



## Booking Contract

### Westmorland Summer Art Market

Monday 23rd July – Saturday 24th July 2010

Wyn Abbot Promotions, Tower Cottage, Hornby Castle, Hornby, Lancs LA2 8LA

[info@wynabbot.com](mailto:info@wynabbot.com), Tel: 01524 784197 [www.wynabbot.com](http://www.wynabbot.com),

Company Name.....
Contact Name:.....Position.....
Address.....
.....Postcode.....
Telephone number(s).....
Email Address.....
Website Address.....

Please give details of **services or products** you would like to sell / promote at the event

		<i>Please Tick Preferences</i>	
		Yes	No
Display Area consists of:			
• Standard space 6ft stand	Standard £30.00		
• Barrow (limited number) “ “ “	£40.00		
• Large 12 ft stand “ “ “	Large £40.00		
Own Stand provided (please give details)			
Electricity Required for Spotlights			
Are you able to circulate flyers / info about the event	Via Email Via Posters		

I wish to pay a deposit of: £.....	Cheque (enclosed) Please make payable to Wyn Abbot Promotions	Card
Full amount of: £.....		

<b>Credit / Debit Card Payment</b> Please debit my Visa / Maestro / Switch											
<b>Valid From</b>	/	/	<b>Expiry Date</b>	/	/						
<b>Issue number</b>				<b>Security number</b>							

## **Terms & Conditions**

### **Payment:**

A deposit of £15 is required at the time of booking and final payment is required by the **1<sup>st</sup> May 2010**. Deposits are **non refundable**.

### **Cancellation:**

Cancellations should be made in writing and full payment will be required for cancellations received 5 weeks or less prior to the event.

### **Insurance:**

All exhibitors must have adequate insurance in respect to all liabilities including public and product liability for the whole period of the event – this includes the periods of the setting up and closing down of the stands.

Wyn Abbot Promotions shall not be liable for any claims arising from bodily injury, death, damage to or loss of property caused by the exhibitor or any person or company acting on their behalf.

In signing this booking contract the exhibitor will indemnify Wyn Abbot Promotions in respect of each and every such claim and all actions, claims, costs, proceedings and demands in respect thereof.

A copy of your insurance policy should be forwarded either with this form or with your final payment prior to the event.

**Security:** The venue is locked overnight however; exhibitors should ensure that adequate measures are taken to protect individual stands, property and stock. Wyn Abbot Promotions shall be under no liability whatsoever for any loss or damage.

### **Event Disruption**

Wyn Abbot Promotions will be under no liability to the Exhibitor in respect of any actions or claims, losses or expenses whatsoever if the event is cancelled, postponed or has to be abandoned for reasons outside of the organisers control e.g. war, national emergency, civil disturbance, inevitable accident, explosion, fire, storm, labour dispute, strike, lock-out, etc.

### **Exhibition Stands**

Tables are provided however own stands may be used and the following should be observed:

Wyn Abbot Promotions, the Local Authority and Venue Managers reserve the right to exclude any exhibit or display materials which contravene security, fire or safety regulations.

Exhibitors will not display exhibits in such a way that restricts access to neighbouring stands or causes a Health & Safety risk to the public.

Display stands should be detailed on the booking form.

### **Exhibitors Responsibilities:**

Exhibitors will undertake to act in accordance with the law, and indemnify Wyn Abbot Promotions in relation to advice given and/or claims made in connection with a product or service they offer.

**Stand Management**

The Venue is open to the public between 8.30 am – 6 pm Monday – initial setting up of the stand should be no later than 10am on the Friday morning and should not be dismantled before 4.30 on the Friday.

Security will be around during these times but Exhibitors should take responsibility for manning their stands. Stalls should **be manned at all times**. If you wish to share stand management with another stall holder please give details below to ensure stands are situated next to each other.

**All work on for sale should be the Artist (s) own work**

**Housekeeping and Image**

The Westmorland Centre which houses this event insists on a professional and prestigious image to their customers and items:

- All signage shall be presented in a professional manner, either computerised or neatly crafted.
- Any item that is considered to be pornographic, smutty or offensive in nature will not be allowed.
- Products, personal items, boxes, surplus stock etc. should be kept out of sight
- The use of windows and walls etc. for signage is prohibited.
- Exhibitors must ensure that the exhibition area is kept clean and free of refuse at all times and are responsible for the removal of the refuse. (*designated bins are in situ*)
- Exhibitors are not to cause a nuisance within the centre to members of the public, other exhibitors, shop tenants, contractors or members of WSC Management Team.
- No obstruction of the malls, walkways and exits can be accepted at any time.
- Additional tables and or free standing display units should be requested prior to the event
- When not trading or exhibiting between the hours permitted, all goods must be suitably covered.

**Parking**

The centre has a pay and display car park on site with easy access to lifts to all floors. Unloading is best on level 5 however unloading in the service bay can be arranged if necessary.

**I/we have read and understood the Terms and Conditions and agree to comply to them.**

**Print Name**.....

**Signature**.....

**Date**.....

**Please complete & return the full form to Wyn Abbot Promotions, Tower Cottage, Hornby Castle, Hornby, Lancs LA2 8LA**