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***November 29th to December 1st 2019***

**EXHIBITION SPACE APPLICATION FORM**

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| --- | --- |
| **Producer/Business Name:** |  |
| **Address:** |  |
| **Contact name:**  **Position:** |  |
| **Tel:** |  |
| **Email:**  **Website:**  **Link to social media channels:** |  |
| **Company Name to be displayed on Stand:** |  |
| **Description of Goods to be displayed and sold at Gift Fair:** |  |
| **Fee:**  **Includes:** | **€160(inc) Friday set up, opening reception, Saturday and Sunday**   * **Shell Scheme - Please circle your preference (as space size cannot be guaranteed): Large (3m X 2m) Small (3m X 1m)** * **Trestle Table (6ft x 2ft)** * **White table cloth** * **Double Socket** * **Name Plate** * **Spotlights (2)**   *(Please note: Stand booking is not confirmed until proof of payment is received)* |
| **Applicants must include high quality images of their product – applications without photos will not be considered.** | |

**Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*This application is made subject to the Terms & Conditions of Booking attached. I hereby acknowledge that I have received a copy of the Terms & Conditions of Booking and have read them. I confirm I agree to abide by such Terms & Conditions.*

**Applicants must please note the following:**

* Places are limited and each application will be assessed on: **products which are created in Galway;** quality; presentation and variety of products.
* There are considerably more applicants than places and we stress the importance of the quality and time spent on your application.
* We are looking for a range of products from many disciplines, showing a unique, exciting and creative display of work, for sale at affordable prices.
* We do not book too many similar crafts or food. Nothing worse than turning up to find you are competing with several people who do exactly the same thing as you, and not exactly exciting for the visitors and prospective buyers coming through the door who are expecting to see a variety of different stands.
* Stand holders may be required to follow a social media plan provided by the LEO to promote the event for the three weeks prior to the event.
* Access to the site will be available from 10.00am and stands must be set up by 5.00pm on Friday 29th November 2019 to facilitate the official launch of the Gift Fair commencing at 5.30pm.
* Departure (get out) will be available until 7.00pm by which time all stands must have vacated the premises on Sunday 1st December. THE EXHIBITOR SHALL EFFECT APPROPRIATE INSURANCE COVER AND SHALL PROVIDE TO THE ORGANISER, ON DEMAND, SATISFACTORY DOCUMENTARY EVIDENCE THEREOF.
* **THE JUDGES DECISION IS FINAL AND NO CORRESPONDANCE SHALL BE ENTERED IN TO.**

**Closing date for applications is 26th July, 2019. All applicants will be contacted no later than August 31st regarding their applications. Please note that the judges decision is final and no correspondence will be entered in to. Payment from successful applicants must be received in full by 13th September 2019 along with proof of insurance.**

**As much as we would love to accommodate all stand requests, space is limited and we cannot guarantee inclusion for every applicant.**

**TERMS & CONDITIONS**

**1. GENERAL**

The following terms and conditions shall be deemed part of any contract made between Applicants for Stand Space (hereaftercalled “the Exhibitor”) and the Organiser, LEO Galway (hereafter called “the Organiser”) at Galway’s Local Food and Craft Gift Fair.

**2. ELIGIBILITY OF EXHIBITOR AND EXHIBITS**

**Exhibitor applications will only be considered upon the merits of the relevance of their products and/or services to the Gift Fair. Stand space may not be sublet or assigned. Exhibitors must fall within the defined scope of the exhibition**. Their size and nature must be acceptable to the Organiser who can decide, at any time, which products or services may or may not be displayed and/orpromoted at the exhibition. All materials used on the stand must be non combustible.

3. **The Organiser reserves the right to either accept or refuse any application for stand space and to do so entirely at their sole discretion**. An application is deemed to have been accepted upon receipt from the organiser of a written confirmation of acceptance. The Organiser may at any time withdraw such acceptance should they deem it to be in the best interests of the Exhibition. Commitments made by the Organiser’s agents, representatives, volunteers or employees are valid only if confirmed in writing by a director of the Organiser. Any representations to be binding on the Organiser must be specifically agreed to in writing by a director of the Organiser at the time of booking the display space.

4. **The Organiser reserves the right at any time, and from time to time, to make alterations to the floor plan of the exhibition** as may, in their opinion, be necessary in the best interests of the exhibition and to alter the shape, size or position of the space allotted to the Exhibitor.

5. The Exhibitor shall at all times comply with any requests, rules and regulations as may be laid down by the Organiser and/or the owners of the exhibition premises and whether or not these may be expressly contained within these terms and conditions.

**6. CONDITIONS OF PAYMENT**

The rental fee payable to the Organiser under the contract shall be paid by the exhibitor as outlined in the Booking form. A signed booking form either by written or electronic means shall constitute a binding contract for the full amount. If any of the above payments are in arrears the Organiser has the right to cancel the stand booking. Any payments made shall be forfeit and the balance outstanding shall remain due. Any return or partial return of payments is entirely at the discretion of the organiser. No refunds shall be made after 16th October 2019 for any reason.

**7. OCCUPATION OF SITE**

The exhibitor undertakes that his site or stand will be made ready, occupied and all exhibits installed and arranged thereon for displays, and all arrangements in connection therewith, before 9.00am on Saturday 30th November 2019. All exhibits and other property of the exhibitor, including rubbish, must be removed from the exhibition premises by 7.00pm on Sunday 1st December. No stand maybe occupied whilst any payments remain outstanding on the account of the Exhibitor with the Organiser whether for shows or magazine. A shell scheme stand will be provided by the Organiser and is included in the charge. The shell scheme will comprise wall panelling, a double power socket, trestle table, table cloth, spotlight, and a name board. The Exhibitor shall arrange its display so as not to obstruct the general view, nor hide or interfere with other display spaces. The Organiser reserves the right to alter or remove any display which differs from the approved specifications or does not conform tothe exhibition regulations or which extends beyond the Exhibitor’s allocated area. The cost of such alteration or removal will be paid for by the Exhibitor. No exhibition shall be packed, removed or dismantled prior to the closing of the Exhibition without written permission from the Organiser. The Exhibitor must surrender any shell scheme occupied in its original condition and shall make good and indemnify the Organiser for any damage done to the shell scheme or the Premises by the Exhibitor, its contractors, sub-contractors, employees, volunteers, agents or invitees. Should the Exhibitor, its contractors, sub-contractors, employees, volunteers or agents fail to remove all their property or otherwise fail to vacate the premises by 7.00pm, 1st December 2019 for any reason whatsoever the Exhibitor shall indemnify the Organiser against all losses (including consequential losses),costs, claims, actions, proceedings, demands and expenses incurred by the Organiser as a result thereof.

**8. DAMAGE TO BUILDINGS**

The exhibitor shall not cause or permit any damage to the exhibition premises, or any part thereof, or to any of the fixtures or fittings therein which are not his own property. Exhibitors in breach of this will be liable to the building owner or external suppliers for any cost of replacement or repair to the exhibition premises or fixtures. Particular care shall be taken not to cause damage to floor finishes or shell scheme panels.

**9. INSURANCE**

1) Third Party claims – The Exhibitor is responsible for all personal injury or damage to property arising in connection with the erection or dismantling of his stand and anything permitted, omitted or done thereon or there-from during the period of the exhibition or the construction and dismantling periods caused directly or indirectly by the Exhibitor, anyone employed by or volunteering for the Exhibitor or anyone visiting the Exhibitors stand. The Exhibitor will indemnify the organiser in respect of each and every claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor must take out adequate insurance in respect of all such potential claims.

2) Exhibitors Staff, Volunteers and exhibits at the exhibition – The Organiser shall not be responsible in any way for personal injury to the exhibitor or anyone connected with the Exhibitor howsoever caused, not for the loss of or damage to exhibits or to other property of the Exhibitor, or anyone connected with the Exhibitor how so ever caused. The Exhibitor must take out adequate insurance in respect of all such potential claims.

3) Consequential Loss – Exhibitors are advised to insure against costs and losses which they may incur in the event of the Exhibition being prevented, postponed or abandoned for any cause, whether or not within the Organiser’s control, since the Organiser accepts no liability in such an eventuality.

4) GLEO are not responsible for any act(s) or failure to act on behalf of the exhibitor(s) or negligence on behalf of theexhibitor(s) which causes any injury or harm to people including death. Also GLEO are not responsible for any act(s) or failure to act on behalf of the exhibitor(s) or negligence on behalf of the exhibitor(s) which causes any harm to person(s) including injury, death of person(s)**\*THE EXHIBITOR SHALL EFFECT APPROPRIATE INSURANCE COVER AND SHALL PROVIDE TO THEORGANISER, ON DEMAND, SATISFACTORY DOCUMENTARY EVIDENCE THEREOF**

**10. ADVERTISING at the Venue**

The Exhibitor is not allowed to paste or otherwise affix, exhibit, or distribute advertisements anywhere in the building or venue grounds except on his own stand or with the prior written consent of the Organiser. Charitable organisations are not allowed to collect donations in any location, with the exception of collection boxes at their own stand.

**11. OFFICIAL CATALOGUE**

An official show guide may be issued. The Organiser does not accept responsibility for any omissions, or mis-quotations or other errors which may occur in the compilation of the guide.

**12. CANCELLATION**

If the Exhibition is abandoned for any reason outside the control of the Organiser, the Organiser may at their entire discretion repay part of the rental paid by the Exhibitor, but shall be under no obligation to repay the whole or part of such rental, and shall be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential loss), costs or expenses whatsoever which may be brought against or incurred by the Exhibitor, as a result of such cancellation or abandonment.

Exhibitors should arrange insurance in respect thereof. Cancellation by the Exhibitor must be made as a request in writing. The Organiser is under no obligation to accept such a request but, depending upon the notice given, may undertake to try to resell the stand. If this is successful then the Organiser, entirely at their discretion, may consider a partial return of deposits already paid and/or reduction of any balance outstanding. Otherwise,the full amount shall remain due.