******Application form**

**Business/trading name**

**Website**

**Company description/stock details**

For event handout and website listing (100 words max.)

**Contact details**

**Name**

**Phone number**

**Email address**

**Business address**

**Postal address (if different to business address)**

**Exhibition space**

**Size**

**3**

metres

**X**

metres

**Carpet required? (delete as appropriate) Preferred colour**

Yes or No

**Muslin ceiling required? (delete as appropriate) Colour (delete as appropriate)**

Yes or No

Black or white

**Marketing**

Please email any images you are happy for us to use in promotional material to [info@purpledaffodilevents.co.uk](mailto:info@purpledaffodilevents.co.uk)

Please indicate which image you would like to accompany your listing on our website.

**Advertising**

**Press worthy content**

**Social media details**

**Facebook**

**Twitter**

**Instagram**

**Promotional material**

**Number of leaflets required**

**Number of posters required**

**Number of trade preview invites required**

**Security**

**Names of exhibitors**

**Declaration**

**Digitally signing this booking form and emailing it to** [**info@purpledaffodilevents.co.uk**](mailto:info@purpledaffodilevents.co.uk) **constitutes a contract.**

Digital signature (type your full name)

Date

**After booking**

We will call you to confirm your exhibition space and answer any further queries you may have.

Within one week - we will send you an invoice which will include details of how and when to pay your deposit and outstanding balance. We will also send digital copies of the event advert for you to use on your own website, post on social media sites and send to your own mailing lists.

Three months before the event - we will send you promotional leaflets and posters.

One month before the event - we will send you information on how to access to the venue, the floor plan which will include your stand location and any other relevant information.

**Cost of stand**

**\*\*for office use only\*\***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Stand** | **Carpet** | **Muslin ceiling** |  | **Discount** |  |  | |  | |  |
| **Spec.** |  |  |  |  |  |  |  | |  | |  |
| **Cost per unit** |  |  |  | **Total** | **Discount** | **Total** | | **VAT** | | **TOTAL** | |
| **Total cost** |  |  |  |  |  |  | |  | |  | |