

# Exhibitor booking form

Please read this form carefully.

The parts of the form marked with an asterisk \* will be reproduced in the event programme. Please ensure you print clearly and indicate if there is any information that you do not wish to be publicly available.

The information you provide here will be reproduced in the event guide.

Company/organisation: \*  
 Address: \*  
 Postcode: \*  
 Telephone number: \* Fax: \*  
 Email: \*  
 Website: \*

**About you:**

Use this space to describe your company/organisation, what you are exhibiting and why people should visit your stand. \* (max, 80 words)

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Contact details for correspondence prior to the show if different from above. These details will NOT be printed in the event guide.

Contact name:  
 Company/organisation:  
 Address:  
 Postcode:  
 Telephone number: Fax:  
 Email:

**Requirements:**

A standard exhibition space is 3 metres wide x 2 metres deep (with 1m side panels) will be allocated to each stand. The fee includes a trestle table and two chairs. More space may be available on request, but additional fees may apply.

**Electricity Supply** (please tick)

Single socket £54.80 (inc VAT)     Double socket £65.57 (inc VAT)

**Furniture**

Note: one trestle table and two chairs are provided as standard.

Additional tables £4.88 (inc VAT)    Quantity: \_\_\_\_  
 Additional chairs £1.95 (inc VAT)    Quantity: \_\_\_\_  
 Other requirements (please explain)

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[continues overleaf...]



## Demonstrations:

Would you be interested in giving a demonstration? (e.g. painting, plastering, pigment mixing, rainwater harvesting, natural dyeing, water saving devices, wall building, making cob blocks/buildings, timber framing, etc).

Yes       No

Please note: demonstrations can be done continuously throughout the event from your stall and we are happy to provide you with extra space to do this. We also welcome large demonstrations so please contact Corina if you would like to discuss this further.

Will your demonstration be ongoing or at set times?

Will your demonstration require additional space? (please give details)

Please use this space to describe your demonstration: \* (max 40 words)



Time is  
ticking on...  
**BOOK YOUR  
PLACE  
TODAY!**

### Stand prices: (includes both days – please tick all that apply)

Companies/organisations with  
annual turnovers of:

	ex VAT		inc VAT (@15%)
up to £50,000	£ 250.00	<input type="checkbox"/>	£ 287.50
up to £150,000	£ 400.00	<input type="checkbox"/>	£ 460.00
up to £500,000	£ 600.00	<input type="checkbox"/>	£ 690.00
over £500,000	£ 800.00	<input type="checkbox"/>	£ 920.00
Electrical socket (single)		<input type="checkbox"/>	£ 54.80
Electrical socket (double)		<input type="checkbox"/>	£ 65.57
Additional tables (each)		<input type="checkbox"/>	£ 4.88
Additional chairs (each)		<input type="checkbox"/>	£ 1.95
<b>TOTAL AMOUNT PAYABLE (inc VAT)</b>			<b>£</b>

**Note: To secure your exhibition space, please ensure we receive a deposit of £100 with your booking form.**

The balance must be paid by 20th January 2009 or your space may be re-allocated. All bookings taken after 20th January must be paid in full. Cancellations after 20th January 2009 cannot be refunded and all fees will apply.

### CHECK LIST

- I enclose my £100 deposit (cheques payable to Ecos Trust)
- I am new to Homes for Good and enclose my company's environmental statement
- I would like to be sent a receipted invoice

Please return this form with your deposit and environmental statement to:

Corina Reay, Homes for Good exhibition coordinator  
Ecos Trust, Great Bow Wharf, Bow Street, Langport, Somerset, TA10 9PN  
tel: 01458 259400 fax: 01458 253401 email: corina@ecotruster.org.uk

Ecos Trust's mission is to show how to design, build and manage buildings and neighbourhoods to reduce their environmental impact and increase social cohesion and long-term financial return.

Registered charity no. 1104376



## About the venue

This year's exhibition is taking place at the Westpoint Arena in Exeter – the largest exhibition and entertainment venue in the South West. The large column-free indoor arena is located in 150 acres of landscaped grounds and has extensive free car parking and good public transport connections.

Westpoint is just one mile from the M5 motorway at Exeter, making it one of the most accessible venues in the South West and beyond.

For further information about the venue visit [www.westpoint-devonshow.co.uk](http://www.westpoint-devonshow.co.uk)

A list of local B&Bs, hotels and guesthouses will be sent to you with setting-up information nearer the time but you may wish to make earlier arrangements. General information about Exeter, such as accommodation and travel, is available from [www.discoverexeter.net](http://www.discoverexeter.net) and [www.exeter.gov.uk/visiting/](http://www.exeter.gov.uk/visiting/)

## Exhibitor fees

A fixed fee covers both days of the exhibition. We offer a scale of charges so that the event is more affordable to small businesses and non-profit making organisations (see exhibitor booking form for stand prices). There are no hidden or unexpected costs and basic provisions are included in the price. Electric points and extra tables and chairs can be hired on request.

*Please note: A £100 deposit is required with your booking form to secure a place.*

## What are your fees used for?

The **Homes for Good** exhibition is self-financing so we think you should know what we use your fees for:

This year's show will cost in excess of £50,000 to run. Typically, this sum encompasses: venue hire, advertising and public relations, design and print (flyers, signs, posters and event guides), first aid cover, photography, security, stewards, equipment and furniture hire, utility costs and electrical networks, insurance, AA signage, staff salaries and expenses etc. No profits are made from the **Homes for Good** exhibition.

## Exhibition times

Set up: Thursday 16th April, 1pm to 9pm preferable.

Smaller exhibitions may set up on the Friday morning between 8am and 9am.

Please note that vehicular access to the site will be restricted after this time. All stands must be complete by 9.30am.

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Exhibition dates: Friday 17th and Saturday 18th April

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Daily opening to the public: 10am

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Daily closing to the public: 4pm

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Breakdown: Saturday 18th April, 4pm to 6pm

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## Exhibitor guidelines

- Please note the theme of the exhibition is '*sustainable building, landscape and lifestyle*'. All exhibitions, products and demonstrations must relate to these themes – if in doubt, please ask.
- The exhibition's cash flow relies on exhibitor fees being paid in advance. A deposit (refundable until January 20th) is required in order to reserve your space. The balance must be paid by January 20th or your space may be re-allocated. Bookings taken after this date must be paid in full at the time of booking. Please tick the appropriate box on the booking form if you require a receipted invoice.
- If you are likely to be bringing extension leads or other electrical items, please ensure they have been P.A.T tested prior to the event.
- The restaurant will serve food and drink during public hours.
- Interactive demonstrations are encouraged and extra space may be available free of charge if required. Please contact Corina to discuss your requirements.
- Exhibitors must attend the full period and times as stated in this pack and be ready for public opening at 10am each morning.
- Whilst every effort will be taken to ensure the venue is secure during non-public hours, please note that Ecos Trust and the venue cannot be held responsible for any losses or damage of any kind. Proper measures to secure valuables must be taken by all exhibitors.
- It is important that you have the appropriate level of public liability insurance cover for attending such events. Please also ensure you carry out your own risk assessment.
- Maps and further information about setting up will be sent to you nearer to the event.

For more information on exhibiting and all other enquiries, please contact:  
**Corina Reay, Homes for Good exhibition coordinator**  
Ecos Trust, Great Bow Wharf, Bow Street, Langport, Somerset, TA10 9PN  
tel: 01458 259400 fax: 01458 253401 email: [corina@ecostrust.org.uk](mailto:corina@ecostrust.org.uk)



[www.homesforgood.info](http://www.homesforgood.info)