

# The Ultimate Wedding Show

## Exhibitor Information

**The Ultimate Wedding Shows for 2011** will be held at the Royal Windsor Racecourse, a popular venue that offers brides a number of benefits:

- Exclusivity of use for the wedding
- A choice of reception suites
- Receptions up to 250 people
- A range of budgets

These features make it a very appropriate setting for the show, and together with a targeted marketing and promotional schedule mean that it is the show to attend. Previous shows have generated up to 450 visitors.

### **Fair Details:**

#### **Dates and opening hours:**

Sunday, March 6<sup>th</sup> 2011, 11am – 4pm

Sunday, September 25<sup>th</sup> 2011, 11am – 4pm

#### **Stands:**

6ft x 2ft table with tablecloth and 2 chairs £150.00 inc. vat **First Floor**  
(Main exhibition area)

6ft x 2ft table with tablecloth and 2 chairs £110.00 inc. vat **Second Floor**  
(Fashion Show floor)

Double stands are available at £300 for first floor, £220 for second floor.

#### **Goody bags:**

Exhibitors' promotional material can be included in Brides' free goody bags provided it is received a minimum of 1 week prior to the show.

For exhibitors the charge is £15 for approx 150 leaflets for goody bags per show.  
For other parties the cost is £35 for approx 150 leaflets for good bags per show.

**Important notes:**

1. There will be a maximum of 3 companies exhibiting per category, except photography where there will be a maximum of 4.
2. Display boards can be used behind stands but must not exceed allocated stand space.
3. If power is required please request on booking form and bring an extension lead.
4. To ensure the highest quality at the event, we request that all new exhibitors submit images of their products.

**Forms and payment details:**

Booking forms should be completed and returned together with a cheque for the full amount made payable to ***Windsor Contemporary Art Fair***.

**Insurance:**

All exhibitors are responsible for insuring their own products, fixtures and fittings and public liability cover.

**Set up:**

Sunday, 6<sup>th</sup> March 2011 9am – 10.30am

Sunday, 25<sup>th</sup> September 2011 9am – 10.30am.

All stands should be ready and free of packing materials by 10.30am.

**Take Down:**

Exhibitors should only start to dismantle their stands once the show closes at 4pm and all visitors have left.

**Refreshments:**

Light lunches and drinks can be purchased at the racecourse.

**Media Promotion:**

We are delighted to be working with “Starting Twogether” Wedding magazine to promote the event together with the use of professional banners, advertising in the local media – newspapers and magazines as well as online sites.

# The Ultimate Wedding Show Booking Form

26 Eton Road, Datchet SL3 9AY  
Tel 01753 591892  
[info@theultimateweddingshow.co.uk](mailto:info@theultimateweddingshow.co.uk)  
[www.theultimateweddingshow.co.uk](http://www.theultimateweddingshow.co.uk)

Company Name:.....

Product/Services to be exhibited:.....

Contact Name:.....

Address:.....

.....

.....

Post code:.....

Tel. No:.....Email.....

Website:.....

## Show Dates and Venue:

WINDSOR RACECOURSE, Grandstand, Maidenhead Road, Windsor SL4 5JJ

**March 6<sup>th</sup> 2011**  **September 25<sup>th</sup> 2011**

(please indicate which show you are booking for)

## Stand requirements:

(please tick)

Single stand (£150 each).....First floor

Double stand (£300 each).....First floor

Single stand (£110 each).....Second floor

Double stand (£220 each).....Second floor

Leaflets in goody bags (non-exhibitors) - £35 for each fair.....

Leaflets in goody bags (exhibitors) - £15 for each fair.....

Power point required yes / no (please circle as appropriate)

Any Additional Requirements:.....

I enclose a cheque for £                      as full payment for stand/goody bag entry

Cheques should be made payable to: **Windsor Contemporary Art Fair**

Send to: 26 Eton Road, Datchet, SL3 9AY

I have read and accept the Terms and Conditions.

Signed: .....

Name: .....Date.....

# The Ultimate Wedding Show Terms and Conditions 2011

## 1. Definitions

In these terms and conditions the following definitions will apply:

**Contract:** means any contract between the Organiser and the Exhibitor for allocation of stand space incorporating these "Conditions."

**Fair:** The Ultimate Wedding Show.

**Stand Space:** The area at the Fair venue that constitutes stand space as detailed in the Exhibitor Information Pack.

**Organiser:** Windsor Contemporary Art Fair of 26 Eton Rd, Datchet, Berks SL3 9AY

**Exhibitor Information Pack:** Event booking form, prices and details marked Exhibitor Information Pack.

**The Exhibitor:** Any person, firm or company allocated stand space for a Fair.

**Deposit:** The amount notified by the Organiser to the Exhibitor for securing allocation of the Stand Space.

## 2. Duration of Fair

The duration of the Fair will be as set out in the Exhibitor Information Pack; and will include any build-up or takedown time. During the Fair hours, the stand space must be manned at all times.

## 3. Application for Stand Space

Applications for stand space can be made by completing the booking form attached. The Organiser reserves the right to grant, or refuse, any application without giving reasons.

An application for stand space indicates the applicants acceptance of these terms and conditions. The only terms and conditions that will be applicable to the contract will be those of the Organiser.

## 4. Signatories

The person, or person, signing the booking form on behalf of the Exhibitor will be deemed by the Organiser to have the authority of the Exhibitor to do so. The Exhibitor will have no right to claim against the Organiser, that such person or persons did not have such authority.

## 5. Payment for Stand Space

Payment for the stand space allotted to an Exhibitor must be made to the Organiser prior to the date of the Fair as set out in the Exhibitor Information Pack. An Exhibitor will not be able to participate at the Fair if full payment is not made prior to the date of the Fair as set out in the Exhibitor Information Pack. All payments made are non refundable.

## 6. Set up

The stand space must be cleared completely of packaging materials, tools etc. prior to the Fair opening hours, as set out in the Exhibitor Information Pack.

## 7. During the Fair

i) The stand space must be kept in an orderly fashion. No Exhibitor will be permitted to erect displays in such a manner as, in the opinion of the Organiser to obstruct the light or impede the view in open spaces or gangways or to occasion inconvenience to other Exhibitors.

ii) If in the opinion of the Organiser the Exhibitor's display extends beyond the allocated Stand Space the Organiser may at its sole discretion charge the Exhibitor for the additional area occupied at the prevailing rate or request that the extended display be removed.

## 8. Take Down

The stand space should not be cleared of exhibits (Excluding sold items which could be replaced) until such time as the Fair closes to the public.

The Exhibitor shall remove all exhibits and display goods and materials from the allocated Stand Space and shall be liable to the Organiser for any storage or handling charges incurred by the Organiser resulting from failure to comply with this condition.

## 9. Assignment

Stand space may not be assigned or sublet without the prior permission of the Organiser.

#### **10. Attendance**

i) The Exhibitor acknowledges that the Organiser shall not be held responsible for the failure of all, or any other contracted Exhibitors, to attend the Fair for any reason beyond the reasonable control of the Organiser.

ii) All Exhibitors should arrive in sufficient time to allow them to fully furnish their stand.

#### **11. General**

i) The Exhibitor shall fully indemnify the Organiser against all claims, damages and proceedings and losses whatsoever made against or incurred by the Organiser as a result of the Exhibitor exhibiting or advertising any goods or services at the Fair.

ii) Information given by the Organiser about the Fair in any promotional or advertising material is accurate to the best of its knowledge, but does not constitute any warranty or representation by the Organiser and therefore any mistake or omission does not entitle the Exhibitor to cancel this contract and/or claim against the Organiser for compensation.

#### **12. Insurance**

The Exhibitor shall effect at its own cost full indemnity insurance against usual risks in respect of loss, damage or injury to goods or persons for the full duration of the fair.

#### **13. Organisers Liability**

i) The Organiser shall not be liable for any loss or damage (including consequential or indirect loss or damage arising from the organizers negligence) and which shall include (but not by way of limitation) loss of profits, loss of contracts, loss or damage to goods or property of the Exhibitor or any other person, or personal injury to the Exhibitor or any other person (but only so far as such injury is not covered by the organizers negligence).

ii) In the event that the premises where the Fair is due to be held shall, in the sole determination of the Organiser, become unfit or unavailable for occupancy or shall be substantially interfered with by reason of, but not exclusively, fire, flood, tempest or any other such cause or as a result of government intervention, malicious damage, acts of war, acts of God, strike, lock-out, labour dispute, picketing, embargo, injunction, riot or any other cause or agency over which the Organiser has no control, or should the Organiser decide that owing to any such cause of agency it is necessary or advisable to curtail, relocate or change the date of the Fair or reduce the planned period of preparation, display or dismantling the Exhibitor waives any and all claims that it might have against the Organiser for refunds, loss, damages or expenses.