



FOR OFFICE USE:		
Risk Assessment	Stand Number(s)	
Public Liability	Electricity	
	Invoice No.	

Application For Trade Stand

East Lincs Expo 2025

Wednesday 12th Feb 2025
Southview Park Hotel

Please email your completed application form to hello@eastlincs-expo.co.uk

Contact and Product Details

Company Name:	
Contact Name:	
Address:	
	Postcode:
Telephone:	Mobile:
Email:	
Website:	
Please detail services/goods for sale:	

Build your stand

A variety of stand spaces are available at the exhibition sold on a per stand basis. For bigger spaces book more stands. If you require more information, please get in touch with us.

Stand	Price	Quantity	Cost
Standard (3m x 1.5m)	£275		£
		Sub Total	£

Do you require a 13-amp socket; one will be provided if required, however additional power points can be supplied at an additional charge. If you require more, please get in touch with us.

Size	Price	Quantity	Cost
13 amps	£0		£0 for 1 socket

Promote your stand

East Lincs Expo is FREE to attend for all visitors

Promote your stand and get maximum exposure at the exhibition. Included in your booking is a FREE 50 word listing and business description. The brochure is given to all visitors as they arrive at the exhibition and is a useful tool for those who like to browse, make notes and then return to make their purchases. This information will also be used on our website and social media for promoting your business and the event.

Presentation space is available concurrent with the exhibition for engagement with visitors with demonstrations, presentations etc; tick here if you are interested.

Extra Brochure Advertising	Price	Quantity	Cost
Highlight your business with a paid advertisement in the brochure			
Full Page Brochure Advert	£100		£
Half Page Brochure Advert	£50		£
Free Listing in Brochure only	FREE		£
		Sub Total	£

I/we hereby apply for trade space as stated above. I/we have read, and agree to abide by the rules, regulations and conditions of the East Lincs Expo as set out in the regulations for trade exhibitors. I also enclose a copy of my/our Public Liability Insurance certificate and our Risk Assessments relating to this application.

Total Due £

Signed: _____

Print: _____

Date: _____

Please note: balance payments are due 30 days before the event

Stand Attendees

Please provide contact details for Stand Attendees

Please fill out this section with the names and contact details of the team members attending for your booked stand. E-tickets will be sent out for all individual team members.

Contact Name:	
Telephone:	Mobile:
Email:	

Contact Name:	
Telephone:	Mobile:
Email:	

Contact Name:	
Telephone:	Mobile:
Email:	

Contact Name:	
Telephone:	Mobile:
Email:	

Contact Name:	
Telephone:	Mobile:
Email:	

Contact Name:	
Telephone:	Mobile:
Email:	

Contact Name:	
Telephone:	Mobile:
Email:	

TERMS & CONDITIONS

The Exhibitor agrees to abide by all rules and regulations adopted by Organiser and sponsors and agrees that Organiser shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the show.

STAND APPLICATION/ALLOCATION

- The Exhibitor must apply for a stand by signing, completing and returning the stand application form immediately to the Organiser. Stands are assigned subject to availability. The Organiser reserves the right at any time to re-arrange the stand layout or allocation.
- Upon successful application for a trade stand, an invoice will be sent for the deposit amount with the remainder due 30 days prior to the event start date.

INSTALLATION AND BREAKDOWN

- Access to enable exhibitors to set up their stands will be allocated on Tuesday 11th February. Times of set up will be issued nearer the time of the event. Please advise how long you need to set up and keep to your allocated time slot.
- Stands MUST NOT be cleared before closing time on the 12th February.
- Should an exhibitor wish to clear away their stand the day after the exhibition please contact the team to see if this is possible.
- Exhibitors must not deface or damage any floors or walls of the exhibition hall. Any such damaged will be charged to the exhibitor.
- Vehicles are allowed to be parked in the visitor car park for installation or breakdown. Exhibitors cars are not allowed to be parked in the Visitor Car park during the open hours of the Exhibition. This is to allow for the best experience for all visitors.
- Please also make sure you take away ALL your things from your stand, anything left behind including boxes of leaflets, brochure etc. will be thrown out.

EXHIBITORS MUST

- The stand is fully staffed and continually kept open throughout the course of the Expo.
- Walkways are kept clear at all times.
- The space is kept clean and tidy and free from rubbish at all times.
- Business is conducted in an appropriate manner from the stand considering the Venue, Organiser, other exhibitors and visitors.
- The Exhibitor is required to arrange their displays so as to not obstruct the general view or conceal other exhibits. No signs or banners are to be placed outside of the area assigned to each exhibitor. Exhibit personnel may not stand in the aisles or hand out materials, flyers or bags in the aisles of the Expo and must do so only within the allocated stand area.
- Loud speakers, radios, televisions or the operation of any machinery or equipment which is of sufficient volume to be distracting to neighboring exhibitors or Expo attendees are not permitted. Public address systems used to attract the attention of visitors passing near the Exhibitor's stand are also not permitted.
- If the Exhibitor is displaying products or any material which is determined, in the Organiser's discretion, to be inappropriate, including, for example, materials that are offensive, disparaging or discriminatory will be asked to remove its products or exhibit.
- The Exhibitor may not substitute him/her/itself or sublease stand space.

FIRE SAFETY EQUIPMENT

- Exhibitors must provide fire safety equipment appropriate to their activities. In particular, all exhibitors that cook on site must have adequate fire fighting equipment including fire blankets.
- The Organisers shall not be held responsible for loss or damage of stock or equipment, howsoever caused, during the Expo.

ELECTRICITY

- Limited electrical supplies are available. These must be booked and paid for in advance.
- Extension leads if required (from the supplied unit) are the responsibility of the exhibitor and are not available from the Organisers.
- Please advise if you are using power hungry products, as specific electrical supplies will have to be organised.
- ALL electrical equipment must be certified and have a current PAT certificate. The certificate should be brought with you on the day. Please note that non- P A T tested equipment cannot be used under any circumstances.

EXHIBITION FLOOR PLAN

- The organiser reserves the right to amend the floorplan or alter the exact location of the stands within the floorplan to accommodate sales. The Organiser will endeavour to consult with the exhibitors who are directly affected whenever possible, and the Exhibitor undertakes to agree to such alteration(s).

EXHIBITOR PARKING

- Parking is available on site free of charge for exhibitors in the exhibitors car park. This is different dedicated area than the Visitor Car Park.
- Marshals will be available on the day of the exhibition to direct you to the best place for you to park.

BOOKINGS AND PAYMENTS

- ALL BOOKING FEES MUST BE PRE-PAID. All Stand balances must be paid for 30 days before the start of the event.
- If your stand is not paid for 30 days in advance of the event, your stand may be forfeited and allocated to another business on our wait-list who requires the space.
- Preferred payment method is through BACS Transfers. Cheques may also be accepted, please double check this before sending.
- Skegness Area Business Chamber reserves the right to allocate you a different category of space or stand to that which you have booked but in the event that we do this, we will refund any excess payment if you are allocated a cheaper stand and will not charge any more if you are allocated a more expensive category.

EXHIBITOR CANCELLATION

- Cancellations will be accepted up to TWO calendar months before the date of the event but you will forfeit any deposit paid.
- Any booking cancelled at less than TWO month's notice before the event, for whatever reason, will forfeit the total booking fee. Cancellations may be advised by phone but must be confirmed in writing. If you are not going to attend a booking that you have made you must let us know as soon as possible.
- If in the reasonable opinion of Skegness Area Business Chamber (or any third party organiser) it is necessary to cancel an event because of prevailing weather conditions or any other reason, .

ORGANISER CANCELLATION

- If in the reasonable opinion of the Organiser (or any third party) it is necessary to cancel the event for any of the reasons listed below, but not limited to, the Organiser will not be responsible for any loss of business, loss of profits, damage or expense of whatever nature that the exhibitor may suffer.
- The reasons listed include, but are not limited to, such reasons as: casualty, explosion, fire, lightning, flood, snow, weather, epidemic, pandemic, earthquake or other event, acts of public enemies, riots or civil disturbances, strike, lockout or boycott, Government forced cancellation or other force majeure event.
- Exhibitors are advised to take out appropriate insurance to cover all eventualities.
- No refund of booking fee or any other payment will be forthcoming. Should the Organiser see fit for any refund, these will be paid minus an administrative deduction to cover costs incurred.
- Wherever possible the Organisers will always look to reschedule the show to a later date.

LIMIT OF LIABILITY

- Skegness Area Business Chamber will do everything in our power to ensure that you have a successful show but cannot be held responsible for damage or theft of your stock, interruption of power or services, failure of press advertisements to appear, adverse weather, or anything else beyond their control.
- Skegness Area Business Chamber does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept that you cannot hold Skegness Area Business Chamber responsible for any losses you sustain.
- Public liability insurance is held by Skegness Area Business Chamber who are responsible for the event

GDPR

- By booking a stand you agree to be contacted for promotional purposes from the Organiser about the Expo and the Organisers services.
- The Organiser will only pass on Exhibitor's information to third parties for the sole purpose of organising the Expo.
- If the Exhibitor wishes to opt out of receiving such information they can do at any time by contacting the organiser.

COVID REGULATIONS

- Please make sure you are following all government guidance relating to Coronavirus at the time of the event.
- Skegness Area Business Chamber will do all in its power to ensure a safe event for all exhibitors and visitors alike.