

Exhibitor Booking Form

**Wednesday, 2nd October 2024 - Westlands Leisure Complex, Yeovil**

The Somerset Skills and Careers Fair opens up a whole world of new opportunities for young people, introducing them to new vocational skills and giving them the chance to explore future career opportunities.

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| Organisation Details |
| Company Name: |
| Address: |
| Contact Name:  | Tel:  | Email:  |
| Please provide a few words about your organisation for us to use in the Exhibitor Directory*(Include web address, Twitter handle and Facebook page if available)* |
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| Invoice Details |
| Invoice address(If different from above) |  |
| Purchase order No. (if required) |  |
| Finance Contact:  | Tel:  | Email:  |

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| Exhibition Space |
| Each exhibition space costs £250 and includes:* **1 x standard trestle table, 2 x chairs**
* **Tea/coffee throughout the event for a max of 2 people**

*Early Bird discount £230 applies if booked before the end of March 2024**Power can be supplied for a small charge and additional refreshment packages can be purchased as required* Space is available in multiples or bespoke upon request – please contact us to discuss your requirements.Lunch can be purchased on site during the day. |

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| I would like to book exhibition space for Wednesday, 2nd October 2024 |
| **No of stands required** | **Cost (@ £250 per stand)****\* Early bird booking - £230)** | **Power (@ £10 per stand)*****If required*** | **Cost** |
|  |  |  | **£** |
| ***\* Early Bird booking only applies if booked before the end of March 2024*****If you require additional space, please call to discuss** |  |
| **Sub Total** | £ |
| Additional Information |
|  |  | **Cost** |
| Number of people on your stand | Qty: |  |
| Additional refreshment package @ £5 per person | Qty: | £ |
|  | **Sub Total** | £ |

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| **Invoice Total** | £ |

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| Please let us know if you have any additional or unusual requirements and we will do our best to accommodate you. |

**Terms and Conditions**

**By signing this booking form you are agreeing to:**

* Ensure your stand is staffed at all times for the duration of the event
* Comply with the Health & Safety at Work Act 1974 and any regulations made there under
* Pay the exhibition stand cost as detailed above, this will be invoiced to you once your booking has been confirmed

**Cancellations**

* Should be made in writing
* Cancellations made within two weeks of the event will incur the full cost of the original booking
* Cancellations made within a month of the event will incur a £100 admin fee

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| Signed in agreement: |  |
| Print Name: |  |
| Position: |  |
| Date: |  |

Please send the completed form to Sarah Johnson: admin@somersetcareersfair.co.uk
Once your booking has been received confirmation will be sent to you via email.

For further information please contact: Sarah Johnson on 07714 396346