



### Booking form

Company Name						
Post Code		Primary Contact name				
e-mail		Telephone				
<b>Invoicing details (if different from above)</b>						
Address						
Account Contact name		Account Telephone				
Account e-mail						
Stand description			Carpet	Spot lights (0009)	Electricity (0010)	Furniture (0011)
GS0012	Open Plan 2m x 3m	£330 <input type="checkbox"/>	(0006) £23 <input type="checkbox"/>	n/a	n/a	£35 <input type="checkbox"/>
GS0013	Open Plan 2m x 4m	£440 <input type="checkbox"/>	(0007) £29 <input type="checkbox"/>	n/a	n/a	£35 <input type="checkbox"/>
GS0014	Shell Scheme 2m x 3m	£495 <input type="checkbox"/>	Inc	inc	£47 <input type="checkbox"/>	£35 <input type="checkbox"/>
GS0015	Shell Scheme 2m x 4m	£605 <input type="checkbox"/>	Inc	Inc	£47 <input type="checkbox"/>	£35 <input type="checkbox"/>
GS0016	Island Stand 4m x 6m	£990 <input type="checkbox"/>	(0008) £80 <input type="checkbox"/>	£44 <input type="checkbox"/>	£47 <input type="checkbox"/>	£35 <input type="checkbox"/>
Preferred stand number		Please enter if known or "same as 2018"				

Please ensure you have order all the items you will need on the day. We can not guarantee additional items will be provided on the day if they have not been pre-ordered. Additional charges may be incurred for items ordered on the day.  
**(All the above prices are excluding VAT)**

Please e-mail your booking form to; [info@grosouth.co.uk](mailto:info@grosouth.co.uk)

# Booking information

The following stands are available;

## **Open Plan** – 2m x 3m, 2m x 4m, floor space only.

These stands do not have a shell scheme structure and are suitable for those of you that have your own back drop or display unit. Power, furniture, carpet or spot lights are not included but can be ordered. Two Exhibitor lunches are included in this package.

## **Shell Scheme modular stands** - 2m x 3m, 2m x 4m

These stands are all Velcro compatible and come complete with twin spotlights and carpet. Power and furniture is available to order. Two Exhibitor lunches are included in this package.

## **Island Stands** – 4m x 6m.

There is only a limited amount of these stands which are floor space only. Power, carpet and furniture is available to order. Four Exhibitor lunches are included in this package.

Two or more stands can be combined to create a larger space, please call for prices

## **Optional extras**

Electricity; 13amp socket and supply

Furniture; 1 table and two chairs

Carpet; green carpet is available to order for Open Plan stands.

## **Terms and Conditions of application;**

### **Stand bookings**

Should it become necessary GroSouth reserve the right to relocate stands bookings to an alternative area.

### **Payment and deposits**

Upon receipt of your booking an invoice will be raised for a non-refundable booking deposit of £120 (£100+ vat) per stand. Please ensure prompt payment we cannot confirm your booking until deposits have been received. Full payment of any outstanding balance is required by the 30<sup>th</sup> of September 2019.

### **Payment Details**

Payment Details;

Account Name: Roundstone Nurseries Ltd

Account Number: 68035560

Sort Code: 30-93-74

IBAN: GB75 LOYD 3093 7468 0355 60

SWIFTBIC LOYDGB21

Please make all cheques payable to **Roundstone Nurseries Ltd.** and send to;

Roundstone Nurseries Ltd.

Pagham Road,

Lagness,

Chichester,

West Sussex, PO20 1LL

### **Cancellation**

Every effort will be made by GroSouth to reallocate any cancelled bookings. In the event this is not a possible solution 50% of the total stand cost will be applicable to any cancellations made after 31<sup>st</sup> of June 2019. GroSouth will recover the full stand cost for cancellations made after 31<sup>st</sup> of August 2019.

Cancellations must be made in writing

### **Site Access**

Access for Exhibitors is from 10am on Wednesday 6<sup>th</sup> of November 2019.

Roundstone Nurseries is a secure site with CCTV. We do not however assume responsibility for Exhibitor items or belongings that are left on site prior to or during the show.

### **Insurance**

All items brought onto site remain the responsibility of the exhibitor for which they should be adequately insured. Each Exhibitor must hold Public Liability Insurance at a minimum level of £1m.

### **Site Safety**

Method statements must be completed by each exhibitor and given to Sarah-Jane (Roundstone Nurseries Ltd.) prior to the show.

Risk assessments must be completed by each exhibitor on the day of the show.

Exhibitors must familiarise themselves with the site plan and health and safety requirements on the day.

Please do not hesitate to call Sarah-Jane if you have any queries; 01243 755949