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**Wedding Fayre Booking Form**

Thank you for joining us at our fantastic event!

Our shows are very much interactive fayres, so if you would like to do a demo or workshop please let us know.

We will be actively promoting every event on our social media pages. All that we ask in exchange is that you do the same. A little note on your website saying you will be attending, and lots of event shares in the two weeks up until the event would be wonderful! We will provide all promotional images for you to share, all events will be open for pre-registration via Eventbrite and each will have a Facebook event page.

Please fill out the form below or the one online and return ASAP with your public liability to ensure your space is booked and the equipment needed is provided.

There will be a space for banners with each exhibition space if we are providing approx. 6ft tables, there may be times when a slightly smaller table is provided depending on venue availability – however a table of no less then 5ft will be provided.

All shows are £120.00, deposits are £75.00. If you book 5 or more shows and pay deposits for all you will qualify for a 10% discount on you bookings.

**The deposit for each show payable on receipt and your stand is NOT secure until this amount is paid. Payment should be within 5 working days of receipt.**

Full payment is required **4 weeks** before the event. This fee will be used for the venue hire, advertising and equipment for the day.

If you have any questions regarding the wedding fayre please contact **info@simplyweddingscornwall.co.uk**

**Booking Form**

|  |
| --- |
| Exhibitors Name: |
| Company Name: |
| Date and Venue of Show:  |
| What Service does your Business Provide? |
| Address: |
| Post Code: |
| Telephone Number: |
| Mobile Number: |
| Website Address: |
| Email Address: |

Electricity Required? (Please Edit) YES/ NO

Table Required? YES/NO

If yes how many?

Please attach a copy of your Public Liability Insurance, without this you cannot exhibit.

**PLEASE NOTE YOU NEED TO SUPPLY YOUR OWN TABLECLOTH**

**Any additional Requirements:**

Please read the following **Terms & Conditions by booking you are agreeing to the following**

**Terms and Conditions of Booking**

1. Cancellations from suppliers will only be accepted in writing. With cancellations, the organisers will return 50% of the balance, if or when the table is re-let. Any cancellations made within 6 weeks of the event date will receive no refund.
2. In the unlikely event of the event being cancelled by Simply Weddings, all suppliers will receive full refund of their payment or the chance to move to another show. If the show is cancelled for reasons beyond our control the suppliers will be offered credit for any future shows. Suppliers will not be entitled to any compensation. Deposits are non-refundable
3. No liability shall be placed to the VENUE & ORGANISERS for any losses that are incurred by the suppliers whilst planning for, or preparing for, or in connection with the wedding fair and suppliers shall indemnify the VENUE & ORGANISERS against any such action, claims, proceedings, costs and expense arising.
4. Suppliers must have sufficient Public Liability Insurance for the event. Bookings are accepted with the proof adequate insurance is in place.
5. Please ensure that you communicate with the organisers on and prior to the event about any enquires you may have. Should you have any special needs or requirements please ensure we are notified prior to the event so we can make sure there is a member of the team available to help you when you arrive.
6. Suppliers may only advertise the goods/services pre-agreed at the time of booking so we can assure we have an equal number of suppliers for each goods/service.
7. Access to the Venue is from 8.00am on the morning of the fair. Set up information will sent to you before the event.
8. Please ensure that you are in attendance by 10:00am at the very latest on the day of the fair. If you are running late or are likely to arrive after this time, please call to let us know. 07985 187825
9. Each supplier must pre book a 6ft table.
10. Please allow sufficient time to set up your stand to your satisfaction and ensure that your display is fully complete by 10.00 am – the fair is open to the public from 11:00am till 3:00pm. Truro is 10.30am to 3pm.
11. Packing down- You must not dismantle your display early; due to health and safety we cannot have suppliers packing up whilst the public is present. We will advise if we are closing early.
12. There is LIMITED PARKING provided at most venues. You will be notified closer to the event to where to park.
13. Access to electricity outlets can be provided upon request in advance. If you require an extension lead, please make adequate arrangements to bring this with you. All equipment must be PAT tested or within the guidelines.
14. By paying your deposit and completing the booking form you are agreeing to our terms and conditions.

I have read and understood and accept the Terms and Conditions of booking.

Signed................................................. Date......................................

Please complete and either post to

**Simply Weddings, Chy Lewyth, Vorvas, St Ives, Cornwall. TR26 3HL**

**Or Email** info@simplyweddingscornwall.co.uk

**We look forward to welcoming you to a Simply Sunday, Thank you for your Booking.**