



Walsall Meet The Retailer Event 2011

Walsall College, Wisemore Campus, Walsall

Monday 24th October 2011 1pm – 7pm

EXHIBITOR BOOKING FORM

Company Name (Used in event literature):

Contact Name:

Job Title:

Contact Address:

Tel (Used in event literature):

Fax:

Email (Used in event literature):

Business Type:

Billing Address

(If different from above):

Exhibition Stand Rates

6ft by 4ft
£50.00

10ft by 4ft
£100.00

Table required

Electricity Point Required

Will you be heating / serving food samples

If YES – Details Required

Any special requirements for your exhibition stand:

Delegate Bag Inserts – Promotional Literature

Confirmed Exhibitor £10.00 per 200 leaflet/booklet

Non- Exhibitor £20.00 per 200 leaflet /booklet

Free Editorial – Show Handbook 100 words MAX.

Total Exhibitor Cost:
£

Terms & Conditions

Payment:

All event bookings are treated on a first come first served basis. The booking of exhibition space will only be confirmed after receipt of full payment being received.

The full balance payment must be received by Friday 30th September 2011.

Payment should be made in Pounds Sterling by :

- Pay Online with credit / debit card via Walsall Council online payments system
- BACS
- Cheque

(Please indicate you preferred payment option and you will be invoiced accordingly)

Cancellation Charges:

Notification of exhibitor booking cancellation must be made in writing and received on or before the following dates:

Prior to 30th September 2011 – Full Refund

On or after 1st October 2011 – no refunds will be issues and any outstanding amounts will be invoiced.

Meal Offer:

Meal offer consists of 2x meal vouchers & 2 x soft drink voucher per exhibitor to be used in the Jerome's Restaurant on the day of the event only. Meal offer is based on a first served come first served basis for the first 25 exhibitors who have paid the balance in full.

Insurance

All exhibitors will be required to confirm they hold up to date public liability insurance to the value of £5million.

I have read and understood the terms and conditions of the Meet The Retailer Event (Walsall) 2011

Signed

Date

Please return to:

Email: districtcentremangement@walsall.gov.uk - forward this copy or send as a scanned copy

Fax: 01922 652535

Post: Walsall Meet The Retailer 2011

Town & District Centre Management Team

Walsall Council

2nd Floor Civic Centre

Darwall Street

Walsall

WS1 1DA