



Leeds United Football Club, Centenary Pavilion  
30 October 2019



## STAND BOOKING FORM NORTHERN SHOW

### Stand space costs

£185 Sq Mtr + VAT (includes Shell Scheme)

Please reserve Stand No: \_\_\_\_\_ (second choice Stand No: \_\_\_\_\_ third choice Stand No: \_\_\_\_\_)

*In case of non availability of first choice please specify your second choice and third choice.*

A 35% deposit plus VAT must be paid with this booking form. An invoice for the balance will be raised 8 weeks before the date of the event and **MUST** be paid in full within 30 days of date of invoice. If booking earlier than 8 weeks before the event, an invoice, for the full amount (including your PO number if required) can be issued at time of booking on request, but the stand will not be confirmed as booked until payment is received and this must be within 30 days of the invoice date.

If booking 8 weeks or less before the event, payment in full must be made at time of booking. Failure to comply with these terms will automatically cancel your booking and forfeit your deposit. Stands cannot be booked without a deposit or payment in full. Terms and conditions available on request.

### Company details

Name			
Position			
Email		Phone	
Company name <i>As you want it to appear on your stand</i>			
Company address			
		Company reg.	
Signature		Date	

Please tick if you require electric power for your stand

*(If so, please complete the electrical booking form and return with this stand booking form.)*

### BACS payment details

Bank	Barclays Bank, Sevenoaks	Account No	23934853	Sort code	20-76-55
Account name	Trade Events Ltd	IBAN No	GB29BARC20765523934853		
Swift No	BARCGB22	<i>Please include your company name as a reference</i>			

If paying by credit card, please contact the number shown below.

**The deposit has to be paid immediately to confirm your booking,  
otherwise we cannot hold your chosen stand.**

If paying by cheque - please make it payable to Trade Events Ltd.

Please complete all forms and return either electronically to [pr@trade-events.co.uk](mailto:pr@trade-events.co.uk)  
or post to Trade Events Ltd, The Croft, 19A Church Lane, Evenley, Brackley, Northants NN13 5SG.

Tel: 07711 182888 Registered in England No: 8066120 VAT No: 200 4633 64



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## STAND PERSONNEL BADGE NAMES NORTHERN SHOW

Please complete below all names of your representatives working on your stand during the show.  
Please write in BLOCK CAPS.

Company name	
Stand No	

Please fill in the following details for all representatives attending the show,  
including all contractors and delivery drivers that will be involved during the show, build-up and break down.

If any vehicles will be left overnight, please tick the right hand box.

### Vehicle details

Name	Car registration	Mobile phone number	Overnight

Your badges will be on your stand when you arrive.

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## ELECTRICAL PRICE LIST AND BOOKING FORM

Please write in BLOCK CAPS.

Stand No			
Company name			
Company address			
		Postcode	
Contact		Phone	
Email		Fax	
Signature		Date	

Please enclose 100% remittance with this order, cheques payable to Trade Events Ltd.

### ⚡ Electrical extras

Code	Fitting	Price	Quantity	Total
SK	Single socket outlet @500W (2 amps)	£95.00		
SK1	Single socket outlet @1000W (4 amps)	£130.00		
SK2	Single socket outlet @2000W (8 amps)	£140.00		
SK3	Single socket outlet @3000W (12 amps)	£150.00		
GPR	120W general purpose spotlight	£95.00		
F6	6ft fluorescent fitting	£85.00		
	Sub-total			
	VAT @ 20%			
	<b>Total</b>			

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**Using the grid on the next page, please draw a plan of your stand showing lighting and socket positioning.**

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## ELECTRICAL PLAN

### ⚡ Electrical socket and lighting positions

Company name	
Stand No	

Please indicate on the diagram below where you would like your required electrical sockets (mark with 'A') and lighting (mark with 'B') to be placed on your stand.

↓ Front of stand ↓

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