

# Wedding Fayre Booking Form

Please fill in a separate booking for EACH event you wish to book

For office use only:

## The Hatherton Country House Hotel – Sunday 8<sup>th</sup> January 2012

Company Name:	Phone:
Contact Name:	Mobile:
Address:	Email:
	Website:
Service you will display:  (eg 'Bridal wear, Wedding Cakes or Photography', etc.)	
Please tell us about any special offers, discounts or deals you will be running on the day of the fayre:	
<input type="checkbox"/> I have read and agree to terms and conditions (attached pages) for exhibiting.	
Signed:	Date:

### Your Requirements: (Please tick all which apply) We will accommodate on a first come first served basis.

At the event we need:	<input type="checkbox"/>	Power supply (you may need an extension cable)
	<input type="checkbox"/>	Please provide us with _____ chairs
	<input type="checkbox"/>	Wall behind table
or	<input type="checkbox"/>	Centre stand (no walls surrounding)
or	<input type="checkbox"/>	We can manage with either a centre or wall allocation

### Your Stand: (Please tick one box and fill in the amount)

Please note you will need to bring along your own suitable table covering

<input type="checkbox"/>	Goodie Bag ONLY - £35.00 (please send approx 100 leaflets/brochures, spares cannot be returned unless collected by yourselves)	<b>£</b>
<input type="checkbox"/>	2ft Square/Round Table - £55.00	
<input type="checkbox"/>	4ft Rectangular Table - £65.00	
<input type="checkbox"/>	5ft Round Table - £65.00	
<input type="checkbox"/>	6ft Rectangular Table - £65.00	
<input type="checkbox"/>	6ft Floor Space (No Table Required) - £65.00	
<input type="checkbox"/>	8ft Table (2 x 4ft in Square Shape) - £110.00	
<input type="checkbox"/>	8ft Floor Space (No Table Required) – £110.00	

- Please send this form with your cheque, payable to: 'A Rosy Marriage'; to: **A Rosy Marriage, 63 Forge Close, Churchbridge, Cannock, Staffordshire, WS11 8JJ**
- No liability will be accepted for delay or loss in transition.
- Upon receipt of this form and payment, your table will be reserved for you, any special requirements must be agreed before the date of the event and no changes to your table or location can be made on the day of the Fayre.
- Spaces are allocated on a first come, first served basis and we regret that we cannot accept your application if another business submits their form and payment prior to us receiving yours. Exclusivity of service type is not guaranteed.
- If you are involved in more than one business, only one business may be exhibited and promoted per table, please book a table for each business/service you wish to promote.

## Terms & Conditions for Exhibitors of our Wedding Fayres

### 1. Definition:

In these Terms & Conditions the term "Exhibitor" includes all employees or agents of such and the term "Exhibition" shall be deemed to mean the Wedding Fayre named on the Booking Form. The term "Organisers" shall be deemed to mean A Rosy Marriage (Wedding Fayres) a division of A Rosy Marriage.

### 2. Applications for Space:

Applications for space must be made on the booking form provided by the Organisers, and contain all information requested. The Organisers reserve the right to accept or refuse any application without assigning any reason.

### 3. Allocation of Space:

Stand space will be allocated at the discretion of the Organisers to ensure a varied mix and balanced exhibition.

### 4. Payment of Space:

Full payment must be forwarded with a Booking Form, either by e-mail or returning a hard copy version, or during the event (for late bookings only). Payment for the event should be sent immediately after confirmation of exhibition space required.

The request to reserve an exhibition space by e-mail or verbal request shall constitute a contract between the exhibitor and A Rosy Marriage (Wedding Fayres) and full payment will be due. Should payment not be forthcoming the exhibitor will be contacted to confirm whether or not the exhibition space is still required, if it is then payment will be required immediately and if payment still fails to arrive then a letter of overdue payment will be issued, failure to respond to this letter could result in interest charges or court action being taken.

### 5. Cancellation of Space:

The Organisers shall give a 50% refund of monies paid if written notice of cancellation is received **up to 6 weeks** prior to the event.

**No refund will be made on cancellations within 6 weeks of the event, regardless of reason as all funds from this Exhibition will immediately be used for advertising the event.**

Payment is required in full if an exhibitor reserves a stand by the any of the methods listed in section 4 (above), but later decides to cancel within the six weeks prior to the event as this will not give sufficient time to find a suitable replacement.

**No payment will be re-allocated against any other fayre under any circumstances.**

### 6. Unoccupied Space:

Where space applied for and granted is not occupied by the Exhibitor by commencement of the Fayre, the Organisers reserve the right to re-allocate or otherwise deal with this space as they so decide.

### 7. Prohibition of Transfer:

Exhibitors may not assign, sublet or grant licences in respect of the whole or any part of the space allotted to them without the express permission of the Organisers.

### 8. Alcoholic Goods:

Exhibitors may not bring in their own alcoholic goods for own consumption or serving to visitors unless by prior written agreement with the Organisers.

### 9. Admission:

The Organisers reserve the right to refuse admission to any person to the Exhibition without assigning any reason.

### 10. Set-up / Duration of Exhibition / Dismantling:

Access for set-up is available at the times set out in the information sent 2 weeks prior to the event and stands must be fully dressed and operational 15 minutes before fayre opens to visitors. Dismantling may not commence before the advertised closing time of the event and must be cleared within 1 hour of the closing time. Exhibits must not be removed and displays must not be dismantled either partially or totally, before the closing time of the Fayre. All exhibits and display material must be removed as soon as possible after this time. All Exhibitor products/materials/debris must be completely removed from the premises after the exhibition.

### 11. Stand Interiors:

Exhibitors erecting interior displays must ensure all work conforms to the requirements of the Organiser or other appropriate authorities and is executed within the terms of the Health & Safety at Work Act.

### 12. Standards:

Exhibitors are requested to ensure that all displays are of a professional standard, with no hand written or day-glow posters. Where stands are visible from all angles, exhibitors are to ensure that stands have professional coverage.

### 13. Electrical Requirements:

The Organisers do not provide any electrical facilities unless requested on booking form. Exhibitors requiring electric must supply their own extension leads; these and other electrical equipment, over 3 years old, used on the stand must have the appropriate PAT Certification and where applicable taping must be provided to cover loose cables and again comply with the terms of the Health & Safety at Work Act.

### 14. Wedding Cars:

Exhibitors with Wedding Cars will be given an allocated space(s) which has been agreed in advance with the venue management and no deviation from this positioning can be allowed.

### 15. Balloons:

Escaping balloons must be recovered from the roof space. All helium gas cylinders must be removed from the public areas once balloons have been filled and throughout the fayre.

### 16. Promotional Restrictions:

Exhibitors can only promote and display their business product or service being that which is detailed on the booking form as 'Product/Service Provided'. Peripheral products or services can only be promoted with the express permission of the Organisers. Organisers reserve the right to remove items from display not included in the original booking form application.

### 17. Advertising Matter:

The Exhibitor may distribute advertising and printing materials from their own stand but must not distribute such material in the neighbourhood of entrances or exits, nor in such a manner as to cause annoyance or disturbance to other Exhibitors. Where a table is provided for display of exhibitors' advertising material, then only this designated area may be used for such purposes. In the event of complaints, the matter shall be referred to the Organisers for their decision.

**18. Health & Safety and Fire Risks:**

Exhibitors are reminded that the Health & Safety Act 1974 and the regulations made under this Act impose duties and responsibilities upon all employers and that these duties are not reduced, regardless of whether an employee is in their own office or exhibiting at a Fayre. Exhibitors must adhere to all fire and safety regulations which affect the Exhibition. Aisles and fire exits must be kept clear at all times.

**19. Protection of Exhibits:**

All exhibits must be properly protected so as to avoid danger to any person or persons visiting or taking part in the Exhibition. The Organisers shall be indemnified by the Exhibitor against any claim or action on account of any inquiry or damage being caused, or occasioned by any exhibit to any persons whatsoever.

**20. Exhibitors' Liabilities:**

Every Exhibitor hereby accepts liability for all acts or omissions of himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organisers and keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Organisers or incurred or become payable by them arising there from or in respect thereof including any claims arising out of the supply by the Exhibitor of samples of any kind whatsoever whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the Organisers on the advice of Counsel to compromise or settle any such claims. It is the responsibility of exhibitors to provide their own Public Liability insurance.

**21. Insurance Liability:**

The Organisers will not be responsible for the safety of any property owned by or brought on to the location of the exhibition by an exhibitor or any other person on his behalf or for any loss or damage that may occur to such property (including any consequential loss which follows there from) as a result of any cause whatsoever (including the negligence of the organisers). Furthermore, the organisers shall not be liable for any loss sustained by the exhibitor if for any reason the opening of the Exhibition is prevented or postponed or delayed or abandoned. It is the responsibility of exhibitors to provide their own Public Liability insurance.

**22. Postponement or Abandonment:**

In no event shall the Exhibitor have any claim for damages of any kind against the Organisers or the venue owners in respect of any loss or damage consequential upon the prevention, postponement or abandonment of the Fayre.

**23. Exhibition Services:**

The Organisers undertake to make all reasonable attempts to provide necessary services for the smooth operation of the Exhibition and run them as they deem appropriate. But accept no responsibility for breakdown or failure of such services. Likewise the Organisers cannot accept any responsibility for or guarantee the number of visitors to the Fayre.

**24. Assurances/Guarantees:**

No assurance or guarantee of any kind is offered by the Organiser and none is to be given, invoked, or otherwise applied on the part of the Organiser, for any goods or services tendered, sold or otherwise traded at the Fayres.

**25. Storage:**

The Exhibitor shall be responsible for the removal from the Exhibition premises and storage of all crates and empty cartons not required on the stand.

**26. Right of Rejection:**

Exhibits are admitted to the Exhibition and shall remain there solely on strict compliance with these Rules and Regulations. The Organisers reserve the right to prohibit in whole or in part and reject any Exhibitor or his representatives in the case of failure to comply with the Rules and Regulations. There shall be no return of payment if such rejection or prohibition is deemed necessary by the Organisers.

**27. Conduct of Exhibitors and Representatives:**

**(a) Annoyance:** The Organisers reserve the right to stop any activity on the part of an Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitors' own stand and under no circumstances may this be carried out from a gangway or elsewhere in the Exhibition.

**(b) Microphones:** The use of microphones is not permitted unless agreed with the Organisers in advance.

**(c) Gangways:** Any encroachment upon gangways or passages shall be deemed to be a breach of contract and articles or goods found therein during the period of the Exhibition may be removed by the Organisers or their agents and the Organisers shall not be responsible for any loss thereto occasioned by such removal.

**(d) Publicity Material:** may only be displayed and or given away only from the Exhibitors' own stand.

**28. Amendment of Rules:**

The Organisers reserve the right to alter, add to or amend any of these Rules and Regulations. Should any question arise, whether provided for in these conditions or not, the decision of the Organisers shall be final. No alteration, addition, amendment or waiver to or of these Rules and Regulations shall operate to release any Exhibitor from his/her contract. The descriptive headings to these Rules and Regulations are merely for reference and do not form part of the Contract between the parties.