

EXHIBITORS' PACK

Wedding Fair.org.uk

Sunday 3rd October 2010 (10 am till 4 pm)



Dear Exhibitor,

Thank you for considering exhibiting at our Wedding Fairs at the **Corn Exchange, Northgate, Rochester, Kent ME1 1LS**. Following on from the previous successes we have had, we offer you a unique approach to wedding fairs: - **'Maximum of TWO local wedding service providers for local brides'**

To reserve your place, please fill in the application form at the end of this document and send it back with your payment.

In conjunction with the Wedding Fair, we are considering a 24 page Cheque Book Voucher Scheme. You and the other exhibitors will get 100 copies to use as incentives for your customers. We will be producing over 3,000 books for brides to save money on their purchases. We are offering this opportunity first to our exhibitors, then to other interested parties (numbers permitting).

EVERY Bride & Groom in the Medway area receives a copy of **'A Kentish Wedding'** Magazine. We have been advertising in the last 4 issues and will continue to advertise throughout 2009/2010. In addition we are also listed in their online events directory. This year we are offering competitions and incentives to encourage attendance, they can register online and win prizes if they attend. In addition we have our many brides visit and register to our events via our own website www.weddingfair.org.uk which is on Page one of Google.

This letter is intended to give you pieces of information that you may require prior to the event and for use on the day.

Setting up Times:

You will be able to gain access to the venue from 7.30am on Sunday morning. Tables will be set up with your name on. All stand/space **MUST** be ready by 9.30am. Our advice to you is to first unload your car as quickly as possible, and once all your items are in the venue then park your car in one of the many 'pay & display' car parks near the venue. There are two entrances, however, to use the lift you will need to use the Northgate front entrance.

Times on the day:

The exhibition will officially start at 10am and end at 4 pm (please do not dismantle your stand before 4pm, however we need to vacate the premises by 5.30 pm).

Venue layout:

The Wedding Fair will be held in both the Queens Hall (accommodates 400 people standing) and Prince's Hall (100 people). When you arrive, you will find your company's name on table allocated to you, the size of each table/stall is approx 6' front. Please do not move from this allocated position. A white tablecloth will be provided for your use and chairs if required.

Please note that there are a limited amount of **electrical points** at the venue, which are charged at £10 per exhibitor. If you need access to an electrical point please indicate this on your order form. We are not allowed to hang anything on the drapes as they are a light fabric and can mark easily.

LOCATION and instructions on how to get to [ME1 1LS \(click for map\)](#):
BY CAR: LEAVE THE M2 AT JCT 3 & FOLLOW THE A229 FOR ROCHESTER, APPROX 2 MLS.



BY TRAIN: Via Rochester Train Station. Taxi ride is approx. 1 mile.

ROAD: M2 Junction 3, follow signs to Rochester A229. Follow signs to Rochester and the road will take you onto the A2 Corporation Street. Keep in the left hand lane and take the turning after Blue Boar Lane, called Northgate. The Corn Exchange in 30 yards on the right. The second entrance can be reached by turning right at the cross-roads via the High Street.

Loading/Unloading:

Please be aware that there are double-yellow lines outside the venue (have a helper with you to stay with your vehicle), numbers permitting, we will have a staff member to help with heavy items. If you need to use the lift, then please indicate on the form, as we are allocating 15 min slots (if you miss your slot, you will need to wait until 9:15 am depending on your time of arrival you may have to wait a little while to let the other exhibitors unload).

Parking:

There are three 'pay & display' car parks close to the venue, (we believe it is less than £3 for all day). We have requested leniency for unloading on a Sunday outside the venue, plus an option to have a limousine immediately outside (tbc).

Wedding Fair.org.uk

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Booking Form

Company Details

Business Name:

Contact Person Full Name:

Tel:

Mobile:

Business Address:

Postcode:

Fax:

Email:

Website address:

How to Pay?

**Please note that you need to send your 50% Deposit or Full Payment to:
Wedding Fair.org.uk 143 Wigmore Road, Rainham, Kent ME8 0TH**
(together with your signed terms and conditions)

**Cheques payable to 'Wedding Fair.org.uk' with your completed order form.
We will not accept any booking without these documents.**
Once payment is received we will send you an invoice with a payment receipt.

***Cancellation after booking will be subject to a charge of 30% of stand cost
Cancellations within 8 weeks of the event will be subject 100% of stand cost***

Safety Regulations:

The premises safety regulations will not allow any of us to:

- Light any candles during the Fair
- Block any fire exits
- Any power cables should be taped to the floor
- Your equipment should be PATS tested
- All exhibitors are responsible for their own liability insurance

Lunch:

Lunch will not be provided by the venue, however, there will be concessions for exhibitors and their staff. You are welcome to purchase lunch from the venue or bring your own.

Booking and Payment Form

Item	Date / Venue Sunday 3 rd Oct 2010 at the Corn Exchange, Northgate, Rochester, Kent <u>ME1 1LS</u>	Options	Stand Fees	TOTAL DUE £
1	Table 6' x 2'6" with white table cloth provided	6' Table	NOW £100	
2	Two Tables 6' x 2'6" with white table cloths provided	2 x 6' Table	£200	
3	Exhibitors needing power will need to have a stand around the perimeter of the exhibition area to avoid trailing cables. Amount covers power socket provided by electrician. Equipment will need to have been PATS tested.	Electrical Power Socket	£10	
4	Optional Entry into Cheque Book Voucher Scheme 3,000 to 5,000 printed (100 allocated to each exhibitor for client use and balance used at other wedding shows). Minimum of 24 and maximum of 48 vouchers (non-competing where possible). Exhibitors given first opportunity prior to offering to external parties.	Cheque Book Voucher Scheme	£100	
5	Leaflet Insertion into the Brides Wedding Bag Open to Non-Exhibitors FREE to Exhibitors (Leaflets must be with us 2 weeks before event to ensure insertion)	Bag Insertion	£30 per 100	

- We will do our best to satisfy your requirements. If we are unable to do so, we will let you know before accepting your booking.
- I will need to use the lift YES/NO Preferred Time to use lift:.....

Sub Total £

Deposit (50% of Booking Fee with booking form) £.....
(Balance due for 4 weeks before Fair date)

Company Name: **Preferred Stand No:**

I have read and undertake to abide by the schedule set by the Organisers.

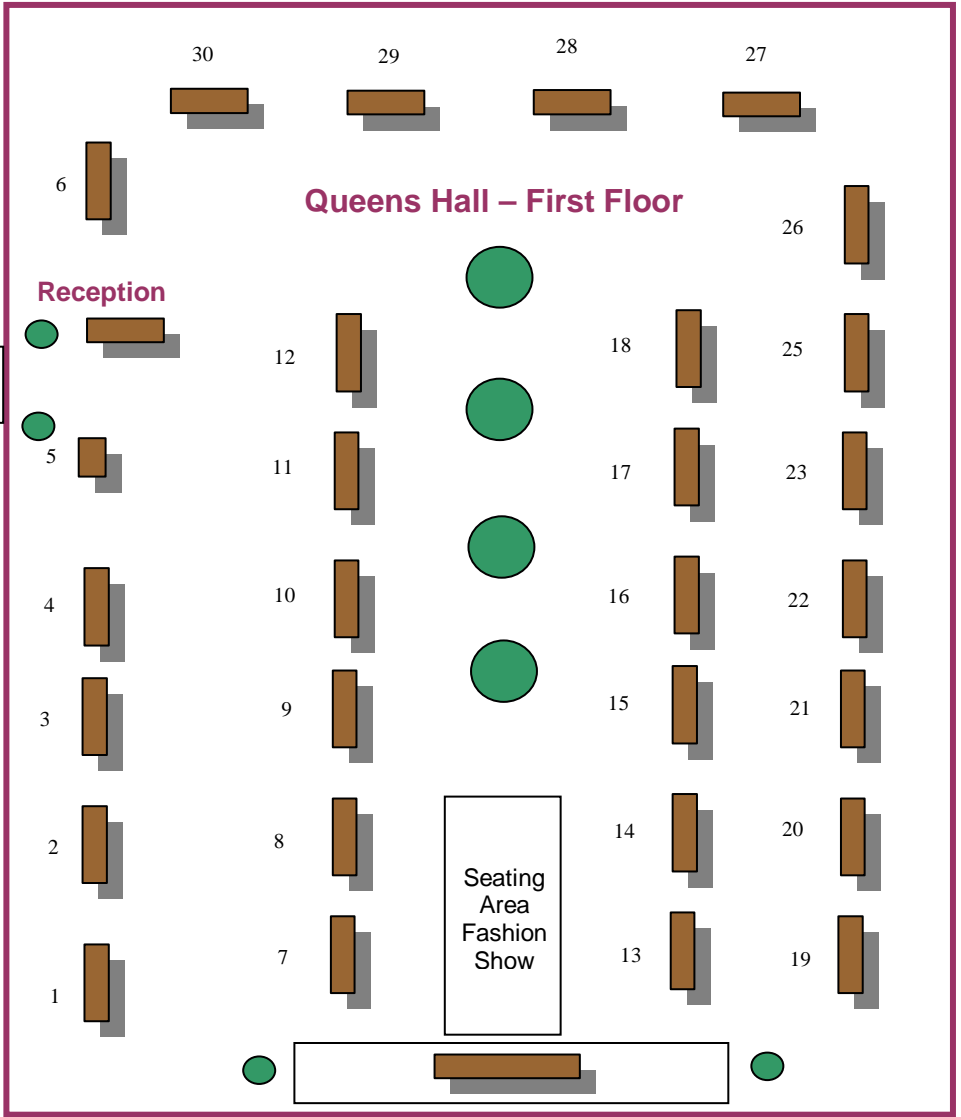
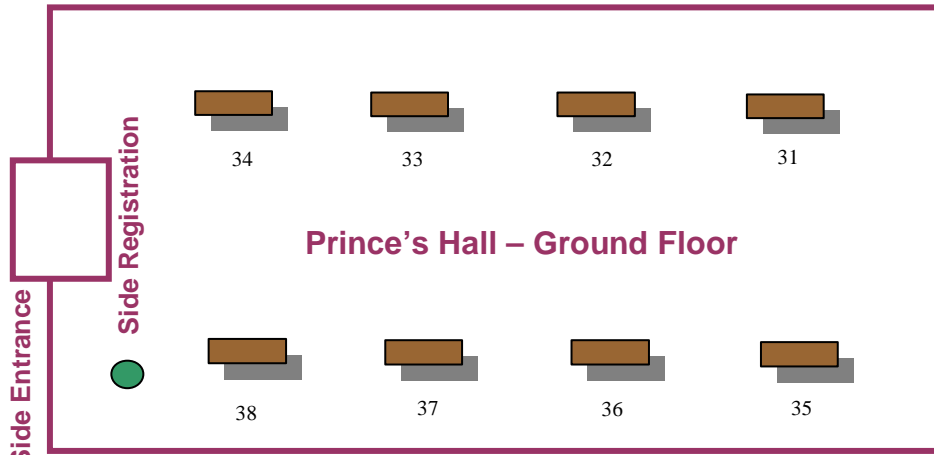
I (print your name here)

The undersigned does acknowledge that the details as laid out above are correct; I understand that I am responsible for PATS testing any equipment and my own Public Liability Insurance.

Signed: Date:

DRAFT LAYOUT

01/12/2009



Main Entrance



Wedding Cars (tbc)

Car Park