

## BOOKING FORM

### A. EXHIBITOR DETAILS (please print clearly)

Contact Name .....

Title .....

Organisation Name .....

Address .....

..... Post Code .....

Telephone .....

..... Fax .....

Website .....

Press/PR Contact .....

Press/PR Email .....

### IMPORTANT ALL CORRESPONDENCE WILL BE SENT TO YOU VIA EMAIL:

Please write underneath just one email address to which all communications relating to Excursions<sup>TM</sup> 2012 should be sent.

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### B. STAND REQUEST *Please tick applicable rate*

Rates for members of Tourism South East, London and East of England Tourism are available on request.

STAND SIZE	Stand Sharer Allowance * <i>Maximum number of exhibitors able to share space within stand price</i>	Early Bird ** <i>Booking form to be received by 30 Jun 2011</i>	Standard <i>Booking deadline 30 Nov 2011</i>
4 sqm (2m x 2m)	up to 2 sharers	£865 + VAT <input type="checkbox"/>	£ 935 + VAT <input type="checkbox"/>
6 sqm (2m x 3m)	up to 3 sharers	£1,290 + VAT <input type="checkbox"/>	£1,390 + VAT <input type="checkbox"/>
8 sqm (2m x 4m)	up to 4 sharers	£1,725 + VAT <input type="checkbox"/>	£1,850 + VAT <input type="checkbox"/>
10 sqm (2m x 5m)	up to 5 sharers	£2,145 + VAT <input type="checkbox"/>	£2,305 + VAT <input type="checkbox"/>
12 sqm (2m x 6m)	up to 6 sharers	£2,575 + VAT <input type="checkbox"/>	£2,760 + VAT <input type="checkbox"/>
14 sqm (2m x 7m)	up to 7 sharers	£3,005 + VAT <input type="checkbox"/>	£3,240 + VAT <input type="checkbox"/>
16 sqm (2m x 8m)	up to 8 sharers	£3,425 + VAT <input type="checkbox"/>	£3,675 + VAT <input type="checkbox"/>
Additional charge for corner site		£125 + VAT <input type="checkbox"/>	£150 + VAT <input type="checkbox"/>

For stands in excess of 16 sqm or space, please call your stand sales contact to discuss availability.

\* **Additional stand sharers over and above the free allocation will be charged at £125 + vat per sharer. Sharers do not need to be booked at this stage.**

\*\* **Early Bird rates apply if the booking form has been received by 30th June 2011 only.**

Special Requests .....

### C. PAYMENT AUTHORISATION *Payment must be received before the exhibition*

I / We have read and understood the terms and conditions overleaf and a copy has been retained for my/our records.

Please invoice me for / I have enclosed a cheque for (please circle the appropriate) £ ..... + VAT

PO Reference ..... (Invoices will be sent summer 2011)

Name (please print) .....

Signature ..... Date .....

Tourism South East and partners often arrange complimentary familiarisation trips for VIP Coach Visitors on route to Excursions. Please tick the box if you would like to be considered for inclusion if opportunity arises.

## Exhibition area:

Please indicate the area of the show that you wish your stand to be situated within.

- EAST OF ENGLAND
- SOUTH EAST
- LONDON
- REST OF BRITAIN & OVERSEAS

Please return your booking form by fax to  
**01424 200478**

Watch HIGHLIGHTS from the 2011 Exhibition online  
[www.excursions.org.uk](http://www.excursions.org.uk)



Please return this form **NO LATER THAN 30 Nov 2011**  
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# EXCURSIONS™ 2012

## TERMS & CONDITIONS

Organised by Tourism South East and Group Travel Organiser.

### 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™ 2012.

#### 2 Organisers

In respect of these Terms & Conditions, the Organisers consist of Tourism South East and Group Travel Organiser

#### 3 Venue, Dates, Opening

The Exhibition will be held at Alexandra Palace, London, on Saturday 28th January 2012. The Exhibition will be open to visitors from 10.30 hours to 16.00 hours.

#### 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

Stands are allocated subject to 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.

#### 8 Payment Schedule

- 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.
- The organisers reserve the right to refuse a booking request based on the member rate if the organisation is not a current member or paid in full to date.

#### 9 Cancellation by Exhibitor

Cancellation after 30 November 2011 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 site booked by a consortium of Exhibitors, if the member rate is paid at least 50% of the consortium must be members of a Regional Tourist Board covering the county the consortium members are based in. 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

- No exhibit or display may be more than 4m high (stand walls will be 2.5m high).
- No part of any exhibit or display may overhang any gangway or neighbouring stand.
- Nothing may be affixed in any way to any part of the building.
- Any display involving film, video, etc must be positioned such that visitors watching it do not impede the gangways.
- If you are using a designer / contractor to dress your stand, details must be provided to the Organisers by 30 November 2011.
- Exhibitors may not bring vehicles into the hall to unload.
- Build up is from 15.30 - 19.00 hrs on 27th January and 08.00 - 09.30 hrs on 28th January. Stands must be dressed by 10.00 on 28th January.
- The Exhibition closes at 16.00 hrs on 28th January and contractors will begin dismantling stands from 16.30 hrs. Any material left on stands after 18.00 hrs will be disposed of as rubbish.

#### 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™ 2012 passes will be accepted.

#### 24 Photography

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