



Bristol International Balloon Fiesta 2012

Exhibitor Booking Form

Thursday 9th to Sunday 12th August 2012

Please complete each section of this form and return to:
Bristol International Balloon Fiesta, c/o Richmond Event Management,
59 Prince Street, Bristol,
BS1 4QH
T : 0117 953 5884
E : info@bristolballoonfiesta.co.uk
W : www.bristolballoonfiesta.com

Contact Details

Company	
Contact Name	
Address & Postcode	
Telephone	
Mobile	
Fax	
Email	
Website	

Description of your Exhibition Stand

Please provide a full description of your activity, i.e. the items and services you give or sell to the public

NB You must include also include a recent photograph of your stand and product

Site Space Categories

Site Space	Size (metres) Frontage x Depth	Description of Exhibition Space
A	12 x 12	The A stands are located next to the arena, alongside the sponsor's pavilion. With 12 x 12 m of space, this exhibition space is suitable for large brands and experiential activities.
B	10 x 10	The B1 – B10 stands are arena facing in one of the site's main thoroughfares. The B11 – B16 stands form the entrance to our trader village located just opposite the sponsor's pavilion.
C	6 x 6	C1 – C16 sit just behind the B stands and face into our entertainment zone. C17 – C28 are situated just off the main fiesta pathway, leading to the arena and entertainment zone.
D	5 x 5	The D stands are located in the Trader Village alongside the traditional Arts & Crafts Marquee.
Arts & Crafts Marquee	3 x 3	The Arts & Crafts Marquee forms the centre of the Trader Village. 3 x 3 stands come with 1 x trestle table and 2 x samsonite chairs.

Site Space Cost Breakdown

Site Space	Size (metres) Frontage x Depth	Unit Cost for 4 days	Earlybird Price	No. of Spaces	Marquee To add a marquee to your stand please tick below as appropriate. There are a number of additional extras such as flooring, carpet and banner rails available. Contact the office for further details.	Amount (£)
A	12 x 12	£4,636	£4,425		[]	
B	10 x 10	£2,035	£1,942		[]	
C	6 x 6	£1,000	£925		[]	
D	6 x 6	£550	£525		[]	
Arts & Crafts Marquee	3 x 3	£300	N/A			
Exhibition Stand Total £						

Please note:

- VAT** Please note that all bookings will be subject to VAT at the current rate of 20%
- Payment** Payment must be made in full with the booking form. No post-dated cheques or deposits will be accepted.
- Early bird** The Early bird offer is available until Monday, 12th March only.

Exhibitor Services

All additional services are subject to 20% VAT

ELECTRICITY

All stands requiring electricity must pre-order in advance

PLEASE NOTE: No privately owned generators will be permitted on-site.

Electrical Equipment	Quantity	Price	Total (£)
Twin 13amp Power Point		£150.00	
16 Amp Single Phase (Cee-form)		£225.00	
32 Amp Single Phase (Cee-form)		£315.00	
32 Amp Three Phase (Cee-form)		£550.00	
Electricity Order Total			

ACCOMMODATION

Camping	No. of spaces	Price	Total (£)
The Fiesta campsite is available from Monday 6 th August – 5pm Monday 13 th August. Pitches are 6 x 6m. The site provides access to water, showers, toilets, sanitary and refuse disposal. Vehicles must be parked inside camping pitches.		£50.00	
Holiday Inn Hotel	No. of rooms	£75.00 per room per night	Total (£)
The Bristol International Balloon Fiesta can arrange your room at Holiday Inn Bristol City Centre. The Fiesta has preferential rates and your room is guaranteed. To book, please tick the relevant box.			

PASSES

Car Passes	No. of extra passes	Price	Total (£)
The following car passes are issued as standard for each stand, if you require additional passes please order them here. Please note: No additional passes will be issued on site.		£10.00	
A Stands – 10 Car Passes			
B Stands – 5 Car Passes			
C Stands – 3 Car Passes			
D Stands – 2 Car Passes			
Art & Craft Stands – 2 Car Passes			

Additional Exhibitor Wristbands	Number of Wristbands	Price	Total (£)
All exhibition/trade staff will be required to wear an exhibitor's wristband. The following wristbands are issued as standard for each stand, if you require additional wristbands please order them here:		£5.00	
A Stands – 10 Wristbands			
B Stands – 8 Wristbands			
C Stands – 6 Wristbands			
D Stands – 3 Wristbands			
Art & Craft Stands – 2 Wristbands			

Furniture	Quantity	Price	Total (£)
Samsonite Chair		£7.50	
6ft Trestle Table		£12.50	

Extras Order Total (£)	
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Order Summary

Item	TOTAL
Exhibition Stand Total	£
Electricity Order Total	£
Extras Order Total	£
SUB TOTAL	£
VAT (20%)	£
GRAND TOTAL	£

Payment

Payment can be made by Cheque, BACS, and Credit/Debit card. Please tick the relevant box.

BACS

- Bristol International Balloon Fiesta Ltd./ HSBC Bank/ Sort Code: 401413
Account Number 12566346. Please include company name and invoice number as payment reference.

CHEQUE PAYMENTS

- Please find attached a cheque payable for the full amount of
£ _____
Please make cheques payable to 'Bristol International Balloon Fiesta Ltd'. Please note **no**
post-dated cheques will be accepted.

CREDIT/DEBIT CARD PAYMENTS

- Credit Card payments are subject to a 5% service charge and Debit Cards are subject to a 1% service charge.
Your statement will show a payment to Bristol International Balloon Fiesta Ltd.

Card Type	VISA []	MasterCard []	Maestro []
Card Number			
Expiry Date		CSV Number	
Grand Total			
Credit Card Payment Service Charge 5%			
Debit Card Payment Service Charge 1%			
CARD TOTAL			

Cardholder
Signature _____

*All Credit Card details will be destroyed once payment is processed

Application Checklist

Please confirm you have enclosed the following documents with your booking form.

- Payment (by BACS, enclosed cheque or credit/debit card details)
- Insurance Certificate (Public Liability of £5,000,000 minimum)
- Risk Assessment Form
- Health and Safety Declaration

Declaration: The adjoining 'Terms and Conditions' and 'Health and Safety' leaflet are agreed by the applicant for itself and on behalf of its staff, representatives and contracts, undertakes to indemnify Bristol International Balloon Fiestas Ltd and Richmond Event Management Ltd against any claim, action, proceedings, costs or expenses for damage or injury arising out of, or incidental to, its use of the site. An extra charge may be made if my stand is too large for the space booked and entry will be refused if arrival is later than the agreed time. At least £5 million Public Liability Insurance with a reputable insurer will be in force during the entire event. []

Signature _____

Name [Block Capitals] _____

Position _____

Date _____

Please send return this booking form to:

Claire Kennelly
Richmond Event Management
59 Prince St.
Bristol
BS1 4QH

Bristol International Balloon Fiesta Ltd
Registered Office: St John's Street, Bedminster, Bristol, BS3 4NH
Registered in England 7107814, VAT Registration Number 986 0684 71

Richmond Event Management Ltd
Registered Office: 59 Prince Street, Bristol, BS1 4QH
Registered in England 3231614