

Wedding

Days Exhibitions



And finally, some important information...

- > If you would like to exhibit at one of *Wedding Days Exhibitions*, please send an email to, or telephone the contact details below. Please state the date, venue, stand size, if an electrical supply is needed and have your payment details ready (please do not disclose credit or debit card details via email. Note that all exhibition space is to be paid for prior to the event date, **with no exceptions** and the booking will be confirmed once payment is received.
- > Floor plans are established based on the size and restrictions of the venue. Stands are sold at 4ft, 6ft and 12ft* sizes and every effort will be made to accommodate your requirements. Exhibitor placement is allocated on a first-come, first-served basis.
- > Exhibitors will be sent a floor plan at least four working days prior to the exhibition date. All re-placement requests **MUST** be verbally communicated and followed up via email to the below by 9am two-working days prior to the exhibition date. Re-placement requests will be dealt with on a first-come, first-served basis and whilst changes cannot be guaranteed, every effort will be made in an attempt to accommodate them. Absolutely no re-placement requests will be considered on the day of the exhibition unless requested by the venue and with a given reason.
- > Should you require power, please make this known at the time of booking (there is no extra charge for the supply of power and you are advised to bring a safe and tested extension cable). The exhibitor will be held responsible for any electrical equipment causing any damage at the exhibition (i.e. fire, personal injury due to falls etc) and should have adequate insurance to cover them in such situations (see Terms and Conditions for specifics).
- > All exhibitors are responsible to check the stability of their stand (Archant Herts & Cambs and / or *Wedding Days Exhibitions* will not be held responsible).
- > Doors open for Sunday exhibitions at 11am and close at 3pm; Wednesday exhibitions at 5pm and close at 9pm (unless otherwise specified).
- > Set up time commences two-hours prior to the doors opening time and all exhibitors will be ready 15 minutes prior to the opening time.
- > Under no circumstances are exhibitors permitted to break down their stand before the closing time.
- > It is strongly suggested that exhibitors read the full terms and conditions that will be emailed at the time of booking.

* A minimum space of 6ft is available for Photographers due to the high level of interest in each exhibition.

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www.weddingdays24.co.uk