



**Business2Business Exhibition
12 October 2010**

Exhibitor Booking Form

Organisation _____

Address: _____

Town/City: _____ **Post Code:** _____

Telephone: _____ **Fax:** _____

E-mail: _____

Web site: _____

Contact Name: _____ **Position:** _____

Type of Business: _____

Names & Job Titles of your Representatives:

1. _____
2. _____
3. _____

We wish to participate in the Springboard Business2Business Exhibition on Tuesday 12 October 2010 as indicated below:-

| Description *see notes overleaf | Price | Order |
|--|-------------------------------------|---|
| A. Display Space: 1m wide x approx 1m deep (med table + 1 chair) and lunch | £30 + vat | |
| B. Display Space: 1¾m wide x approx ¾m deep (large table + 2 chairs) and lunch | £40 + vat | |
| D. Electrical Power | £5/day | Yes/No |
| E. Number of FREE tickets for distribution to current or potential customers*9 | FREE | Qty: |
| F. Prize Draw – will you offer a Prize Draw on your Stand that we can promote. | FREE | Yes/No |
| TOTAL DUE: | | £ |
| G. FREE Seminars: (please select session and enter names of attendees below) | Morning 11-12 Yes/No | Afternoon 1.30-2.30pm Yes/no |
| 1. | 2. | 3. |
| 4. | 5. | 6. |

I confirm the above booking. I have read and accept the special notes and conditions set out overleaf.
We will pay EITHER: Our cheque is enclosed for £ Payable to "Hambleton District Council" OR: We will pay by 1st October 2010 against invoice issued. (Delete as applicable.)

Any special requests _____

Signed: _____ **NAME IN CAPITALS** _____ **DATE:** _____

Please submit this Registration Form by email/ fax or post to the address below, keeping a copy for reference

SPRINGBOARD BUSINESS CENTRE
24 Ellerbeck Way, Stokesley Business Park, Stokesley, North Yorkshire TS9 5JZ
Tel: 01642 715300 Fax: 01642 715301
www.springboardbusinesscentre.co.uk email: springboard@hambleton.gov.uk

Springboard Business Centre

Special Notes and Conditions

- 1. LOCATION.** Spaces will be marked out and room available for your panel display systems, pop-up banners and table top displays. Stand spaces are allocated by Springboard Business Centre and any special requests should be noted on the Booking Form.
- 2. CAR PARKING.** Car parking spaces are limited on site but parking is permitted around the business park. Care must be taken when parking and is not permitted by the entrance to Springboard.
- 3. POWER SUPPLY.** Access to a power supply is limited. Please bring your own extension cable and multiple adaptors which should have a current PAT test label. Cables must not be laid across gangways or exits. There is a £5 charge for power consumption.
- 4. TIMING.** Displays should be erected between 1500 and 1700 Monday 11 October and 0800 and 0930 on Tuesday 12 October and dismantled between 1500 and 1700 on 12 October. Exhibitors must not breakdown their displays before 1500 out of courtesy to visitors and other Exhibitors.
- 5. REFRESHMENTS.** FREE coffee, tea and water will be available all day and lunch will be provided.
- 6. REPRESENTATIVES.** Stand spaces will only accommodate limited numbers of people at once. Named representatives will be issued with pre-printed name badges at Reception.
- 7. ELECTRICAL EQUIPMENT.** Any portable electrical appliances must be covered by a PAT Test Certificate.
- 8. INTERNET.** If required, wi-fi internet access should be arranged with the Centre.
- 9. ADVERTISING.** We will pass all Exhibitors' details on to any enquiries and also display on our website.
- 10. PROMOTION.** All Exhibitors are expected to help promote the event by distributing FREE tickets to all their current and potential customers. Please order the number of tickets you can use. If you plan to offer a Prize Draw on your Stand we can promote this as part of our promotion for the event if you inform us in advance.
- 11. PAYMENT TERMS.** All charges must be paid by 1 October 2010. In the event of cancellation due to unforeseen circumstances charges will be refunded.
- 12. LIABILITY.** Exhibitors' staff shall comply with any health and safety and fire regulations relating to the premises. Springboard Business Centre accepts no responsibility whatsoever for any injury, loss or damage to exhibitors' staff and equipment or for any disruption to electricity or water for whatever reason.

Exhibitors should arrange adequate insurance cover for themselves, their own staff and their products and equipment on display and for any consequential claims or third party losses.

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