

EXPLORE

ENGAGE

EXCITE

Wednesday 22nd April 2020

Kempton Park Racecourse, Sunbury on Thames, TW16 5AQ

BOOKING FORM

1. EXHIBITOR DETAILS PLEASE PRINT

Contact Name _____

Job Title _____

Organisation Name _____

Address _____

Post Code _____

Telephone _____

Website _____

Press/PR Contact _____

Press/PR Email _____

IMPORTANT ALL CORRESPONDENCE WILL BE SENT TO YOU VIA EMAIL

Please write underneath just one email address to which all communications relating to **GOTravelShow** should be sent.

3. PAYMENT AUTHORISATION *please circle as appropriate

PAYMENT MUST BE RECEIVED 30 DAYS FROM INVOICE, OR ON RECEIPT OF INVOICE IF LESS THAN 30 DAYS UNTIL SHOW DATE.

I / We* have read and understood the terms and conditions and a copy has been retained for my / our* records. Please invoice me for / I have enclosed a cheque, payable to Landor Travel Publications, for*

£ _____ + VAT PO Number _____

Name please print _____

Signature _____

Date _____

2. STAND REQUEST PLEASE TICK

EXHIBITION STAND SPACE PACKAGES, MAIN GRANDSTAND

- 1m x 1m Hidden Gem Stand £350 + VAT
*including one stand sharer**
- 2m x 2m Exhibition Space £495 + VAT
*including one stand sharer**
- 3m x 2m Exhibition Space £695 + VAT
*including one stand sharer**
- 4m x 2m Exhibition Space £895 + VAT
*including one stand sharer**
- 6m x 2m Exhibition Space £1,195 + VAT
*including two stand sharers**
- Bespoke exhibition package as agreed below
DETAILS _____ PRICE: _____

ADD-ONS

- Standard Electrical Package £99 + VAT
including 2 x sockets (for exhibition space stands)
- Enhanced Electrical Package £149 + VAT
including 2 x sockets and 2 x spotlights (for shell scheme stands)
- Furniture Package £49 + VAT
including 1 x trestle table and 2 x chairs
- Enhanced Electrical & Furniture Package £175 + VAT
including all as above

SPONSORSHIP OPPORTUNITIES

- Show Bags *sponsor to supply* £495 + VAT
- Visitor Badges £495 + VAT
- Visitor Lanyards *sponsor to supply* £395 + VAT
- Visitor Badges & Lanyards £750 + VAT

SPECIAL FEATURE AREAS Benefits of taking a Feature Area include: Floor space with or without a shell scheme from 25sqm. Electrics & furniture included in the price. Exclusive promotion on show floorplan. Feature profile on GO Travel show website and in GTO magazine.

..... please call for pricing

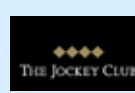
TOTAL + VAT

* **STAND SHARERS** Additional stand sharers over and above the free allocation will be charged at £95 + VAT per sharer.
NOTE Power points and furniture packages ARE NOT included in the price for the Exhibition Stand Packages and Special Feature Area but can be purchased separately.

Please scan this booking form and email to **darryl@landor.co.uk** or send by post to **Apollo House, 359 Kennington Lane, London, SE11 5QY.** Alternatively, fax it to **01424 234612.**

To discuss various stand opportunities please call **DARRYL MURDOCH** on **07983 637844** or email **darryl@landor.co.uk**.

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TERMS & CONDITIONS

CHANGES TO THE REGULATIONS

The Organisers reserve the right to change any of these Terms & Conditions at any time without notice. On any

matters arising whether covered by these Terms & Conditions or not, the decision of the Organisers will be final and non-negotiable.

QUERIES ON REGULATIONS

Any queries on the Regulations should be addressed to: GO Travel Show, 6 Wellington Square, Hastings TN34 1PB

1 THE EXHIBITION

The Exhibition will be called GO Travel Show 2020.

2 ORGANISERS

In respect of these Terms & Conditions, the Organisers consist of Landor Travel Publications Ltd*, on behalf of GO Travel Show 2020.

3 VENUE, DATES, OPENING

The Exhibition will be held on Wednesday 22nd April 2020 at the Kempton Park Racecourse, Sunbury on Thames, TW16 5AQ. The Exhibition will be open to visitors from 10.30am to 4pm.

4 EXHIBITOR ELIGIBILITY

The Exhibition is open to any Company or Organisation directly involved in promoting a venue, destination or attraction to organisers of group tours / school visits / excursions and coach operators. The Organisers reserve the right to refuse participation to any Company or Organisation, which in their view, does not meet these criteria. The term Exhibitor(s) in these Terms & Conditions and any other documentation issued in connection with the Exhibition refers to any Company or Organisation which has had that booking formally accepted in writing by the Organisers.

5 VISITORS

Entrance is not available to the general public, only to those involved in organising tours and excursions. The Organisers reserve the right to refuse entry or remove person or persons from the show without explanation.

6 ALLOCATION OF STANDS/REVISION OF LAYOUT

Stands are allocated subject to availability. The Organisers reserve the right to refuse without explanation the allocation of a stand. The Organisers reserve the right to revise the layout plan at any time and to change the allocation of an Exhibitor's space if they deem it to be necessary. The final position of each stand within the Exhibition is at the discretion of the organisers.

7 PAYMENT SCHEDULE

Full payment (including VAT), OR an official order form / purchase order number, is required to be returned with the booking form. If payment is not included with your order you will receive an invoice, full payment of the amount due being required 30 days from invoice or on receipt of invoice if less than 30 days until show date. Cheques are payable to Landor Travel Publications.

8 CANCELLATION BY EXHIBITOR

Cancellation after 17th March 2019 will render the Exhibitor liable for payment of the full stand space charge. Cancellation prior to this date will be subject to a 50% cancellation fee. These penalties apply even if the stand space is resold by the Organisers. Cancellation can only be accepted in writing. If an exhibitor fails to occupy the stand on the day of the exhibition, the Organisers will have absolute discretion to deal with the space as they think fit, without being under any liability to refund or abate any charges paid or due therein. In the event of the Exhibitor becoming bankrupt, going into liquidation or being under any appointment of a receiver, the Organisers reserve the right to cancel the stand without being under any liability to refund or abate any charges paid or due therein.

9 CANCELLATION OF THE EXHIBITION

In the event of the Exhibition being cancelled by the Organisers for commercial reasons such as lack of support, the Organisers will refund the full participation fee. The Exhibitor agrees that under these circumstances he will have no further claims against the Organisers.

The Organisers reserve the right, at any time, to change the date, time and/or venue of the Exhibition or cancel it altogether in the case of extreme weather conditions, fire, flood, acts of war or violence, malicious damage, explosion, strike, civil disturbance, political unrest, riot, labour disputes, powercuts or any other cause beyond the Organiser's control. In such cases the Exhibitor waives any and all claims he might have against the Organisers for refund, damages or expenses.

10 SUB-LETTING OF SPACE

No part or whole of any site may be sublet by the Exhibitor without the prior written permission of the Organisers.

11 CANVASSING

Canvassing for orders and the distribution or display of printed material, except by the Exhibitor on his own stand, is strictly prohibited.

12 NEGOTIATIONS WITH THE KEMPTON PARK RACECOURSE

No Exhibitor may enter into separate negotiations with Kempton Park Racecourse or the official contractors to this Exhibition or venue.

13 INSURANCE LIABILITY

Neither the Organisers or the Owners accept any liability in respect of the loss or damage of Exhibitors' property or injury to any persons employed by the Exhibitor or their sub contractors. Exhibitors are reminded that they are required to accept third party liability and produce evidence of suitable cover if required.

14 SECURITY

Exhibitors are reminded that the Organisers cannot be held liable for any theft or damage to an Exhibitor's stand, exhibits or property.

15 FIRE, SAFETY AND WORKING REGULATION

Exhibitors MUST abide by the Fire, Safety and Working Regulation of Kempton Racecourse and the local Authority. Exhibitors are reminded that all materials used in stand display must comply with these Regulations. The onus is on the Exhibitor to fully acquaint themselves with these Regulations and ensure that they comply.

16 GANGWAYS FIRE PROTECTION AREAS AND EXITS

All gangways, fire protection areas and exits must be kept clear at ALL times.

17 HEALTH AND SAFETY

Exhibitors are required by law to have a copy of their health and safety at work procedure available on the stand and all staff and contractors must be instructed on its contents. All exhibitors will be required to advise the Organisers of their nominated health and safety representative.

18 ANNOYANCE TO OTHER EXHIBITORS AND VISITORS

The Organisers reserve the right to prohibit any activity which in their opinion is causing annoyance to other Exhibitors or Visitors. This includes but is not restricted to the use of microphones, buzzers, sirens, bells, video, films, music live or recorded, flashing or over bright lights. It also includes the use of roaming promotional staff and distribution of literature or other promotional materials other than that on the Exhibitor's own stand. Where neighbouring stands cannot mutually agree on a satisfactory level for such activities the Organisers will act as arbiter. Their decision is final and non-negotiable.

19 MUSIC, PERFORMING RIGHTS

Exhibitors are reminded that if they are using recorded or published materials they must ensure that they comply with the law in this respect. This requires evidence that licenses have been issued by the Performing Rights Society and Phonographic Performance Ltd.

20 STAND REGULATIONS

- No exhibit or display may be more than 2m high.
- No part of any exhibit or display may overhang any gangway or neighbouring stand.
- Nothing may be affixed in any way to any part of the building.
- Any display involving film, video, etc must be positioned such that visitors watching it do not impede the gangways.
- Build up is possible late afternoon (time TBC) on Tuesday 21st April and from 8.00am on Wednesday 22nd April. Stands must be dressed by 9.30am.
- The Exhibition closes at 4pm on Wednesday 22nd April 2020 and contractors will begin dismantling stands from 4.05pm. Any material left on stands after 5pm will be disposed of as rubbish.

21 PASSES

All staff working at the Exhibition, either during build-up, the actual show or breakdown, must be in possession of the relevant pass.

22 PHOTOGRAPHY

No photography or video filming is permitted at the Exhibition other than by the official photographer.

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