**MBS Event**

 **Booking Form and Information**

**Name of Event:**  **EDENTHORPE COMMUNITY CENTRE MBS**

**Date**: 1ST June, 2019

**Address:**

**Name:** **/Trade Name:**

**Address**:

**Mobile Phone number**:

**Email address:**

**Type of business:**

**Products offered:**

**Are you bringing your own table/couch?**

**Do you require electric?**

**Do you wish to be considered for a talk? If so please give a brief description below:**

**Price and Payment**

£ 45 for readers table

£ 35 for therapy space

£ 35 for retail/information stall

£60 for double retail stall (+ £10 retail and reader stall)

**Terms and Conditions**

 **Bookings, Payments and Cancellations**

* A non- refundable deposit of **£20** is required on booking your space
* Your stall/space is **not** guaranteed until deposit/payment has been made and Booking Form returned.
* An invoice will be sent out for this event **6** weeks in advance of the event (w/c 15th April )
* Payment can be made via bank transfer with details on the attached invoice or via the business pay pal account janecbthehealingpost@gmail.com.
* Should you have reason to cancel your stand after the issue of the invoice then the deposit will be forfeited.
* If the event is cancelled due to circumstances beyond our control you will be notified as soon as possible and offered a rescheduled date or a refund (minus deposit).
* If you do not attend the event for any reason then no refund will be issued.

 **Procedure for Set Up, Unloading and Close of Day**

* Exhibitors will be given clear instructions about unloading prior to the event. After unloading, vehicles should be removed from the loading areas immediately so as not to restrict others.
* Taking down of your stand will not be permitted until the event closing time
* A brief meeting will be held at 9.45am for all exhibitors prior to the start of the event.

**Talks, Demonstrations and Workshops**

* If you wish to give a talk/demo at this event then please complete the section on the Booking Form and it will be given careful consideration. In the case of more volunteers than availability then The Healing Post will make the final decisions.

**Stands - Positioning and Limitations**

* No goods or storage items are permitted to block aisles, doorways or fire escapes
* The additional use of small tables/extra space for chairs etc is not allowed unless made by prior arrangement with The Healing Post.
* No extensions or widening of stalls is allowed without prior consent of The Healing Post
* All exhibitors should act with consideration & respect for each other and should not be disturbing or intrusive to others.
* Sharing or sub-letting of stall/space is not allowed at any time.
* Although The Healing Post takes into consideration any request for stand position it cannot be guaranteed.
* Bookings are accepted on the basis of the description of products & services outlined on the booking form. The Healing Post reserves the right to ask you to remove any items on display which have not been declared previously on the booking form or agreed with myself prior to the event.

**Promotional Literature and Advertising**

* There is a designated table at this event to place any literature that you wish to display to promote yourself at this event. Any other leaflets /fliers must have prior consent from The Healing Post.
* You will promote your own attendance using the Healing Post promotional material on your own fb pages and web site.
* No posters are to be attached to the fabric of the building by drawing pins, sticky tape or similar – blue tack is permitted with great care; any damage charged for by the venue will be passed on to the exhibitor.

 **Electrical equipment/ Health and Safety**

* All equipment including cables that you bring to the event must be in good condition and an up to date PAT certificate will be required at the time of booking
* If electricity is required then you are requested to bring your own extension cables as power points may not always be positioned next to your stand. Any taping of cables requires prior agreement by The Healing Post.
* Any accident must be reported immediately to Jane CB
* Fire Doors must be kept clear at all times
* It is **not** permitted to burn incense or naked flames at this event.

**Insurance / Professional Indemnities/Disclaimers**

* Whilst every effort is made to ensure a safe & secure environment for the event it is the responsibility of each stand holder to make sure that they have their own insurance to cover their goods & services as required by law. No responsibility will be accepted by the The Healing Post for claims made against any products, services or treatments or for any loss or damage to exhibitors stock or equipment.
* It is the responsibility of each & every exhibitor & speaker to be aware of any current change in legislation that affects their activities/products & to comply with such legislation.
* All Readers, mediums, psychics, aura readers etc should have their own appropriate professional indemnity insurance & appropriate disclaimer and a copy must be provided at the time of booking. Appropriate disclaimers are required to be in clear display on each readers stand. No readings to any persons under the age of 18 will be permitted. If you are in doubt, please ask for proof of age.
* All Therapists should have their own appropriate professional insurance and disclaimer and will be required to send a copy of each with their Booking Form.
* Stallholders/exhibitors/readers/speakers need to be aware that neither the venue nor The Healing Post can be held responsible to any stallholder for any damage incurred to your stock during the event.
* By signing electronically and returning this form you, the stall holder, are stating that you are aware of the legal requirements and **YOU AGREE** to indemnify The Healing Post and take full responsibility for any legal action and costs involved because of your failure to comply with any legal requirements or because you do not have sufficient or appropriate insurance.

Signed ………………………………………. Date …………………………………….

Thank you

The Healing Post