

# The London International Exhibition of Early Music 2018 At Blackheath Halls, 23 Lee Road, London SE3 9RQ

Thursday 8th, Friday 9th & Saturday 10th November

## APPLICATION FORM

Company.....Contact name .....

Address .....Town/city..... Postcode .....

Country .....Tel..... Email .....

Website address: .....

Stand representative: ..... Stand assistant – (one only) Name: .....

Additional stand assistant passes available at £8 each, please enter their names below.

1..... 2..... 3..... 4..... 5.....

**STAND BOOKING:** The charges below cover all three days. Please let us know if no table is required.

The Great Hall (ground floor)	Quantity
<input type="checkbox"/> 6 ft Table (1.8m x 0.7m) = 4 sq metres space (includes 1 x trestle table and chairs) .....	@ £305 ex VAT = £.....
<input type="checkbox"/> 4 ft Table (1.2m x 0.7m) = 3 sq metres space (includes 1 x trestle table and chairs) .....	@ £230 ex VAT = £.....

  

The Recital Room (first floor)	Quantity
<input type="checkbox"/> 6 ft Table (1.8m x 0.7m) = 4 sq metres space (includes 1 x trestle table and chairs) .....	@ £280 ex VAT = £.....
<input type="checkbox"/> 4 ft Table (1.2m x 0.7m) = 3 sq metres space (includes 1 x trestle table and chairs) .....	@ £210 ex VAT = £.....

Items to be exhibited: .....

Please complete your biography for the festival programme, or enclose a separate sheet: .....

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**MAKERS DEMONSTRATION RECITALS:** Thursday - Saturday 10:30am, 11:30am, 12:30pm (no 10:30am slot available Thursday)

Please indicate preferred day & time.....£70.00 each ex. vat = £.....

Please email your recital details as soon as possible to [ann.fisher@earlymusicshop.com](mailto:ann.fisher@earlymusicshop.com) - **DEADLINE Oct 5th<sup>th</sup>**

### UNLOADING:

Please indicate if you need to unload a vehicle at Blackheath Halls

SUB TOTAL = £.....

VAT @ 20% = £.....

Your chosen method of payment: Card ..... Cheque ..... Bank ..... PayPal..... TOTAL inc VAT = £.....

#### Your application form must be accompanied by payment in FULL

**Payment Details:** Please make cheques payable to 'The Early Music Shop'. Overseas exhibitors must request their bank to issue a STERLING CHEQUE payable on an English bank, i.e. a bank with an English address.

Alternatively we can accept payment by Visa, MasterCard, PayPal or bank transfer.

Our PayPal account is: [paypal@earlymusicshop.com](mailto:paypal@earlymusicshop.com) -

Our Bank details are: Coutts & Co. 440 Strand, London WC2R 0QS Sort Code: 18-00-02. Account No: 03192156

Account Name: The Early Music Shop Swift/BIC: COUUGB22. IBAN: GB35 COU2 180002031921 56

I confirm I have read and agree to all terms and conditions as stated overleaf. Signed: .....

The Exhibition Organiser, The Early Music Shop, Salts Mill, Victoria Road, Saltaire, BD18 3LA, West Yorkshire, UK

# **Terms and conditions for exhibitors**

## **1. PAYMENT**

Payment in **full** must be made along with your application form. A formal receipted invoice will be issued and sent along with the final letter and any other paperwork in October. **Please be aware that we do not take stand bookings without the application form & payment in full.**

## **2. CANCELLATION**

Once the area has been allocated, exhibitors remain liable for the total rental charge unless cancellations are received no less than 6 weeks prior to the event. Exhibitors also remain liable for the full rental charge once the area has been formally allocated, whether or not the full area is utilised by the exhibitor.

## **3. APPLICATIONS & STAND ALLOCATION**

All applications must be on the form provided (**one exhibitor only per application form and stand**). Bookings made by fax or email **will not** be accepted unless received on the official application form. Exhibitors requesting stands in "specific" positions on the site will be considered sympathetically and the organisers will endeavour to allocate stands taking into account the nature of the instruments or goods being sold and the general layout of the venue. No request however should be deemed as binding on the organiser. A high standard of presentation is an essential requirement. Where tables are used they must be covered entirely by a cloth to the floor.

**STAND ASSISTANTS:** Please note; assistant passes are limited to **ONE** per stand and their name to be included on the application form or alternatively before Oct 1<sup>st</sup>. Further passes are available at the concessionary rate of £8 each. These will be posted to the exhibitor for distribution.

**Important: We cannot accept visitor's names, lists of assistant's names or passes left at the ticket desk.**

## **4. STAND SIZES**

Please note when booking your stand space that this is for your **entire display**, including shell-schemes (where applicable), tables, chair(s), and access. Please also allow for personal possessions and stock.

## **5. TABLES, CHAIRS AND ELECTRICITY**

Your stand space includes one table and two chairs. Please indicate on the booking form if you **do not require a table** for your stand.

**In the interest of safety**, any extra lighting brought in by exhibitors will be subject to safety checks and so must be PAT tested and maybe inspected during the event. Should the power supply system deem to be overloaded it shall be at the organiser's discretion to request any exhibitor to disconnect lights or any other electrical appliances.

Under no circumstances must anything be nailed, pinned or fixed to the venue floors, walls, windows or doors.

## **6. ERECTING & DISMANTLING OF EXHIBITS**

Exhibitors will be advised of the dates and times for the erection and dismantling and removal of exhibits in the final exhibitor's letter approximately 4 weeks before the event. Do please make sure your stand or exhibits do not intrude on neighbouring stands. Please keep the area around your stand free from extra stock, discarded cartons/packing cases etc., as these may prove hazardous to the public if left on walkways, aisles or fire exits.

## **7. PARKING**

There is ample parking in Blackheath Station Car Park which is two minutes' walk from the Halls and offers very competitive rates.

Please note there is no parking at the Halls themselves and that parking is not permitted on Blackheath Park. Exhibitors who need to unload vehicles, will receive unloading information with the final correspondence.

## **8. SECURITY & PUBLIC LIABILITY**

**a)** All exhibitors have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of themselves and others. The organisers shall not be held responsible by any exhibitor/s or their staff/assistants or members of the public for any accidental injury due to negligence or unsafe displays or items falling from exhibitor's stands.

**b)** The organisers cannot be held responsible for loss or damage of stock howsoever caused during the exhibition.

**c)** The organisers shall not be liable to any exhibitor in the event of the exhibition being disrupted due to major incident, civil unrest, adverse weather conditions or any cause beyond the organiser's control.

**d)** Exhibitors must have in force appropriate and valid Public & Products Liability insurance coverage for the duration of this event (including setting up and packing up) to be arranged with a reputable insurance company to a minimum limit of £2,000,000 per occurrence (this limit to apply in aggregate with regard to Products Liability). Exhibitors should make available for inspection upon request suitable copies of such insurance policies, along with evidence of the premium having been paid to and received by insurers.

*IT IS ADVISABLE TO KEEP A COPY OF THIS FORM*