



2024 BOOKING FORM

EXHIBITION CENTRE, LIVERPOOL, 18TH - 20TH JUNE 2024

When completed, please return to marta@mcspr.co.uk

Media Contact Services: T 0161 437 4634

www.outdoortradeshows.com

| | |
|---|---|
| Company Name: | Address: |
| Stand Name: if different from the above | |
| Contact Person: | Website |
| Position in Company: | Invoice name and address if different from company name and address above: |
| E mail: | Address: |
| Tel / Mobile: | |

SPACE ONLY Electricity and carpet not included

OIA/RIA Member* by 15/12/23 Non OIA/RIA Member by 15/12/23

£90 per sqm **£105 per sqm**

OIA/RIA Member* after 15/12/23 Non OIA/RIA Member after 15/12/23

£100 per sqm **£115 per sqm**

Per m2 rate includes:

Area to build stand and stand cleaning

You are responsible for all aspects of stand design and construction.
Appropriate drawings to be supplied to organisers by date specified in the Exhibitors Manual.

Preferred Size: (i.e. 4 x 4 m)

Please note: If booking a 3x3 stand (or less) you **must** opt for Shell Scheme

Preferred Stand Number

Total Area (m2)

Total Cost ex VAT (rate x area)

SHELL SCHEME Electricity and carpet supply not included

OIA/RIA Member* by 15/12/23 Non OIA/RIA Member by 15/12/23

£110 per sqm **£125 per sqm**

OIA/RIA Member* after 15/12/23 Non OIA/RIA Member after 15/12/23

£120 per sqm **£135 per sqm**

Per m2 rate includes:

White walls, ceiling grid and nameboard fascia

Preferred Size: (i.e. 4 x 4 m)

Preferred Stand Number

Total Area (m2)

Total Cost ex VAT (rate x area)

* To qualify for an OIA/RIA Member rate, the exhibitor needs to be a member at the time of booking as well as when OTS takes place.
Lapse of membership before the event will incur an extra invoice for the difference in rate.

PAYMENT

- 50% invoiced from January 2024 and afterwards upon receipt of booking confirmation
- FINAL 50% invoiced on 30th March 2024
- 100% invoice upon receipt of booking confirmation if booked after the 30th March 2024

All payments must be cleared in advance of the show.
Exhibitors whose accounts remain outstanding on this date WILL NOT be permitted to exhibit.
Please make cheques payable to Media Contact Services Ltd.
All invoices subject to VAT at the standard rate.

CANCELLATIONS & SPACE REDUCTIONS

Exhibitors withdrawing from the exhibition will be liable to pay the following cancellation fees:

On or before 1st April 2024 = 50% of total space cost

On or after 2nd April 2024 = 100% of total space cost

If an exhibitor reduces the space reserved after this booking form has been received and processed by the Organiser, the Organiser shall have the right to charge the following penalty fees:

Up to 1st April 2024 = 50% cost of area reduced

On or after 2nd April 2024 = 100% cost of area reduced

CONFIRMATION:

I confirm that I:

- have read the terms and conditions and agree to be bound by them
- understand the cancellation charges explained
- am authorised to sign this document on behalf of the company named above
- understand that the organisers reserve the right to change the floorplan stand layout

Signed:

Position

Company

Date

