SUMMER FETE Sunday 22nd July 2012

Exhibitor Booking Form

CORRESPONDENCE DETAILS
Contact Name:
Organisation / Company Name:
Address:
Postcode:
Phone
Mobile
Email

Product description for publishing:

EXHIBITOR REQUIREMENTS & FEES	
There are 3 Exhibitor categories: 1. Food & Drink, 2. Other Commercial stall, 3. The Rowans Hospice	Please state category
Category Charges: 1 = 10% of sales, 2 = £25/plot, 3 = 100% of sales	
Exhibitor spaces are 12ft x 12ft/plot (suitable for a garden gazebo) and are available in multiples	
Number of plots required	
Subtotal for Category 2 Exhibitor (number of plots x £25)	£
Exhibitors must supply their own gazebos/marquees; however wooden trestle tables (6ft x 3ft) may be hired at £10 per table (category 3 exempt)	
Number of tables required	
Subtotal for equipment hire	£
Total Exhibitor Fee to be sent with booking **(where appropriate % sales will be collected when the Event closes)**	**£**

Any other requirements

PAYMENT	
By Cheque – payable to 'The Rowans	Hospice'
By Switch/Delta/Visa/Mastercard	
Card No:	Security No:
Expiry Date:	Cardholder's Name:
Cardholder's House No.	Postcode:
Cardholder's Signature:	
Total Amount	£

PLEASE SIGN DECLARATION OVERLEAF

Please send all correspondence to:

Ali George, Events Fundraiser
The Rowans Hospice, Purbrook Heath Road, Purbrook, Waterlooville, Hampshire PO7 5RU
023 9223 7146 ali.george@rowanshospice.co.uk

THE Rowans HOSPICE

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Terms and Conditions

1. All Exhibitors must be booked in advance.	2. The Organisers reserve the right to refuse applications.
3. Space allocations will be determined by the Organisers. Any requirements will be accommodated where possible.	4. Details of space allocation set up and take down will be sent to the Exhibitor with their final Exhibitors Pack.
5. It is the Exhibitors responsibility to obtain permission, license and insurance needed by the relevant regulatory bodies and to ensure that their merchandise is affected to a safe standard.	6. **All** Exhibitors are expected to supply their own marquees or gazebos; however table hire can be arranged with the Organisers in advance.
7. Exhibitors must construct their own marquees/gazebos and are responsible for the safety and worthiness of constructions.	8. Any bodies or organisations that wish to share a stand must make a separate application stating their intentions to do so.
9. Exhibitors will be held responsible for any loss or damage caused to the Event site.	10. Exhibitors are responsible for the removal of all litter, waste, stand materials, etc. from their exhibitor space. There are no waste facilities available on the Event site, Exhibitors must responsibly remove their waste off site.
11. No advertising or promotional material is to be erected, displayed, attached or distributed outside the boundaries of the Exhibitors stand without the permission of the Organisers.	12. Failure to comply with the terms and conditions may result in space allocation withdrawal.
13. All fees are non-refundable, unless cancelled by the Organiser	14. E & O.E.

I agree to the terms and conditions for this Event

Signed: **Date:**

Please send Exhibitor Booking Form together with the total Exhibitor Fee to address below by 21st May

Thank you

Please send all correspondence to:

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