



Mind Body Soul

Booking contract Brentwood 2011 26 & 27 March 2011, Brentwood Centre, ESSEX

Prime Impact Events, The Old School, Colchester Road, Wakes Colne, Essex CO6 2BY
Tel - 01787 224040 Fax - 01787 223535 info@primeimpact.co.uk www.primeimpact.co.uk

Address 1

Company Name:.....

Contact Name:Position:

Address:.....

.....Postcode:.....

Telephone:.....Fax:..... Mobile:

Email:..... Email 2 :

Address 2 (Accounts Department Details for invoicing (if different from above))

Company Name:.....

Contact Name:Position:

Address:.....

.....Postcode:.....

Telephone:.....Fax:..... Mobile:

Email:..... Email 2 :

Please send exhibitor kit and badges to address 1 2 Please tick

Please send me Exhibitor badges (PLEASE STATE AMOUNT IN BOX)

Brentwood MBS 2011	1st Choice Stand No:	2nd Choice Stand No:	3rd Choice Stand No:	Stand Size (w x d)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MBS stand additions (Please state amount in box)

- (Please tick) 6ft Tables £10 + vat
- (Please tick) 4ft Tables £10 + vat N/A
- (Please tick) Tall silver poseur table £30 + vat N/A
- (Please tick) Blue Folding samsonite chairs £5 + vat
- (Please tick) PPL License £60 +vat N/A
- (Please tick) Electricity £50 +vat

Terms & Conditions of Booking

PAYMENT.

25% of the total cost is required as deposit at time of booking, Stage payment 2, (25% of the total cost) is due 4 months prior to event , Final balance due 2 months prior to event

Deposits are **non refundable**. Failure to comply with Prime Impact Events & Media payment schedule will result in cancellation of stand bookings without further notice. Stand listing details will not be included within programme or website if payment is not received on time. Full payment is required immediately for any bookings made less than 8 weeks prior to the event.

LATE PAYMENT:

All late payments will be subject to 2 % surcharge

CANCELLATIONS

Cancellations must be made in writing. Full payment is required if a cancellation is made within 8 weeks prior to the exhibition. Prime impact will endeavour to sell the space but should this not be possible, the exhibitor will remain liable for the total charge.

EXCLUSION

Prime Impact Events & Media reserves the right to exclude any exhibitor from the exhibition without giving an explanation.

FLOOR PLAN.

Prime Impact reserves the right to alter the exhibition floor plan where it decides changes would be in the best interest of the overall event. Any such changes will be notified to effected parties as soon as practical.

SUB LETTING & STAND SHARING

Sub Letting of stand space is not permitted without specific agreement by Prime Impact Events & Media Ltd

INSURANCE.

The exhibitor shall take out adequate insurance in respect to all liabilities of the exhibitor in relation to the exhibition during build up break down and opening times. Exhibitors are required to have as a Minimum, £1 million pounds public liability insurance . As such Prime Impact shall not be liable for any claims arising from death or bodily injury, 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 Prime Impact Events and Media in respect of each and every such claim and all actions, claims, costs, proceedings and demands in respect thereof. The Exhibitor shall also adequately insure all property on a full 'All Risks' basis for a sum insured equivalent to the full value of all property and exhibits brought to the Exhibition. The Exhibitor confirms that adequate insurance is or will be in force for the duration of the event including set up and break down periods. Prime Impact shall be under no liability whatsoever for any loss or damage

SECURITY: Each venue is locked overnight however, exhibitors should ensure that adequate measures are taken to protect individual stands, property and stock. Prime Impact shall be under no liability whatsoever for any loss or damage

EVENT DISRUPTION.

If the event is cancelled, postponed or has to be abandoned for reason of war, national emergency, civil disturbance, inevitable accident, explosion, fire, storm, labour dispute, strike, lock-out, force majeure, the non-availability, of either all or partially, of the Exhibition venue or any other cause, not within the control of the organisers, Prime Impact will be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential losses) costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the occurrence of any such events.

EXHIBITS & DISPLAYS

- i) Prime Impact, the Local Authority and Venue Managers reserves the right to examine and exclude any exhibit or install display material or exhibits which contravene security, fire or safety regulations.
- ii) No Exhibitor will be permitted to install a display or exhibits in such a way that in the opinion of Prime Impact, restricts access to neighbouring stands, obstructs the light or impedes the view along open spaces and/or gangways.
- iii) Heavy and bulky exhibits are restricted by floor loading and restricted access. Individual requirements must be advised in writing to Prime Impact.
- iv) All movement of and fixtures to the shell scheme or screening hired from Prime Impact must be carried out by the appointed contractors.
- v) All electrical installations and connections must be carried out by the contractors appointed by Prime Impact.
- vi) Exhibits, services and products on offer at the exhibition must be listed on the booking form. Items not listed will not be permitted. If your booking is accepted, a confirmation invoice showing the services and/or products being offered will be posted to you.