

Tuesday 26 September 2017

Kingsmills Hotel, Inverness

Exhibition Booking Form

Company Details (please print clearly)

Company name:

Address:

..... Postcode:

Contact name:

Tel: Email:

Website: Twitter user name:

Nature of business:

Exhibition Space Package	Unit Price	Number of Units	Total Payable
1 x table, 6ft x 2ft approx, with white cloth 1 x chair Standard advertisement in show guide - 65mm wide x 50mm deep	Inverness Chamber Members: £260.00 + VAT = £312.00 Non members: £390.00 + VAT = £468.00		

Payment

An invoice for your booking will be sent to you by Inverness Chamber of Commerce.

I confirm acceptance of the terms and conditions overleaf.

Signature: Date:

Return completed booking form to:

Inverness Chamber of Commerce | Metropolitan House | 31-33 High Street | Inverness | IV1 1HT

Tel: 01463 718131 | Email: admin@inverness-chamber.co.uk

The Highland Business Awards and Highland Business Week are organised by Inverness Chamber of Commerce and are supported by Scottish Provincial Press as media partner.



Highland Spotlight 2017

Terms and Conditions

Exhibition Space Package

Each individual exhibition space package consists of one table, approximately 6ft x 2ft, with a white cloth, one chair and a 65mm (w) x 50mm (d) advertisement in the show guide. You may also use your own free standing display stand(s) within the exhibition space allocated to you.

Additional Exhibition Space

You may book additional exhibition space packages to create a larger exhibition area if you wish. Simply indicate how many 'units' you require in the appropriate box on the booking form.

Shared Exhibition Space

You may share an exhibition space package if you wish - please provide details of the companies exhibiting on the booking form. The standard advertisement in the show guide will also be shared by the exhibiting companies; however additional advertising space can be purchased if required.

Exhibition Space Allocation

The exhibition will be held in the Kingsmills Suite at the Kingsmills Hotel. All exhibition space will be allocated at the discretion of the organisers; however, every effort will be made to ensure that all aisles contain a good mix of exhibitors and are attractive to visitors.

Electrical Supply

Access to power sockets will be made available to exhibitors. You will be asked to supply a list of any electrical equipment that you will be using as part of your exhibition display, to ensure that power sockets are not overloaded. It is recommended that you bring your own extension cable if using electrical equipment.

Refreshments

Refreshments will be available to purchase for both exhibitors and visitors. Tea and coffee will be provided for exhibitors. The use of kettles, coffee machines or microwave ovens as part of your exhibition display is prohibited.

Exhibition Set Up

The exhibition will be open from 10.00am to 5.00pm. Set up for exhibitors must be complete by 9.30am on the day of the exhibition. Access to the Kingsmills Hotel will be available from 8.00am on the morning of the exhibition.

Exhibitor Badges

You will be asked to provide, in advance of the event, the names of all company personnel who will staff your display. On arrival at the exhibition, please report to the registration desk where you will be given your badges and your copy of the show guide.

Exhibition Breakdown

The dismantling of exhibition displays before the official close at 5.00pm is strictly prohibited.

Show Guide

The show guide, produced by Scottish Provincial Press, will be used as pre-event publicity and will also be given to visitors on the day of the exhibition. After booking, you will be sent details of how to submit information or finished artwork for your standard advertisement. Larger advertisements are available for additional cost by arrangement with Scottish Provincial Press.

Cancellation Policy

Completion of this booking form constitutes a firm booking. Cancellations must be made in writing to Inverness Chamber of Commerce. Refunds will be made as follows: 6-8 weeks' notice - 50% refund; 4-6 weeks' notice - 25% refund; less than 4 weeks' notice - we regret that no refund can be made.

Disclaimer for Loss or Damage and Indemnity

Inverness Chamber of Commerce and Scottish Provincial Press will not be responsible for death or personal injury to the exhibitor or any of their agents, contractors, sub-contractors, servants, employees or guests. Inverness Chamber of Commerce and Scottish Provincial Press will not be responsible for any loss or damage occurring to any exhibit or any property of the exhibitors, howsoever caused. You are therefore advised to take out appropriate insurance.