



Leeds United Football Club, Centenary Pavilion
 8 November 2023



STAND BOOKING FORM NORTHERN SHOW

Stand space costs

£250 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 at time of booking. An Invoice for the balance will be sent 2 months before the event and MUST be paid within 30 days of date of invoice. If your company is unable to raise an immediate payment, or if you need a PO, please inform us and we will raise an invoice for the full amount which must be paid within 30 days of date of invoice. No stand will be confirmed as booked until payment is received.

If booking 2 months or less before the event, payment in full must be paid at time of booking. Failure to comply with these terms will automatically cancel your booking and forfeit any deposit. Stands cannot be booked without a deposit or payment in full.

Terms and conditions are available on request.

Company details

Name			
Position			
Email			
Phone			
Company name <i>As you want it to appear on your stand</i>			
Company address			
Signature	Company reg.		
	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
 or post to Trade Events Ltd, 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.

Personnel details

Name	Mobile phone number

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)	£120.00		
SK1	Single socket outlet @1000W (4 amps)	£160.00		
SK2	Single socket outlet @2000W (8 amps)	£165.00		
SK3	Single socket outlet @3000W (12 amps)	£185.00		
GPR	120W general purpose spotlight	£120.00		
F6	6ft fluorescent fitting	£120.00		
	Sub-total			
	VAT @ 20%			
	Total			

📄 BACS payment details

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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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Terms and Conditions – Trade Events Limited

These are the standard Terms and Conditions which apply to all Events held by us, Trade Events Limited, a company registered in England and Wales under number 08066120, whose registered office address is at 16 High Street, Seal, Sevenoaks, Kent, England, TN15 0AJ (“the Company”).

1. Definitions and Interpretation

1.1 In these Terms and Conditions, unless the context otherwise requires, the following expressions have the following meanings:

“the Agreement” means the agreement entered into by the Trader and the Company incorporating these Terms and Conditions which shall govern the Event;

“Booking” means the Trader’s request to participate in the Event;

“Business Day” means, any day (other than Saturday or Sunday) on which ordinary banks are open for their full range of normal business;

“Company” means us, Trade Events Limited;

“Confirmation” means the notification made by us that the Booking has been accepted. This notification is subject to these Terms and Conditions;

“Event” means the trade show event or events the subject of the Agreement;

“Services” means the event management services to be provided by us to the Trader;

“Total Price” means the total sums payable for the Services; and

“Trader” means you, any individual, firm or corporate body (which expression shall, where the context so admits, include its successors and assigns) which makes a booking with us;

1.2 Unless the context otherwise requires, each reference in these Terms and Conditions to:

1.2.1 “writing”, and any cognate expression, includes emails, faxes and similar transmissions;

1.2.2 a statute or a provision of a statute is a reference to that statute or provision as amended or re-enacted at the relevant time;

1.2.3 “these Terms and Conditions” is a reference to these Terms and Conditions as amended or supplemented at the relevant time;

1.2.4 a Clause is a reference to a Clause of these Terms and Conditions; and

1.2.5 a “Party” or the “Parties” refer to the parties to these Terms and Conditions.

1.3 The headings used in these Terms and Conditions are for convenience only and shall have no effect upon the interpretation of these Terms and Conditions.

1.4 Words imparting the singular number shall include the plural and vice versa.

1.5 References to persons shall include corporations.

2. How the Contract is formed between you and us

The Trader shall complete a Booking Form detailing the requirements. Your booking constitutes an offer to us to participate in the Event. All bookings are subject to acceptance by us and we will confirm such acceptance to you in writing upon receipt of the deposit. The contract between us will only be formed when we send you the booking Confirmation.

3. Services

3.1 We shall provide an event management Service to the Trader. We will use reasonable care and skill in providing the event management Service.

3.2 We will allocate a space to the Trader and we will agree on the size of shell scheme with the Trader. We reserve the right to change the space at our sole discretion.

3.3 We shall undertake such advertising campaigns as we deem necessary from time to time. By completing the Booking Form you give permission for the Company to use your information including, but not limited to business name and description as part of these advertisements. Should you not want your details to be shared in this way, written notice must be given as soon as possible.

3.4 Whilst reasonable effort will be taken to advertise the Event, we cannot under any circumstances guarantee the amount of footfall at any Event.

4. The Trader’s obligations

4.1 The Trader is required to hold Public Liability insurance and any other relevant insurances with an appropriate indemnity limit.

4.2 The Trader is also responsible for the insurance of their own goods and equipment, and to ensure their products comply with any relevant legislation.

4.3 The Trader must stipulate their requirements on the Booking form, including but not limited to, access to electrical sockets and any lighting the Trader wishes to book. Should electricity be used, any equipment must be PAT tested.

4.4 The Trader should advise the Company as soon as possible of any disability requiring additional assistance.

4.5 The Trader must conform to all times stipulated and is required to stay for the entire length of the Event.

4.6 The Trader will be provided with access to the property 1 day before the Event, and there will be a breakdown at the end of the Event.

4.7 The Trader must observe all rules and instruction given by the company, and must return all tables and/or other equipment in the condition it was received.

5. Fees and payment

5.1 The price of the Services will be as stated on our booking form current at the date of your booking, except in the cases of obvious error, or such other price as may be agreed in writing by us.

5.2 We require a 35% non-refundable deposit when Booking, and the remaining balance will be due 60 days prior to the Event.

5.3 Payment must be made via bank transfer.

5.4 Bookings shall not be deemed confirmed until payment has been received in full, in cleared funds. Should payment not be received by its due date, the Company shall have the right to cancel the Booking and refuse entry to the Event.

6. Variations and Amendments

6.1 If you wish to vary any details of the Confirmation, up to and including the date of Event being attended, you must notify the Company in writing within 30 days. Although we shall endeavour to make any required changes we cannot guarantee these can be fulfilled. Any additional costs thereby incurred through variation shall become immediately due and payable.

6.2 If, due to circumstances beyond the Company’s control, we have to make any change in the arrangements relating to the Confirmation including but not limited to the date of the Event, or altering of floor plans, we shall notify you as soon as possible. We shall endeavour to keep such changes to a minimum and shall seek to offer you arrangements as close to the original as is reasonably possible in the circumstances.

6.3 The Company reserves the right to do the following:

6.3.1 amend any accidental error or omission in any documentation

6.3.2 amend any Agreement in order to reflect a change in the circumstances beyond our reasonable control; and

6.3.3 vary our schedule of charges from time to time.

7. Cancellation

7.1 If the Trader wishes to cancel the Booking, they may do so at any time by written notice to the Company provided that:

7.1.1 if the cancellation notice is received by the Company more than 60 days before the start date of the Event, the Company shall refund the Trader any payments made above and beyond the deposit payment detailed in clause 5.2.

7.1.2 if the cancellation notice is received by the Company more than 30 days before the start date of the Event, the Company shall refund the Trader 50% of payment.

7.1.3 if the cancellation notice is received by the Company less than 30 days before the start date of the Event, the Company will retain all monies paid.

7.2 If we cancel your Booking, we will contact you in writing as soon as is reasonably possible. If you have made any payments to us under clause 5, these will be refunded as soon as is reasonably possible.

8. Liability and Indemnity

8.1 Except in respect of death or personal injury caused by the Company’s negligence, the Company shall not by reason of any representation, implied warranty, condition or other term, or any duty at common law or under the terms of the Agreement, be

Terms and Conditions – Trade Events Limited

liable for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the Company's servants or agents or otherwise) in connection with the performance of obligations arising under the Agreement or with the use by the Trader of the Event Management Services supplied in connection with the Event.

- 8.2 The Trader shall indemnify the Company against all damages, costs, claims and expenses incurred by it arising from loss or damage to any equipment (including that of third parties) caused by the Trader or its agents or employees.
- 8.3 The Company shall not be liable to the Trader or be deemed to be in breach of the Agreement by reason of any delay in performing, or any failure to perform, any of the Company's obligations if the delay or failure was due to any cause beyond the Company's reasonable control.

9. Events outside our control (Force Majeure)

No Party to the Agreement shall be liable for any failure or delay in performing their obligations where such failure or delay results from any cause that is beyond the reasonable control of that Party. Such causes include, but are not limited to: power failure, internet service provider failure, industrial action, civil unrest, fire, flood, storms, earthquakes, acts of terrorism, acts of war, governmental action, pandemic or any other event that is beyond the control of the Party in question. Notwithstanding clause 5.2, if the Event is cancelled because of a force majeure event, the Trader shall receive a full refund of the Booking.

10. No Waiver

No failure or delay by either Party in exercising any of its rights under the Agreement shall be deemed to be a waiver of that right, and no waiver by either Party of a breach of any provision of the Agreement shall be deemed to be a waiver of any subsequent breach of the same or any other provision.

11. Relationship of the Parties

Nothing in the Agreement shall constitute or be deemed to constitute a partnership, joint venture, agency or other fiduciary relationship between the Parties other than the contractual relationship expressly provided for in the Agreement.

12. Third Party Rights

12.1 No part of the Agreement is intended to confer rights on any third parties and accordingly the Contracts (Rights of Third Parties) Act 1999 shall not apply to the Agreement.

12.2 Subject to this Clause 12, the Agreement shall continue and be binding on the transferee, successors and assigns of either Party as required.

13. Notices

Notices shall be deemed to have been duly received and properly served immediately when posted on our website, 24 hours after an e-mail is sent, or three business days after the date of posting of any letter. In proving the service of any notice, it will be sufficient to prove, in the case of a letter, that such letter was properly addressed to the address you provided to us, stamped and placed in the post and; in the case of an e-mail, that such e-mail was sent to the specified e-mail address of the addressee.

14. Entire Agreement

14.1 The Agreement contains the entire agreement between the Parties with respect to its subject matter and may not be modified except by an instrument in writing signed by the duly authorised representatives of the Parties.

14.2 Each Party acknowledges that, in entering into the Agreement, it does not rely on any representation, warranty or other provision except as expressly provided in the Agreement, and all conditions, warranties or other terms implied by statute or common law are excluded to the fullest extent permitted by law.

15. Severance

In the event that one or more of the provisions of the Agreement is found to be unlawful, invalid or otherwise unenforceable, that / those provision(s) shall be deemed severed from the remainder of the Agreement. The remainder of the Agreement shall be valid and enforceable.

16. Law and Jurisdiction

16.1 These Terms and Conditions and the Agreement (including any non-contractual matters and obligations arising therefrom or associated therewith) shall be governed by, and construed in accordance with, the laws of England and Wales.

16.2 Any dispute, controversy, proceedings or claim between the Parties relating to these Terms and Conditions or the Agreement (including any non-contractual matters and obligations arising therefrom or associated therewith) shall fall within the jurisdiction of the courts of England and Wales.