

**LGRC Local Council EXPO - Exhibitor Booking Form**  
**Friday, 9th September 2016**  
**Chateau Impney, Droitwich Spa, Worcestershire, WR9 0BN**

Company Name:			
Full Address:			
Tel:		Website:	
Contact Name:		Position:	
Email:		Mobile:	
Exhibitor details, nature of business and products/services you wish to exhibit			
Preferred EXPO Theme Area:			
	Unit Cost	VAT	Insert Totals
Premium Stand Space	£1,000	£200	
Stand Space: Minimum 2m x 3m	£750	£150	
Additional 2m x 3m spaces	£500	£100	
Use of Central Demonstration Area 30 Minute Slots	£150	£30	
Electrical supply	£20	£4	
		Total Inc VAT	

**Terms and Conditions**

- 1) The room layout attached is indicative only at this stage. It may be amended to take account of multiple stand bookings and accommodation of larger display material. Premium positions (some of which are reserved for sponsors) include the areas by the main entrance from the foyer, the row of stands under the balcony and those either side of the stage. **If you wish to mark up the room layout with your preferred position we will do our best to meet your requirement or provide a similar position within the hall.** Other than for sponsors, stands will be allocated strictly on a first come first served basis. We will confirm the specific stand position and the hall layout by 31<sup>st</sup> August 2016.
- 2) The booking fee/first payment of 50% is due with the booking and the second payment of 50% will be due on 15th August 2016. The booking fee is non-refundable prior to the event and is only refundable if fewer than 250 EXPO tickets have been issued by midday on 9th September 2016. The second payment is non-chargeable in the event of cancellation of the event and is refundable if fewer than 250 EXPO tickets have been issued by midday on 9th September 2016.
- 3) The organisers reserve the right to reject any bookings and to refund fees in full without giving any reason.
- 4) As exhibitors you agree to pay the total cost shown above plus VAT. You agree to accept the Terms and Conditions and any general guidelines provided for the EXPO and to abide by any reasonable requirements of the organisers or the venue owners during the EXPO.
- 5) Bookings are valid only when confirmed and if payments are made in full by the due dates.
- 6) Payments (including VAT at 20%) should be made by cheque or by BACS transfer to LGRC Associates Ltd's account as follows:  
 Bank: NatWest  
 Sort Code: 52-21-30  
 Account No. 24675555

**I hereby apply to make the above booking of exhibition space at the Local Council EXPO on 9th September 2016 and agree to abide by the Terms and Conditions above. The booking fee is enclosed/has been paid today by BACS (please delete as appropriate).**

Signed ..... Date .....