



# BarnsleyWorks

Business Expo & Conference '08

## EXHIBITOR BOOKING FORM

**BarnsleyWorks**  
**The Barnsley Metrodome, 19 March 2008**  
**EXHIBITOR BOOKING FORM**

Company Name: .....

Contact Name: Mr/Ms/Miss/Mrs/Dr/Prof .....

Job Title: .....

Contact Address: .....

.....

Tel: ..... Fax: .....

E-mail: .....

Purchase Order No. (must be provided if invoice is required): .....

Billing Address (if different from above): .....

.....

How many exhibition stands do you require?  £ .....

All stands are a **3m x 2m shell scheme** priced at only **£300 each + VAT**. Included in this price is: 1 Wireless Internet Access Point (further points are £15 each) - Standex modular shell scheme - Dove grey panels - Cherry red fascia - Printed name board per stand - 5ft fluorescent light - 500 watt socket outlet - Full electrician standby cover for the duration of the event.

If you require more than 1 wireless internet access point per stand, how many?   
(Please read Terms of Business)

Please complete your company contact details, only if different to above, as you would like them to be published on the BarnsleyWorks website and in delegate packs:

Company: .....

Contact: .....

Address: .....

.....

Tel: ..... Fax: .....

E-mail: ..... Website: .....

Please complete the following section. It will be published on the BarnsleyWorks website.

Please provide no more than 30 words explaining why delegates should visit your stand:

**NB. You may submit the booking form and then send this text separately by e-mail with your logo. The quicker you send this information, the quicker it will be published.**

**Please e-mail your logo (jpeg - high resolution), to be shown on the website and in the Barnsley Chronicle, to [barnsleyworks@talent-services.co.uk](mailto:barnsleyworks@talent-services.co.uk)**

# Terms and Conditions

**PAYMENT** - An invoice will be issued upon receipt of a booking form. Payments terms are 14 days from date of invoice. Exhibitors / delegates will not be allowed to exhibit / attend unless full payment has been received. All invoices will be issued by Talent Services Ltd.

In the event of late payment, Talent Services reserves the right to charge interest on all outstanding amounts at the rate of 2% per calendar month or part thereof from the last date that payment was due to the date that payment has been made.

All cheques should be made payable to Talent Services Ltd. The advertised cost of exhibiting is subject to VAT being added.

**CANCELLATIONS** - Cancellations must be made in writing. Cancellations are subject to a no refund policy.

**ATTENDENCE** - The exhibitor acknowledges that the organiser shall not be responsible for the failure of all or any other contracted exhibitors to attend the exhibition or the failure of any number of attendees to attend the exhibition for any reason beyond the reasonable control of the organiser.

**LOSS OR DAMAGE** - The exhibitor shall be liable for and fully indemnify the organiser against any loss suffered or damage caused to the premises, its furniture, fixtures and equipment or reputation which may arise as a result of the exhibitor or from items brought onto the premises by the exhibitor, their guests, staff, contractors, agents or otherwise. The organiser can accept no responsibility for the property of exhibitors or attendees.

**CHANGING NAME DETAILS** - There is no charge if a substitute person wishes to replace the existing person attending, please inform us as soon as possible.

**CANCELLATION OF CHANGE OF LOCATION OR DATE OF EXHIBITION** - In the event that by reason of any event outside the organiser's reasonable control (including, without limitation, any strike or other industrial action involving the organiser's own workforce) or the exhibition (or any part thereof) is prevented from being held in a particular location or on a particular date, the organiser shall be entitled at its absolute discretion to cancel, relocate or change the date of all or any part of the exhibition or reduce the planned period for preparation, display or dismantling of the exhibition and in such event any refund of payments to the exhibitor shall be at the absolute discretion of the organiser.

The exhibitor hereby acknowledges that in the event any of these circumstances occurring he shall have no right to any refunds, damages, expenses or any other claims. In the event that the exhibition (or part thereof) is cancelled by the organiser for commercial reasons, including without limitation, lack of support, then all payments made by the exhibitor to the organiser will be refunded, but the exhibitor hereby agrees that in such circumstances he will have no further claim (whether for damages or otherwise) against the organiser.

**FIRE PRECAUTIONS AND HEALTH & SAFETY** - All materials used for building, decorating or covering stands or displays must be of a non-flammable material. The exhibitor must comply at all times and immediately with all instructions given by the relevant authorities and/or the organiser to avoid the risk of fire or any other risk.

**INSURANCE** - The exhibitor shall carry adequate public liability insurance against personal injury, death, or damage to or loss of property by any cause whatsoever.

**MEALS** - Meals will NOT be provided free of charge during the event, however, there are a number of paying restaurants and cafes onsite, open throughout the duration of the event.

**FREE INTERNET ACCESS by Praxsoft** - The provision of wireless internet connection is limited to one computer per stand. This will allow normal web access to the internet. Only HTTP and HTTPS protocols will be permitted. Cable (CAT5) connections will not be available. Additional computers may be connected at a cost of £15 per device.

If there is a requirement for different types of access then requirements must be submitted in writing to Talent Services Ltd. The wireless network will work with any 802.11g compliant equipment. Each stand will be given information to allow them to set up their equipment. An engineer will be available the day before the event and on the day of the event to help with any technical problems.

Users of the wireless network accept responsibility for their own network security. Users of the wireless network agree to: i) Ensure that their equipment is protected by the use of a firewall ii) Up-to-date antivirus software is installed on all valuable equipment iii) Not to use hacking tools, sniffers, port scanners etc on the wireless network iv) Not to attempt access to equipment other than their own v) Not to download or attempt access of inappropriate material.

The organiser will not be liable for losses and consequential damage that results from using wireless network. The organisers will endeavour to provide the best service possible but we cannot be held responsible for failure of equipment and facilities that are outside our direct control.

\*Do you give permission for Talent Services & Quadrum to contact you regarding other events? YES / NO

I have read and understood the terms and conditions of the 2008 Barnsley Works Event <input type="checkbox"/>
SIGNED: ..... Date: .....

**Please return completed and signed form to:**

Claire Musson, Talent Services Ltd, McLintocks Building, Summer Lane, Barnsley S70 2NZ  
Tel: 01226 321555 Fax: 01226 203222 E-mail: barnsleyworks@talent-services.co.uk

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