



**The Event Angels Limited
Presents
Wedding Fair 2009/2010**



Wedding Fair Exhibition Booking Form

Please complete and return wedding fair exhibition booking form to: **The Event Angels Ltd, Ovidstown, Straffan, Co. Kildare, Ireland.** Enclose full payment marked payable to: **"The Event Angels Ltd"**
Tel: +353 87 8589788; Tel: +353 86 1241002; email: weddingfair@theeventangels.com

Company Details

Contact Name:	_____		
Job Title:	_____		
Organisation:	_____		
Invoice Address:	_____		
Product Exhibiting:	1 Service per stand		
Mobile No:	_____	Tel. No:	_____
Email:	_____	Website:	_____

Booking Details

****VENUE /HOTEL**:**

A. Large Stand Stand : see T & C's 8ft x 2ft Specify other requirements:	Main room Cost: €200 or Sterling Equivalent Please bring own ext lead	Number Required: []	Total Cost: []
B. Medium Stand Stand : see T & C's 6ft x 2ft Specify other requirements:	Main Room Cost: €175 or Sterling Equivalent Please bring own ext lead	Number Required: []	Total Cost: []
C. Small Stand Stand : see T & C's 4ft x 2ft Specify other requirements:	Main Room Cost: €150 or Sterling Equivalent Please bring own ext lead	Number Required: []	Total Cost: []
A. Packages Stand : see T & C's Platinum Gold Specify other requirements:	Cost: € 580 (3 Fairs, prime location, stand size of choice, FREE prime advertising on big screen & customer info sheet) €450 (3 Fairs, stand size of choice) Please bring own ext lead	Number Required: [] []	Total Cost: [] []

**All stands will be allocated by Wedding Fair event organisers on a first paid first allocated basis
(Depending on availability at the time of booking).**

Payment Details

Stand Cost: _____	Please indicate Payment method: <input type="checkbox"/> Cheque <input type="checkbox"/> Bankers Draft <input type="checkbox"/> Postal Order
Plus VAT@ 21% _____	
Balance Due: _____	

Cheques, Postal order, Bankers draft to be made payable to: **"The Event Angels Limited"** and should only be forwarded to: **The Event Angels Limited, Ovidstown, Straffan, Co. Kildare, Ireland.** Booking form and payment should be returned as soon as possible to avoid disappointment. Booking forms received without payment will incur an automatic release of the stand. A cancellation charge of €125 will apply to any booking cancelled within ten days prior to the wedding fair exhibition.

Please complete and sign this form indicating:

That all the above details are correct & that you have read and agree to abide by the *Terms and Conditions for Exhibitors at The Event Angels Ltd Wedding Fairs 2010.*

Signature: _____	Date: _____
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Terms and Conditions for Exhibitors at “The Event Angels Ltd” Wedding Fairs 2010
Please note that due to constraints on room layout in some exhibition areas
we cannot guarantee your preferred location.

1. The Event Angels Ltd will be referred to as the Wedding Fair event organisers in all correspondence.
2. The Wedding Fair Hotel/Venue will be referred to as wedding fair exhibition hosts.
3. Companies and individual traders will be referred to as exhibitors.
4. The organisers reserve the right to accept or refuse admission to any exhibitor without explanation.
5. The Hosts or Wedding Fair event organisers cannot guarantee exclusivity to any exhibitor.
6. Booking of stands: Space only stands will be provided for the exhibition and will include a table and 2 chairs. We cannot guarantee a power outlet on the day. Exhibitors booking stands should have their own backdrops or suitable display system including spotlights and extension cables. One service only per stand.
7. Exhibitors must obtain sufficient insurance cover to guard against any claims arising from their presence at the exhibition including any necessary PPI Music Licence.
8. The Hosts or Wedding Fair event organisers will not be liable for any loss, damage or injury however caused, incurred or suffered to any person whilst in the hotel, conference, exhibition area or car parks.
9. Additional power supply, electrics or other specific requirements must be requested from the organisers at the time of booking and are subject to availability. It is advisable to bring your own extension lead.
10. The organisers will accept no responsibility for power failures, venue generator changeover, overloading due to exhibitor appliances or any electrical failure during the conference.
11. The organisers will accept no responsibility for damage or theft to exhibitors' products at anytime from the beginning to the end of the exhibition.
12. Exhibitors must not use any form of amplification that interferes with the exhibition, other exhibitors or in any way causes annoyance to the visiting public.
13. All exhibitors will have access to the exhibition area from 10am on the day of the Wedding fair and must have their stands completed 30 minutes before opening of the exhibition. Strictly no addition to the fair once it has began unless a previous agreement has been made with the Wedding Fair organisers. In the event of delay advance contact with the Wedding Fair organisers by mobile 087 8589788/086 1241002 is imperative to secure your stand.
14. All exhibitors must have their stands products, etc. removed from the venue by 8pm on the day of the Wedding Fair unless previously agreed with The Event Angels Ltd.
15. Stands will not be reserved or allocated until full payment is received.
16. Stands will be allocated in all exhibition areas on a first come first paid basis. The Wedding Fair event organisers will at all times be of assistance and will offer help and support to create a worthwhile exhibition for all exhibitors.
17. Exhibitors will only be allowed to exhibit externally in the designated areas to allow for the circulation of local traffic in the vicinity.
18. The exhibitors cannot tamper with electrics, spotlights or other fixtures in the hotel or surrounds.
19. Stands must be staffed at all times during the exhibition.
20. No posters, signs or banners are allowed on any walls in the exhibition area.
21. No cellotape, blue tack or any form of adhesive to be used on any walls in the hotel and due care to be taken to ensure no damage is done to any part of the hotel. Damage to any part of the hotel or surrounds will be the responsibility of the exhibitors who caused such damage and must be paid for by such exhibitors to the hotel.
22. Exhibitors and their staff must wear exhibitor badges at all time during the exhibition.
23. The Event Angels Ltd accepts no responsibility for advertising of the fair or attendance of customers on the day.
24. On arrival please check with the Wedding Fair event organisers and **NOT** the hotel before moving onto your stand area.
25. If you experience any difficulties during the day please notify the Wedding Fair event organisers, preferably before or after the event and **NOT** the Hotel as they are purely the venue and have requested no communication with exhibitors.

We hope you have a pleasant and a worthwhile time at the exhibition and we wish to thank the Hotel and all those participating in the event for your continued support.

Ovidstown, Straffan, Co. Kildare
T: +35387 8589788/+35386 1241002
E: info@theeventangels.com
www.theeventangels.com