

BOOKING FORM



1. EXHIBITOR DETAILS *PLEASE PRINT*

Contact Name _____

Job Title _____

Organisation Name _____

Address _____

Postcode _____

Telephone _____

Website _____

Press/PR Contact _____

Press/PR Email _____

IMPORTANT ALL CORRESPONDENCE WILL BE SENT TO YOU VIA EMAIL

Please give below one email address to which all communications relating to South West Group Travel Show should be sent:

2. STAND REQUEST*

PLEASE TICK AS APPROPRIATE

STAND SIZE Standard Rate

2m x 1.5m £475 + VAT

EARLY BIRD DISCOUNT £425 + VAT
FOR BOOKINGS
RECEIVED BY 1ST
OCTOBER

Larger Stands POA

3. PAYMENT AUTHORISATION

**please circle as appropriate*

INVOICES ARE DUE ON RECEIPT, UNLESS OTHERWISE AGREED.

I / We* have read and understood the terms and conditions and a copy has been retained for my / our* records. Please invoice me for / I have enclosed a cheque, payable to Landor Travel Publications, for*

£ _____ + VAT PO Number _____

Name *please print* _____

Signature _____ Date _____

Accounts Contact Email _____

* Stand rates includes free parking, a table, tablecloth, two chairs, catalogue listing and free tea and coffee all day.

PLEASE RETURN YOUR COMPLETED BOOKING FORM to SARAH JEFFERY by **2nd DECEMBER 2019**.

email sarah.jeffery@grouptavelorganiser.com

by post THE SOUTH WEST GROUP TRAVEL SHOW,

6 WELLINGTON SQUARE, HASTINGS, EAST SUSSEX TN34 1PB

TERMS AND CONDITIONS

1 STAND RESERVATION / ALLOCATION

The exhibitor must apply for a stand by returning the completed and signed Official Order Form, together with the total remittance or purchase order, to Landor Travel Publications (LTP).

Stands are allocated subject to availability. LTP reserves the right to refuse without explanation the allocation of a stand. The position of each stand within the Exhibition will be at the discretion of the Organisers.

2 PAYMENT

Please send through Purchase Order Number and an invoice can be raised accordingly. Cheques to be made payable to "Landor Travel Publications" who will issue a VAT receipt.

3 EXHIBITOR CANCELLATION

Orders can only be cancelled before the closing date of **2nd December 2020** but LTP reserves the right to charge a cancellation fee of up to 50% of the value of the order. Refunds will not be given in the case of cancellations after the closing date. Cancellations will only be accepted in writing.

If any exhibitor fails to occupy the stand on the day of the exhibition, LTP will have the absolute discretion to deal with the space as it thinks fits, without being under any liability to refund or abate any charges paid or due therein.

In the event of the Exhibitor becoming bankrupt, going into liquidation or being under any appointment of a receiver, then LTP reserves the right to cancel any stand without being under any liability to refund or abate any charges paid or due therein.

4 EXHIBITION CANCELLATION / DATE OR VENUE CHANGE

LTP reserves the right at any time to change the date, time and / or venue of the Exhibition, or to cancel it altogether in the case of extreme weather conditions, fire, flood, acts of war or violence, malicious damage, explosion, strike, civil disturbances, political unrest, terrorism, riot, labour disputes, power cuts or any other cause beyond LTP's control. In such cases the Exhibitor waives any and all claims he might have against LTP for refunds, damages or expenses. In the unlikely event of the Exhibition being cancelled by LTP, for commercial reasons such as lack of support, the Board will refund the full participation fee. The Exhibitor agrees that under these circumstances he will have no further claims against LTP.

5 SUBLETTING

No part or whole of any site may be sublet by any exhibitor without prior written permission from LTP.

6 CONSORTIA

In the case of every site booked by a Consortium of Exhibitors, at least 50% of the Consortium must be a member of a regional tourist board.

7 HEALTH & SAFETY

All stand-holders must ensure that their stand complies with Health and Safety regulations.

8 INSURANCE & SECURITY

The Exhibitor should ensure that all stand items are covered by full and comprehensive insurance. LTP cannot accept responsibility for any losses incurred. The Exhibitor is required to effect public liability insurance.

9 EXCLUSION OF LIABILITY

LTP and its employees shall not be liable for any loss, theft or damage to property during the terms of this agreement from any cause whatsoever.

10 INDEMNITY

The Exhibitor shall defend LTP from and indemnify against any claim or liability for injury to persons or property arising from any cause whatsoever in connection with his participation at the Exhibition by the Exhibitors, his agents, contractors or employees. The Exhibitor should also ensure that he has adequate Insurance to cover all liabilities and rights.

11 GANGWAYS, FIRE PROTECTION & EXITS

All gangways, fire protection areas and exits must be kept clear at ALL times.

12 MUSIC & PERFORMING RIGHTS

Exhibitors are reminded that if they are using recorded or published materials they must ensure that they comply with the law in this respect. This requires evidence that licences have been issued by the Performing Rights and Phonographic Performance Ltd.

13 BREACH OF BOOKING TERMS & CONDITIONS

If the Exhibitor is in Breach of any of the Booking Terms and Conditions contained herein, LTP reserve the right, without notice to the Exhibitor, to offer the stand space to another Exhibitor, or use it in manner it deems fit. This shall not be construed as affecting the responsibility of the Exhibitor to pay the full amount specified on the Official Order Form.

For more information contact **SARAH JEFFERY**

tel **01424 572088**

email **sarah.jeffery@grouptravelorganiser.com**

website **www.southwestgroupshow.com**