



Exhibitor Pack



The Liberty Stadium is delighted to announce the Liberty Stadium Homes and Gardens Show will take place on Sunday 23<sup>rd</sup> May 2010.

The Liberty Stadium Homes and Gardens Show will transform Swansea's largest conference Suites into an exhibition arena which will provide our visitors with everything needed for their home and garden. Advice and information can be sought on a range of topics while our Garden Café provides our visitors with refreshments and snacks.

The following pack provides you with information on exhibiting at the Liberty Stadium Homes and Gardens including a floor plan, booking form and exhibition timings.

## Exhibition Timetable

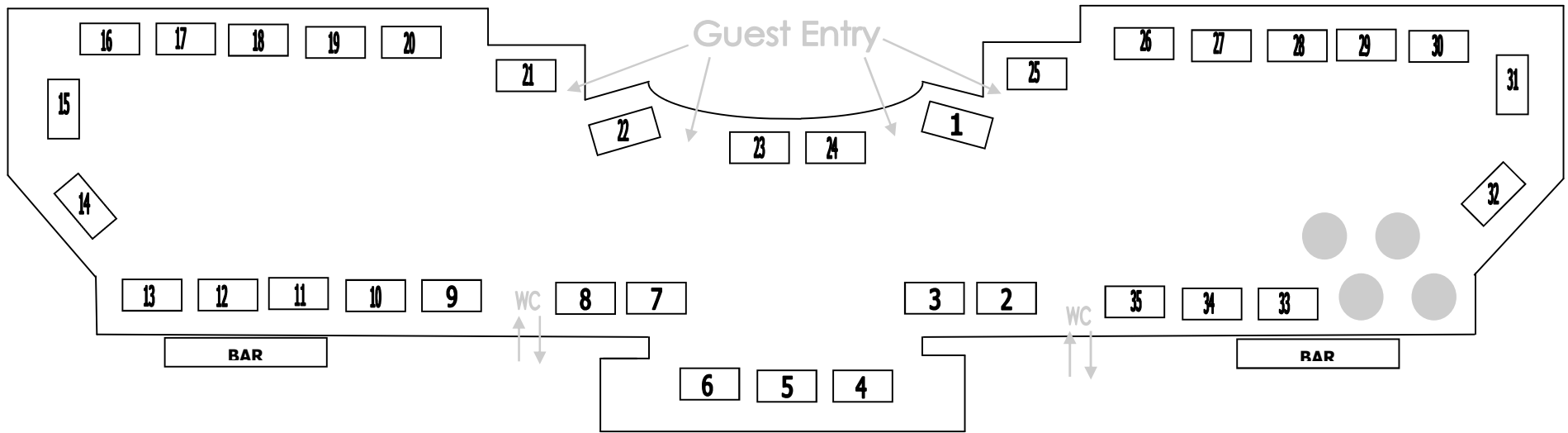
<b>Set-Up</b>		
<b>Date</b>	<b>Times</b>	<b>Notes</b>
23.05.2010	08.00 – 10.00	Please note that unloading will only be permitted via the service/goods lifts only on the day. Access will be available from 8am and these will be manned by members of our staff.

- 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>
23.05.2010	11.00 – 16.00	All exhibition stands to be ready for 10.00am and no exhibits to be removed before the exhibition closes to the public at 16.00hrs

<b>Break-Down</b>		
<b>Date</b>	<b>Times</b>	<b>Notes</b>
23.05.2010	16.30 – 18.00	All exhibition stands to be removed by 18.00 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 charges 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**

### **The Liberty Stadium Homes and Gardens Show**

*We are delighted to provide a range of Exhibition Space opportunities for your consideration, further details and costs can be found on our Booking Form.*

- The Liberty Stadium Homes and Gardens Show will be open to general public between 11am – 4pm
- Company details will be displayed on exhibition floor plan
- Coverage on Liberty Stadium website via our dedicated Liberty Stadium Baby & Toddler Show web page plus exposure to over 4,000 database contacts through our monthly newsletter
- Wi-fi available throughout the Suite
- Marketing.
  - The Liberty Stadium's website [www.liberty-stadium.com](http://www.liberty-stadium.com) will include extensive coverage of the Liberty Stadium Homes & Gardens Show featuring regular updates on exhibitors, events during the day and special offers.
  - Match Day Programmes will feature adverts of the Show reaching an average 16,000 fans per match.
  - With access to over 16,000 database contacts our regular e-shot campaigns will aim to generate footfall on the day.

In addition to this our flyers and poster campaigns aim to generate further footfall and will be distributed within the locality.

## BOOKING FORM

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

Space requirements:

17ft x 7ft space @ £850.00 inc of VAT

Discounted Special Offer of £600.00 inc VAT if confirmed by 31<sup>st</sup> March 2010

9ft x 9ft space @ £500.00 inc of VAT

6ft Trestle @ £300 inc of VAT

4ft Trestle @ £250 inc of VAT

*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