



B A B Y  
&  
T O D D L E R  
S H O W

Exhibitor Pack



The Liberty Stadium Baby & Toddler Show will take place 17th July 2011 -the definitive Show for pregnancy, birth and early childhood in South Wales.

The Show features a number of exhibitors while entertaining all the family throughout the day.

Taking place in our Swansea Suites on Level 2 the Show will be a one-stop show to get advice, view and purchase products and meet fellow parents all under one roof. The Show also includes -

- A Café and play area
- FREE ENTRY & FREE PARKING for all exhibitors and visitors

### **Marketing;**

As Swansea's premier venue we are able to promote The Liberty Stadium Baby & Toddler Show extensively through:

- The Liberty Stadium's website [www.liberty-stadium.com](http://www.liberty-stadium.com) and via the baby and toddler web-page which highlights the Liberty Stadium Baby & Toddler Show and will feature regular updates on exhibitors, events during the day and special offers.
- With access to over 16,000 contacts we will regularly send e-shots to contacts promoting the Show.
- A5 baby and toddler show flyers will be distributed in Swansea city centre.

In addition to this our flyers and poster campaigns aim to generate further footfall and will be distributed within the locality to social groups, nurseries and the general public.

## Exhibition Timetable

<b>Set-Up</b>		
<b>Date</b>	<b>Times</b>	<b>Notes</b>
July 17 <sup>th</sup> 2011	08.00 – 10.00	Please note that unloading will only be permitted via the service/goods lifts only on the day. Access will be available from 8am and these will be manned by members of our staff.

- Strict security procedures will be enforced during the build-up and break-down of the event. If directed to a loading dock, you are requested to unload your stand equipment and remove your vehicle to a parking space as soon as possible, to assist other exhibitors

<b>Exhibition Day</b>		
<b>Date</b>	<b>Times</b>	<b>Notes</b>
Jul 17 <sup>th</sup> 2011	11.00 – 15.00	All exhibition stands to be ready for 10.00am and no exhibits to be removed before the exhibition closes to the public at 15.00hrs

<b>Break-Down</b>		
<b>Date</b>	<b>Times</b>	<b>Notes</b>
July 17 <sup>th</sup> 2011	15.00 – 17.00	All exhibition stands to be removed by 17.00 on the day of the exhibition

- Each stand space will be checked once vacated for damage. Please ensure you report any damage prior to departure. All damage changes will be passed back to the exhibitor
- Please note that during set-up and especially break-down, the site will be busy so your patience will be appreciated and will ease your speedy departure from the site



## Exhibitor Package



### **Baby & Toddler show SPACE - £100 Inc VAT**

- 6ft space at The Liberty Stadium Baby & Toddler Show which is open to the general public between 11am and 3pm
- Company details displayed on exhibition floor plan
- Coverage on Liberty Stadium website on our dedicated Liberty Stadium Baby & Toddler Show web page plus exposure to over 4,000 contacts through our monthly newsletter
- 4ft trestle table & 2 chairs
- Post Show database of registered visitors

## BOOKING FORM

<b>CONTACT DETAILS</b> Please complete the booking form and return							
Title (please tick applicable)	<b>Mr</b>		<b>Mrs</b>		<b>Miss</b>		<b>Ms</b>
First Name							
Surname							
Position in organisation							
Company name							
Address							
Town							
Post Code							
Telephone							
Fax							
Email							

Space requirements:

6ft space @ £100.00 inc of VAT

£50 discount if booked before May 31<sup>st</sup> 2011

***If you require an alternative size space then please contact me***

Enclosed is a non-refundable cheque for £ \_\_\_\_\_

Please make cheques payable to '**Compass Group Services UK Ltd**'

Please charge £ \_\_\_\_\_ to my credit/debit card

Visa   
 MasterCard   
 Amex   
 Switch   
 Diners   
 Delta

Card number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Issue Number (if applicable): \_\_\_\_\_

Start Date (if applicable): \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

I confirm the details above are correct and I have read and understood the attached terms and conditions in reference to this booking

Signed:	Full Name:	Date:
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If you do not want your details shared with sponsors and partners, please tick box



## Terms & Conditions

1. All reservations are to be made with the Conference & Events Office.
2. *Provisional bookings will be secured for a maximum of 14 days. Confirmation of a booking must be made by payment of a deposit.*
3. Full payments for events are required in advance of the show. Details and dates of final payment will be confirmed once a deposit has been paid.
4. *All payments (deposits and full payments) are non-refundable and non-transferable.*
5. *All prices are subject to alteration, generally due to changes in the rate of VAT, Customs & Excise or unforeseen increases in the price of raw materials.*
6. Payments are to be made by cash, cheque, credit or debit card. Cheques are to be made payable to 'Compass Services UK Ltd'. Details of credit/debit cards should be attached to this booking form or informed directly to the Conference & Events Office to confirm your booking.
7. *FMC reserve the right to cancel events due to lack of interest or unforeseen circumstances, including football or rugby fixtures. In this instance an alternative date will be offered. In the event of cancellation by FMC deposits and full payments will be refunded.*
8. In the case of customer cancellation, 100% cancellation charges apply after full payment is received.
9. Under no circumstances may guests bring their own food or drinks onto the premises. Any person found doing so risks being ejected from the venue.

I have read the above and hereby confirm acceptance of these terms and conditions.

**Signed:** .....

**Print Name:** .....

**Date:** .....

Please tick box if you do not wish to join our events database. This information will not be passed onto a third party