

**A) EXHIBITOR DETAILS** (please print clearly)

Organisation	<input type="text"/>		
Contact Name	<input type="text"/>	Job title	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>	Post Code	<input type="text"/>
Website	<input type="text"/>		
Press/PR Contact	<input type="text"/>		
Press/PR Email	<input type="text"/>		

**Stand Sharers**

Within the stand price you are allowed one exhibiting company per 1m stand frontage to share space.

eg. 2 exhibitors on a 2x2m stand, 4 exhibitors on a 4x2m stand. Please note that stand sharers only receive 10 words on their standard show guide entry.

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Organisation	<input type="text"/>		
Contact Name	<input type="text"/>	Job title	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>

Please detail any further stand sharers on a separate sheet.

### Stand Name

This will be the name printed on the stand fascia:

### Roaming Staff and Mascots

Please inform us if you are bringing roaming or stand based promotional staff and/or animals.

Please note that roaming staff may not canvass with literature other exhibitors, but may engage with visitors and direct them to your stand.

Brief description:

### Food and Drink Sampling

Please inform us if you will have food and/or drink samples on your stand:

Please note that under the venues licensing regulations liquid samples must be no more than 10ml and food samples must be bite sized. Food and drink samples must only be offered on your stand.

### B) STAND PACKAGE

All stands include shell scheme, carpets, lighting, name board, standard show guide listing and exhibitor details on [www.excursionsshow.com](http://www.excursionsshow.com)

	Early Bird (held at 2018 rate)		Full Price	
	TSE Member	Non Member	TSE Member	Non Member
4sqm	£1,060	£1,100	£1,112	£1,156
6sqm	£1,540	£1,600	£1,618	£1,684
8sqm	£2,070	£2,150	£2,174	£2,262
10sqm	£2,550	£2,650	£2,680	£2,790
12sqm	£3,070	£3,190	£3,226	£3,358

- All stands are 2m deep and purchased in multiples of 2m frontage (ie. 2, 4, 6, 8, 10, 12 x 2m)
- Power points, Smart Scanners and furniture packages are not included in the stand cost.
- For stands in excess of 16 sqm of space, please call to discuss availability.
- All prices are exclusive of VAT.

**EARLY BIRD  
DEADLINE  
31 JULY 2018**

### Electrics

Electrics are not included in the stand package. If you require a socket to power AV equipment or charge mobile devices they are £85+VAT per socket and must be ordered in advance. Please add to your booking form.

### Smart Scanners

Tracking visitor engagement couldn't be easier with an on the day Smart Scanner. Excursions offers exhibitors an exclusively discounted rate of £75+VAT per Smart Scanner (normally £150), giving you an easy journey from the initial meeting to the follow up. Please add to your booking form.

### Furniture Hire

Excursions offers exhibitors hassle free furniture hire with a number of stand furniture packages. If you would like to order please add to the booking form.

If you have any different or additional furniture requirements, please order these directly from our official furniture contractor Inspire Furniture [www.inspirehire.co.uk](http://www.inspirehire.co.uk) using code HIRE11 to reference Excursions show.

PLEASE NOTE you need to supply your own tablecloth.

<p><b>PACKAGE A SMALL</b></p> <p>Small 2 ft square table 2 x chairs</p> <p>COST: £66+ VAT</p>	<p><b>PACKAGE B MEDIUM</b></p> <p>Large 4ft trestle table 2 x Chairs</p> <p>COST: £72+ VAT</p>	<p><b>PACKAGE C LARGE</b></p> <p>Suitable for stands 6sqm and above Large 6ft trestle table (H73 x W180 x D68) 2 x Chairs</p> <p>COST: £77 + VAT</p>	<p><b>PACKAGE D CABINET</b></p> <p>Suitable for ALL stand sizes 1 x Lockable Cabinet (H100 x W94 x D50) 2 x stools</p> <p>COST: £118+ VAT</p>	<p><b>PACKAGE E BROCHURE RACK</b></p> <p>A4 Literature stand</p> <p>COST: £50+ VAT</p>
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**BOOK YOUR EXCURSIONS™ PACKAGE HERE:****Show Guide**

Your stand package includes a FREE standard entry (Stand Name, Address, Web, Group booking contact, Email, Tel and 25 words)

Make your organisation stand out in the show guide with an image and increased 50 word bio in an enhanced listing or make a bigger impact with a display advert.

Enhanced listing **£75** Full page **£595** Half page **£350** Quarter page **£225**

All prices are exclusive of VAT.

	Specification	Sub total
Stand Size	<input type="radio"/> 4sqm <input type="radio"/> 6sqm <input type="radio"/> 3sqm <input type="radio"/> 10sqm <input type="radio"/> 12sqm	£ <input type="text"/>
Corner Position	1 @ £75 / 2@£125	£ <input type="text"/>
Smart Scanner	1 @ £75	£ <input type="text"/>
Electrics	£85 per socket	£ <input type="text"/>
Furniture	Pack <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	£ <input type="text"/>
Show Guide Entry	Standard FOC / enhanced £75	£ <input type="text"/>
Show Guide Advert	<input type="radio"/> full page <input type="radio"/> half page <input type="radio"/> quarter page	£ <input type="text"/>
<b>Total Cost</b>		£ <input type="text"/> + VAT

**C) PAYMENT DETAILS** (please print clearly)

Payment must be made 30 days after invoicing and 14 days before exhibiting at the event. I have read and understood the terms and conditions overleaf and a copy has been retained for my records.

Please invoice me for / I have enclosed a cheque\* for £  + VAT

PO Reference

Date

Name (please print)

Signature

\* Cheques need to be made payable to Tourism South East

Please return this form NO LATER THAN 23 Nov 2018

Please return this booking form by email to [excursions@excursionsshow.com](mailto:excursions@excursionsshow.com) or by post to 40 Chamberlayne Road, Eastleigh, Hampshire SO50 5JH

[www.excursionsshow.com](http://www.excursionsshow.com)

**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:  
Tourism South East, 40 Chamberlayne Road, Eastleigh,  
Hampshire SO50 5JH.

**1 The Exhibition**

The Exhibition will be called Excursions™.

**2 Organisers**

In respect of these Terms & Conditions, the Organisers consist of Tourism South East.

**3 Venue, Dates, Opening**

The Exhibition will be held at the Great Hall, Alexandra Palace, London, in January. The Exhibition will be open to visitors from 10.30 hours to 16.00 hours. The Organisers reserve the right to alter the times of the show and the hall in which the show takes place at Alexandra Palace.

**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 / 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 group tours and excursions. The Organisers reserve the right to refuse entry or remove person or persons from the show.

**6 Types of space**

Space at the show is sold inclusive of a shell scheme stand that consists of carpeting, walling, lighting and fascia nameboard.

**7 Allocation of Stands/Revision of Layout**

The Exhibition is laid out by destination area and stands are allocated subject to Exhibitor location and 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 anytime 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 and will be advised 14 days prior to the Exhibition.

**8 Payment Schedule**

- a) Full payment for the stand must be received by the Organiser prior to the event date. The organisers reserve the right to refuse entry to any Exhibitor that has not paid on the day.
- b) The Organisers reserve the right to refuse a booking request based on the TSE member rate if the Exhibitor is not a current member or paid in full to date.

**9 Cancellation by Exhibitor**

Cancellation after the third week of November 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.

**10 Cancellation of the Exhibition**

In the unlikely 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.

**11 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.

**12 Consortia**

In the case of every stand booked by a consortium of Exhibitors, if the TSE member rate is paid at least 50% of the consortium must be members of Tourism South East.

In the case of consortium members being based in more than one county, written consent for participation must be obtained from the Organisers.

**13 Canvassing**

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

**14 Negotiations with Alexandra Palace**

No Exhibitor may enter into separate negotiations with Alexandra Palace or the official contractors to this Exhibition or venue.

**15 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.

**16 Security**

Although the hall is covered by 24 hour security, Exhibitors are reminded that the Organisers cannot be held liable for any theft or damage to an Exhibitor's stand, exhibits or property.

**17 Fire, Safety and Working Regulation**

Exhibitors MUST abide by the Fire, Safety and Working Regulation of Alexandra Palace 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.

**18 Gangways Fire Protection Areas and Exits**

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

**19 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 organisers of their nominated health and safety representative.

**20 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 included 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.

**21 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.

**22 Stand Regulations**

- a) No exhibit or display may be more than 4m high (stand walls will be 2.5m high).
- b) part of any exhibit or display may overhang any gangway or neighbouring stand.
- c) Nothing may be affixed in any way to any part of the building.
- d) Any display involving film, video, etc must be positioned such that visitors watching it do not impede the gangways.
- e) If you are using a designer / contractor to dress your stand, details must be provided to the Organisers by third week of November.
- f) Exhibitors may not bring vehicles into the hall to unload.
- g) Build up is from 16.30 – 19.00hrs hours the day before the show and 08.00 - 09.30 On the day of the show. Stands must be dressed by 10.00 on the day of the show.
- h) The Exhibition closes at 16.00 on the day of the show and contractors will begin dismantling stands from 16.30. Exhibitors must not remove materials from their stand until the show officially closes and visitors have left the show floor. Any material left on stands after 18.00 will be disposed of as rubbish. Any material due to be collected by a third party must be moved to the designated area and the Organisers must be advised.

**23 Passes**

All staff working at the Exhibition, either during build-up, the actual show or breakdown, must be in possession of the relevant pass. Only the official Excursions™ passes will be accepted.

**24 Photography**

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

By exhibiting at the show all exhibitors consent to their company and personnel being used in the promotional photography and filming produced by the organisers.

**25 Deliveries**

Deliveries of exhibition materials and literature to Alexandra Palace prior to, or on the morning of Excursions must adhere to the instructions set out in the Exhibitor Manual and the Organisers must be advised.