

THIS BOOKING FORM MUST BE COMPLETED BY THE MAIN CONTACT PERSON REPRESENTING THE ORGANISATION OR FURTHER EDUCATION BODY

CONTACT DETAILS

Organisation (College or University Name) : Main Contact Name for the event:

Address:

County:

Postcode:

Telephone:

Email of Organisation:

Main Contact email for event details (if different):

INVOICING DETAILS

Name (this is the name to which the invoice will be issued):

Address:

County:

Postcode:

Full exhibitor information is available on the web at: www.nottinghamshire.gov.uk/arts - please read carefully before completing your application

POINTS TO NOTE

The fee for a group stall in the campus area of the event is £260. Campus stall submissions are not subject to scrutiny by our selection panel, however we expect the person booking on behalf of their organisation to consider the selection of students exhibiting at the event.

INDIVIDUALS' DETAILS

Prior to the event we require a list of the names and valid individual emails for all students you expect to attend as part of your group, we do appreciate that this may change but would expect a finalised list by 30 April 2011. On this booking form please indicate the **number** of students likely to exhibit as part of your group.

Number of students likely to exhibit:

TERMS & CONDITIONS OF APPLICATION - EARTH & FIRE 2011

1. Fees

- 1.1 We do not charge the **£5** administration fee (which goes towards the costs of processing the applications and the selection process) for campus bookings.
- 1.2 The fee for campus bookings at Earth & Fire 2011 is **£260**. This includes; inclusion in the event catalogue, covered stall, stall board and a camping pitch on Thursday, Friday and Saturday if required.
- 1.3 All fees for UK based exhibitors **MUST** be paid, in full, prior to the event.

2. Confirming & Cancellation Policy

- 2.1 All campus bookings will be acknowledged by email on receipt.
- 2.2 Final confirmation of campus booking along with the complete list of students attending must be received by 30 April 2011.
- 2.4 The booking is conditional and subject to payment being made in full for the value stated in 1.2 above, via invoice in April 2011.
- 2.5 Failure to pay invoice within 28 days will result in the offer to exhibit being withdrawn.
- 2.6 No refunds will be given and/or charges will be applicable if cancelled by the exhibitor after 1 May 2011.
- 2.7 Refunds will be given and/or charges waived if cancelled by NCC after 1 May 2011.

3. Public Liability

- 3.1 All organisations/groups are required to have Public Liability Insurance for £5 million GBP
- 3.2 Organisations/groups are required to send a copy of their insurance certificate or membership details of professional body offering PLI by 1 May 2011.
- 3.3 Exhibitors obtaining bespoke PLI for the event must inform us of this at booking stage.

DECLARATION

I confirm that all details contained in this application are correct; I have read and agree to the 'Terms & Conditions of Application- Earth & Fire 2011' as laid out on page 2 of this document.

Signed:

Date:

Print Name:

On behalf of (name of organisation):

Your booking form should include:

Checklist

- A completed and signed booking **including a valid email address**
- Correct name and address for issue of invoice to your organisation
- An indication of the number of students expected to exhibit in your group

Post your completed booking form to:

Earth & Fire 2011 CAMPUS
Nottinghamshire County Council,
Cultural Services ARTS,
County Office,
Thoroton Rd,
West Bridgford,
Nottinghamshire
NG2 5FT

DEADLINE FOR BOOKINGS

The deadline for receipt of booking forms is **5pm Monday 28 February 2011**

For any further enquiries please contact on the details below:

T: 0115 9774589

E: artsadmin@nottscc.gov.uk