- Exhibitors to adhere to the requirements laid out in the Exhibitors Handbook.
- 3m x 2m and larger stands include:
  - Shell scheme, carpeted;
  - Fascia Name Board;
  - 2 x Spotlights;
  - 1 x Power Point.
- 2m x 2m stands include:
  - Shell scheme, carpeted;
  - Fascia Name Board;
  - 1 x Spotlight.
- For bookings made more than 8 weeks prior to the event:
  - A deposit of 50% will be due upon receipt of this Booking Confirmation, followed by the balance 28 days prior to the event. All payments must be paid in full 28 days prior to the start of the exhibition or the stand requested will be released to another Exhibitor.
  - Any cancellations must be received in writing at least 28 days prior to the event (Thursday 13th August 2009). Cancellation after this date or non-attendance on the day will result in the full cost being incurred.
- For bookings made less than 28 days prior to the event:
  - The full cost of the Exhibition Stand will be due upon receipt of this Booking Confirmation. Cancellation after this time or non-attendance on the day will result in the full cost being incurred.
- Please note: For late bookings, we cannot guarantee your chosen space, you may be situated next to/near competitors.

**For more information on any of the events taking place during the Business Week, go to [www.businessweek.org.uk](http://www.businessweek.org.uk) or email [info@businessweek.org.uk](mailto:info@businessweek.org.uk).**