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**Terms & Conditions**

**IEE 2018**

* Stall holders must arrive between 9.00am and 9.15am and stall set up must be complete at 10.00. **Equipment and setup will not be allowed after 10am.**
* Ensure that **at least one person is present at each of your stalls at all times.**
* Once your exhibition space is set up, you will **not be allowed to relocate your stall** under any circumstances.
* Personal Hotspots and Wi-Fi can be used but there will **not** be any Wi-Fi provided from the venue.
* Please ensure you **adhere to the timings** indicated on the guide below.
* You should only exhibit items that you have declared in the booking form.
* The organisers have absolute right to stop any applicant from selling or displaying any products on their stall on the day.
* All stalls must be operated in a safe manner taking in to account at all times the health and safety of visitors, members of the public and organisers.
* It is the exhibitor’s responsibility to ensure they have adequate public liability insurance cover and that they abide by all trading regulations. Applicants for stalls will be agreeing to the terms & conditions which are issued along with this application, by submitting an application for consideration.
* All terms & conditions are subject to change without prior notice. It is the applicant’s responsibility to ensure that they and all persons associated with the stall or application are familiar with all terms and conditions associated with this application.
* In the event that an exhibitor wishes to cancel his space booking, the organisers reserves the right to reallocate their space. The booking fee is non-refundable.
* No material should be included on stands that could be deemed radical, extremist or intolerant. Material should not be illegal, promote racial or religious hatred or intolerance towards any group or community. Please do not express any religious or political views that could be deemed radical, extremist or intolerant. AMSS will not take responsibility for any offensive or unlawful views expressed by any member of your organisation during the fair.
* No money should be collected through charitable donations.
* A submission of an application or monies does not guarantee approval of an application. The organiser’s decision is final on all matters.
* The Organiser reserves the right to refuse any booking.

**How to book a stall**

1. After reading the Terms & Conditions above, complete the Booking Form below.
2. Make full payment of the stall to the bank details on the Booking Form below.
3. Email your completed ‘Booking Form’ and company ‘Logo’ to: [info@amss.org.uk](mailto:info@amss.org.uk) quoting ‘EXPO BOOKING’ in the subject box.
4. Once full payment is received and the Booking Form is accepted, you will be sent a confirmation.

**Booking Form**

**IEE 2018**

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| Name(s) of applicant(s): | Click here to enter text. |
| Name & Nature of business: | Click here to enter text. |
| Address : | Click here to enter text. |
| Town/City: | Click here to enter text. |
| County: | Click here to enter text. |
| Postcode: | Click here to enter text. |
| Phone: | Click here to enter text. |
| Website: | Click here to enter text. |
| Email: | Click here to enter text. |
| Facebook page: | Click here to enter text. |
| Mobile Number: | Click here to enter text. |
| Person in charge onsite: | Click here to enter text. |
| Any medical condition we should know about | Click here to enter text. |
| Secondary Contact | Click here to enter text. |
| Mobile Number | Click here to enter text. |
| Please let us know if you have any special requirements for your stall. (We *cannot* guarantee you at all that they will be definitely met but we can try our best to accommodate if possible and practical) | Click here to enter text. |
| Please list all products that you will be selling or displaying on your stall  (this list must be strictly adhered to) | Click here to enter text. |
| Description of your company/service/organisation (20 words max) | Click here to enter text. |
| Type of package  (**20% discount** on bookings made by midnight on **MON 14th MAY 2018**) | Choose an item. |
| Payment Made? | Choose an item. |
| Bank Details for money transfer: | Bank Name: HSBC  Ac. Name: MESL  Ac. Number: 02362562  Sort Code: 40-30-32 |
| **I HAVE READ AND ACCEPTED THE TERMS AND CONDITIONS SET BY AMSS FOR IEE 2018 AND I CONFIRM THE ABOVE DETAILS ARE CORRECT TO THE BEST OF MY KNOWLEDGE** | |
| Signature | Click here to enter text. |
| Date | Click here to enter text. |