

The 51st London International Festival of Early Music 2024
At Blackheath Halls, 23 Lee Road, London SE3 9RQ
Thursday 14th, Friday 15th & Saturday 16th November - 10am to 5pm
APPLICATION FORM

Company..... Contact name

Address Town/city..... Postcode

Country Tel..... Email

Website address:

Stand representative: **Stand assistant – (one only) Name:**

Additional stand assistant passes available at £10 each, please enter names below.

1..... 2..... 3..... 4..... 5.....

STAND BOOKING: The charges below cover all three days. Please let us know if no table is required.

		Quantity	
<input type="checkbox"/>	6 ft Table (1.8m x 0.7m) or 4 sq metres space (includes 1 x trestle table and chairs)	@ £350 =	£.....
<input type="checkbox"/>	4 ft Table (1.2m x 0.7m) or 3 sq metres space (includes 1 x trestle table and chairs)	@ £265 =	£.....

Spaces are limited and will be allocated on a first come first served basis.

Items to be exhibited:

Please complete your biography for the festival programme, or enclose a separate sheet:

MAKERS' DEMONSTRATION RECITALS:

If you would be interested in delivering a Makers' Demonstration Recital, please email ann@lifem.org to discuss available slots. The fee for booking a slot is £50.

Please indicate preferred day..... £50.00 each = £

Spaces are limited and will be allocated on a first come first served basis

TOTAL = £

ADDITIONAL INFO:

Please feel free to comment with any additional information you would like to provide or request. *Please note that any requests will be accommodated if possible, but are not guaranteed.*

CONFIRMATION OF APPLICATION:

Upon receipt of your application, LIFEM will issue an invoice via email. Payment must be received within 30 days of the invoice date. *Late payment may result in your space being allocated to another applicant.*

I CONFIRM I HAVE READ AND AGREED TO ALL TERMS & CONDITIONS AS STATED OVERLEAF.

Signed: Date:

Terms and conditions for exhibitors

1. PAYMENT

Payment in full must be made **within 30 days of receiving our invoice**. Receipts will be issued once payment has been made. Late payment may result in your application failing, and may result in your space being allocated to another applicant.

2. CANCELLATION

Once the area has been allocated, exhibitors remain liable for the total rental charge unless cancellations are received no less than 6 weeks prior to the event. Exhibitors also remain liable for the full rental charge once the area has been formally allocated, whether or not the full area is utilised by the exhibitor. In the event of a lockdown or Government-imposed restrictions that result in cancellation of the Festival, a full refund will be given.

3. APPLICATIONS & STAND ALLOCATION

All applications must be on the form provided (**one exhibitor only per application form and stand**). Bookings made by email **will not** be accepted unless received on the official application form. Exhibitors requesting stands in "specific" positions on the site will be considered sympathetically and the organisers will endeavour to allocate stands taking into account the nature of the instruments or goods being sold and the general layout of the venue. No request however should be deemed as binding on the organiser. A high standard of presentation is an essential requirement. Where tables are used they must be covered entirely by a cloth to the floor.

STAND ASSISTANTS: Please note; assistant passes are limited to **ONE** per stand and their name to be included on the application form or alternatively before Oct 1st. Further passes are available at the concessionary rate of £10. These will be posted to the exhibitor for distribution.

Important: We cannot accept visitor's names, lists of assistant's names or passes left at the ticket desk.

4. STAND SIZES

Please note when booking your stand space that this is for your **entire display**, including shell-schemes (where applicable), tables, chair(s), and access. Please also allow for personal possessions and stock.

5. TABLES, CHAIRS AND ELECTRICITY

Your stand space includes one table and two chairs. Please indicate on the booking form if you **do not require a table** for your stand.

In the interest of safety, any extra lighting brought in by exhibitors will be subject to safety checks and so must be PAT tested and may be inspected during the event. Should the power supply system deem to be overloaded it shall be at the organiser's discretion to request any exhibitor to disconnect lights or any other electrical appliances.

Under no circumstances must anything be nailed, pinned or fixed to the venue floors, walls, windows or doors.

6. ERECTING & DISMANTLING OF EXHIBITS

Exhibitors will be advised of the dates and times for the erection and dismantling and removal of exhibits in the final exhibitor's letter approximately 4 weeks before the event. Do please make sure your stand or exhibits do not intrude on neighbouring stands. Please keep the area around your stand free from extra stock, discarded cartons/packing cases etc., as these may prove hazardous to the public if left on walkways, aisles or fire exits.

7. PARKING

There is ample parking in Blackheath Station Car Park which is two minutes' walk from the Halls and offers very competitive rates. Please note there is no parking at the Halls themselves and that parking is not permitted on Blackheath Park. Exhibitors who need to unload vehicles, will receive unloading information with the final correspondence.

8. SECURITY & PUBLIC LIABILITY

- a) All exhibitors have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of themselves and others. The organisers shall not be held responsible by any exhibitor/s or their staff/assistants or members of the public for any accidental injury due to negligence or unsafe displays or items falling from exhibitor's stands.
- b) The organisers cannot be held responsible for loss or damage of stock howsoever caused during the exhibition.
- c) The organisers shall not be liable to any exhibitor in the event of the exhibition being disrupted due to major incident, civil unrest, adverse weather conditions or any cause beyond the organiser's control.
- d) Exhibitors must have in force appropriate and valid Public & Products Liability insurance coverage for the duration of this event (including setting up and packing up) to be arranged with a reputable insurance company to a minimum limit of £2,000,000 per occurrence (this limit to apply in aggregate with regard to Products Liability). Exhibitors should make available for inspection upon request suitable copies of such insurance policies, along with evidence of the premium having been paid to and received by insurers.

IT IS ADVISABLE TO KEEP A COPY OF THIS FORM