

2024 Business Fair Exhibition & Sponsorship Packages Booking Form

Please complete this form so we can process your application to sponsor/exhibit at any of our 2024 events. The form will also provide the details we need for Event Guides and your event requirements.

2024 Business Fairs

- **Liverpool** - Thursday 21st March, Liverpool Football Club
- **Greater Manchester** - Thursday 4th July, Salford Community Stadium (formerly known as AJ Bell Stadium)
- **Wirral & Chester** – Thursday 26th September, New Brighton Floral Pavilion
- **Halton & Warrington Business Fair** – Thursday 14th November, DCBL Stadium Halton

| 1. Exhibition Packages <i>please tick (✓) relevant events / items as required</i> | | | | All prices shown excl. VAT | | |
|---|-----------------|----------------|-----------------|----------------------------|-------------|--------------------|
| Exhibition Space <small>All include name board, table & chairs</small> | Price per event | Liverpool ✓ | Manchester ✓ | Wirral ✓ | Halton ✓ | TOTAL Excl. VAT |
| 2m x 2m space | £260 | | | | | |
| 3m x 2m space | £380 | | | | | |
| 4m x 2m space | £500 | | | | | |
| Additional Items | | | | | | |
| Power Supply for Exhibition Space | £30 | | | | | |
| Full Colour Logo Name Board | £35 | | | | | |
| Event Guide Display Advertisements | | | | | | |
| Logo Inclusion - (accompanies free listing) | £25 | | | | | |
| 1/8 Page Advert - 60mms x 90 mms (h x w) | £50 | | | | | |
| 1/4 Page Advert - 130 mms x 90 mms (h x w) | £80 | | | | | |
| 1/2 Page Advert - 130 mms x 185 mms (h x w) | £150 | | | | | |
| Full Page Advert - 270 mms x 185 mms (h x w) | £250 | | | | | |

| 2. Sponsorship Packages <i>please tick (✓) relevant events / packages as required</i> | | | | All prices shown excl. VAT | | |
|---|-----------------|----------------|-----------------|----------------------------|-------------|--------------------|
| Sponsorship Packages | Price per event | Liverpool ✓ | Manchester ✓ | Wirral ✓ | Halton ✓ | TOTAL Excl. VAT |
| Digital Sponsor <small>(does not include exhibition space)</small> | £625 | | | | | |
| Event Guide Sponsor | £995 | | | | | |
| Workshop Sponsor | £1,500 | | | | | |
| Lead Sponsor | £3,495 | | | | | |

| | | | |
|---|--|-------------|------|
| If you have a Promo Code, please enter here | | GRAND TOTAL | +VAT |
|---|--|-------------|------|

If you have any specific or non-standard requirements, please call us on 0151 709 8932 or email tony@liverpoolba.com

| 3. Company Details <i>these will be used for your listing in any Event Guides etc.</i> | | | | | |
|--|---|----------|---|-----------|---|
| Company Name | | | | | |
| Telephone No | | Website | | | |
| Twitter | @ | Facebook | @ | Instagram | @ |
| LinkedIn | | | | | |
| Please provide a short (approx 50 words) Business Description for use in the Event Programme | | | | | |
| | | | | | |

| 4. Contact Details (to enable us to contact you directly) | |
|---|---------------------|
| Contact Name | Direct Dial Tel. No |
| E-mail Address | |
| Postal Address | |

5. Order Confirmation and Payment Details (please read the Terms & Conditions of Booking before signing):

Please charge my company the total amount of £ _____ +VAT for the items detailed. I have read the Booking Terms and Conditions and agree to abide by them.

Name: _____ Signature: _____ Date: _____

Please indicate your preferred payment method & provide payment details below.

☐ **Debit / Credit Card** – please enter the card details below and we will process payment on receipt of your booking.

Card Number

Start Date Expiry Date

Security Code Issue No (if present)

Name on Card

Please provide the address that the card is registered to (i.e. where statements are sent)

Building No / Name _____

Address _____

Post Code _____

☐ **Invoice** – please provide invoicing details below and we will invoice you (14 days payment terms) on receipt of booking.

PO No (if applicable) _____ Invoice Contact Name _____

Invoice Address _____

Post Code _____

Email Address _____

All invoices will be sent by email - if you require a hard copy to be sent out by post as well, please tick here ☐

Accounts Contact (if different from above) _____ Telephone _____

Email Address (if different from above) _____

Once completed and signed, please return this form by email to kathy@liverpoolba.com.

TERMS & CONDITIONS OF BOOKING (Please retain a copy of these for future reference)

- Submitting a completed booking form is a necessary pre-requisite for an application to exhibit at / sponsor a Business Fair. Exhibitors/Sponsors will be notified within 5 working days of receipt of a completed booking form regarding acceptance status.
- All charges will be invoiced upon receipt of the completed booking form and are subject to VAT at current rate.
- Unless otherwise stated, payment of all charges is due within 14 days of the invoice date (or by the date the event takes place if this is earlier).
- The organiser assumes no liability for loss, damage or disappearance of any property used by the Exhibitor/Sponsor in connection with their participation in the event. The Exhibitor/Sponsor agrees to assume risk of loss for its property or any other items relating to its participation in the event and agrees to waive any & all claims and hold the Organiser harmless from and against any loss of, damage to, or disappearance of such property or items. In the event of it being necessary, due to acts of terrorism, war, disease, public emergency, or any other factor beyond the control of the organisers, for the Exhibition to be postponed, abandoned, or altered in any way in whole or in part, the Organisers shall not be liable for any expenditure, loss or damage incurred by an Exhibitor/Sponsor or Exhibition contractor resultant upon such unforeseen circumstantial changes. Should it be necessary for the organiser to reschedule an event, any booking placed by the Exhibitor/Sponsor will be carried over to that rescheduled event.
- At the end of the event, the Exhibitor/Sponsor will remove any property used by them in connection with their participation in the event, from the event venue. The Exhibitor/Sponsor will be liable for all storage and handling charges resulting from failure to remove all equipment from the venue.
- The Organisers will not accept delivery of any Exhibitor/Sponsor's equipment unless they have given their written consent to do so. Written consent must be sought at least one week prior to the event.
- The Exhibitor/Sponsor shall make good and indemnify the Organiser for any damage to the premises by the Exhibitor/Sponsor, his agents, contractors, or employees.
- The Exhibitor/Sponsor shall observe all current Health and Safety legislation and ensure that any electrical equipment/items being used at the event are PAT Tested. The Exhibitor/Sponsor also agrees to co-operate with the Organisers in ensuring that the event is a safe, secure, and healthy environment for all Exhibitors/Sponsors, Contractors, Sub Contractors, Visitors and Staff who attend or work at the event.
- Exhibitors/Sponsors are responsible for the safety of their stands and their own Public Liability insurance, as well as cover for any stock and equipment.
- Subletting or sharing of exhibition space is only permitted with the prior agreement of Liverpool BA.
- Whilst every effort will be made to ensure that a regular power supply and / or internet connection is maintained the Organiser accepts no liability for power shortages and / or loss of internet connection
- Cancellation Policy – Any request to cancel a booking must be made formally in writing (by post or email) to the organisers. Cancellations made more than 90 days prior to the event will be liable for 50% of the value of the booking. Cancellations made 30-90 days prior to the event will be liable for 75% of the value of the booking. Cancellations made less than 30 days prior to the event, as well as no shows, will be liable for the full value of the booking. These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be. Cancellation is deemed to take effect on receipt of the cancellation letter.