**Trade Space Contract**

Thank you for your interested in a trade stand for Groom Professional Expo 2020. If you require any further details regarding the event before you make your application, please do not hesitate to contact Amy McDermott by email to amy.mcdermott@christiesdirect.com

Completed forms must be returned to amy.mcdermott@christiesdirect.com no later than Friday 31stth January 2020. Space is limited and will be offered on a first come, first served basis only.

|  |  |
| --- | --- |
| **Company Name** |  |
| Billing address |  |
|  |
| Post Code |  |
| Telephone Number |  |
| Email Address |  |
| Contact Name |  |
| Contact Tel No (if different) |  |

**Stand Space**

Your stand space will be approximately 3 x 2m in size and all stands will have a uniform space, trestle tables will measure 6ft by 2ft. Electricity can be added to your stand space if required. A stand plan will be issued on or before the event.

You will have between 8am-6am on Friday 17th April 2020.

**Utilities**

Do you require electricity to your stand? There is an additional surcharge of £20 +vat per stand.

 Yes □ No

**Hospitality Passes and Networking Dinner**

Your stand space includes 1 exhibitor ticket for refreshments and lunch during the day on Saturday and Sunday.

If you would like additional exhibitor passes for Saturday and Sunday, please order your passes below, chargeable at £55 per head.

|  |
| --- |
| Request for Day Passes (please indicate if Saturday or Sunday or both)Included Additional |
| Name:  | **Name:** |
|  | **Name:** |

**Show Guide**

We will be producing a Groom Professional Expo Show Guide magazine. This magazine will be professionally printed and will be given to each attendee. As an exhibitor, you will automatically be included in the A-Z listings. Please provide us with a description of your company and send us a copy of your logo for this listing.

|  |
| --- |
|  |
| 50 words Max. |

**Stand Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Cost | Number Required | Total cost |
| Stand Space | £200 +vat |  |   |
|  |  |  |  |
| 1 complimentary day passes | FREE |  |   |
| Additional Saturday/Sunday DAY passes | £55 +vat |  |  |
| Electricity Requirements | £20 +vat |  |  |
|  |  |  |  |
| TOTAL |  |

Stand space is limited and is served on a first come, first served basis. Confirmation of your stand number must be returned as soon as possible and payment must be received in full by 31st January 2020. If the stand space is not paid by this date your space will be reallocated to those on a waiting list. We would love to have you there but we do expect our stand spaces to sell out quickly. Please return completed forms to amy.mcdermott@christiesdirect.com