

FIBREFEST 2009 Exhibition Booking Form

Sat 22nd & Sun 23rd August 2009

Coldharbour Mill, Uffculme, Nr Cullompton, Devon EX15 3EE

Booking Deadline 1st April 2009

Email: info@fibrefest.co.uk Tel: 01598 752490 www.fibrefest.co.uk

EXHIBITOR DETAIL

Company Name.....Contact Name.....

Address.....

.....Post Code.....

Email.....Website.....

Telephone Day.....Telephone Eve.....

Description of products sold, to be included in exhibition programme (25 words max)

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Please include any pictures, leaflets and promotional material relating to your product or craft, this will help us judge your suitability for the event.

Show Passes (Valid 22nd & 23rd Aug)

Number of personnel attending show (max 3)

Set up / Breakdown Passes (Valid 21st 8am – 8pm & 23rd 4.30pm – 8pm)

Number of personnel setting up and breaking down stand (max 4)

Exhibition Stand Allocation

The exhibition is taking place at Coldharbour Mill within the main car park (hard standing) under solid metal framed purpose built exhibition marquees. Flooring will be supplied throughout the event and will be durable matting.

Exhibition stands are available as **Quadraform Shell Schemes** (see stand info sheet for pics and spec) or **Space Only** (Please note if you are booking Space Only due to the use of Exhibition Marquees there will no solid back walls, sides or anchor points for Space Only stands). You must decide on your stand preference, Quadraform Shell Schemes can only be booked in advance of the show.

Stand Availability (please select style and size Space Only or Quadraform)

2x2m Space Only	£78	£.....
2x3m Space Only	£115	£.....
2x4m Space Only	£153	£.....
2x6m Space Only	£230	£.....
2x2m Quadraform Shell Scheme	£135	£.....
2x3m Quadraform Shell Scheme	£202	£.....
2x4m Quadraform Shell Scheme	£270	£.....
2x6m Quadraform Shell Scheme	£405	£.....

Food Producers Marquee

Blackdown Hills Producers Tent stands are space only

2x2m Space Only	£78	£.....
2x3m Space Only	£115	£.....
2x4m Space Only	£153	£.....

Livestock Paddock

Outside animal pens are available in the Mill paddock as space only. Please email info@fibrefest.co.uk for more details and how to book.

Tables & Chairs

Trestle tables and chairs are available at an extra cost. Please specify what you require from the list below. Deposits of £50 will be required at the event before items are used.

Trestle Table 1.8m x 0.6m	£8.50	Qty....	£.....
Beech Folding Chair	£3.50	Qty....	£.....

NB TABLES & CHAIRS CAN ONLY BE OBTAINED IF BOOKED IN ADVANCE.

Electricity / Lighting

There will not be any availability of electric lighting or power sockets. Exhibitors should utilise battery power where possible. The marquees are translucent and have a high degree of natural light, this will be enhanced with overhead lighting.

Insurance

All exhibitors must have public liability insurance and a copy of your policy must be sent to us prior to the event. Any exhibitor not providing proof of public liability insurance before the event will not be allowed to exhibit.

Risk Assessment

All exhibitors must complete and return a completed risk assessment form (see separate attached form), with the booking form. Any exhibitor not returning a completed risk assessment before the event will not be allowed to exhibit

Show Programme Advertising

The show programme is given free to every visitor coming to the event. Each exhibitor gets a free listing and 25 words detailing what they do. You can enhance your listing in the programme by having an advert within the programme.

1/8 page advert	@ £20	£.....
1/4 page advert	@ £35	£.....
1/2 page advert	@ £65	£.....
Back page advert (first come first serve)	@ £130	£.....
Inside cover 1/2 page	@ £70	£.....

Set Up / Vehicle Unload Slot. Set up 8am – 9pm Friday 21st Aug.

Due to site restrictions each exhibitor will be allowed a 40min unload from their vehicle, after which the vehicle must be removed.

Please indicate what time you would like to arrive to unload. Please provide a first and second choice. Your unload time will be notified with your booking confirmation and show pack.

1st Choice Time.....

2nd Choice Time.....

Blackdown Hills Natural Fibres (BHNF) Membership:

BHNF is working to raise the profile of fibre and offer the consumer a range of fibre and textile products that have low 'fibre miles'. BHNF members are able to access research information, attend discussion meetings and obtain discount on some of our projects, events and related services. Membership is £10 per annum and is recommended for those with a vested interest in UK Textiles.

***NB** BHNF members will be given booking preference in the event of stands being oversubscribed and will also be given priority booking for future Fibrefest events.

Yes I/We would like to become BHNF members.....

No I/We would not like to become BHNF members.....

Booking Payment Completion

Stand	£.....
Furniture	£.....
Advert	£.....
BHNF Membership	£.....

TOTAL £.....

NB Cheques are to be made payable to BHNF.

If we cannot allocate you a stand we will contact you by 1st June 2009. Please photocopy your booking form.

I/We apply for an exhibition stand space at Fibrefest 2009 and agree to abide by the events terms and conditions, which I/We have read. I/We have also conducted a risk assessment of our stand and completed our risk assessment form.

Signed.....Print Name.....
Position in company.....Date.....

**SEND to: FIBREFEST, PO BOX 8, Lynton, Devon EX35 6WY
PLEASE NOTE Booking Deadline 1st April 2009**