

# GREENWICH INTERNATIONAL EARLY MUSIC FESTIVAL & EXHIBITION 2011

Old Royal Naval College, Greenwich, London 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup> November

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

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

Tel..... Fax. No. .... Email.....

Items to be exhibited: .....

Please complete your exhibitor's biography for the festival programme, or email no later than the **DEADLINE 9<sup>th</sup> September**

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**As always, bookings are taken on a *first come first served* basis and although we will endeavour to comply with your request, an alternative area may be inevitable as the exhibition fills up. Therefore we strongly advise you to return your application form as soon as possible. Please note the charges below cover all three days.**

- Option A - Painted Hall (*Minimum booking = 4sm*) ..... sm @ £68.00 per sq.m. ex vat = £.....
- Option B - Queen Mary Room & areas off (*Minimum booking = 4sm*) ..... sm @ £61.00 per sq.m. ex vat = £.....

**(Option B bookings include one trestle table, please order below if you require more, or indeed do not require any.)**  
 (Approx. trestle measures: 1.8m x 70cm) - No table required ..... Extra tables ..... @ £10.00 each ex. vat = £ .....

To book a maker's demonstration/recital please indicate here & how many: ..... @ £65.00 each ex. vat = £.....  
 (*Please provide a separate sheet with recital details as soon as possible - DEADLINE 9th September.*)

Car parking permit/s .....Registration number/s.....@ £37.50 each ex. vat = £.....

Your chosen method of payment: Card, cheque, Bank, PayPal .....

SUB TOTAL	= £.....
VAT @ 20%	= £ .....
<b>TOTAL</b>	<b>= £.....</b>

**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  
 Our Bank details are: Barclays Bank Plc, Media Banking Centre,  
 PO Box 4WA, 27 Soho Square, London, W1D 3QR,  
 Sort Code: 20-78-98, Account No: 40433209 Account Name: The Early Music Shop, Swift/BIC: BARCGB22, IBAN: GB61 BARC 2078 98404 332 09

I hereby agree to all terms and conditions as stated overleaf. Signed: .....

*IT IS ADVISABLE TO KEEP A COPY OF THIS FORM AND RETURN THE ORIGINAL TO:*  
**The exhibition organiser, The Early Music Shop, Salts Mill, Victoria Road, Saltaire, BD18 3LA, West Yorkshire, UK**

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## 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.  
**Please be aware that bookings will not be accepted without the application form and 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 per application form**). Bookings made by fax, telephone and email may 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. **When tables are used they must be covered entirely by a cloth to the floor.**

### 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

One trestle table in (option B) and up to 2 chairs will be provided free of charge for each exhibitor. Additional tables can be hired at £10.00 + VAT each. Please indicate on the booking form the exact number of tables required.

**In the interest of safety**, any extra lighting brought by exhibitors may be subject to safety checks. 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.

### 6. VENUE PROPERTY

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

**Food & drink restrictions apply to all areas. Unless purchased and consumed in the Queen Mary Undercroft Cafeteria.**

### 7. 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 3 weeks before the event. Do please make sure your stand or exhibits do not intrude on any 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.

### 8. PARKING FOR EXHIBITORS

A designated area will be available for exhibitors for the duration of the exhibition, **please make sure you have a valid Parking Permit when you arrive and kept visible in your vehicle at all times.** (See application form)

### 9. 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 or exhibitors or their staff/agents 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)** The exhibition organisers strongly recommend that all exhibitors, for their own protection, should have suitable insurance cover for all the above points and in particular, **Public Liability Insurance**. You may be asked to provide proof of this.

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