



EXHIBITION INFORMATION & BOOKING FORM FOR 2018

Creation Fest is a FREE, outreach-focused music, Bible, skate and family week held at the Royal Cornwall Events Centre. Its two-part aim is to clearly proclaim the Gospel and encourage and equip the local church. We invite exhibitors that would extend that aim to consider joining us for Creation Fest 2018. All exhibition space is housed in Big Shed 2, attached to the Big Shed Café and main venue.

Standard Exhibition Stands are 3m x 2m and included the following:

- 1 Table (6ft)
- 2 Chairs
- Additional tables and chairs are available at a cost of £5.00 per table and £2.00 per chair + VAT
- Power Sockets are available at a cost of £50 + VAT
- Table Cloth

Dates and Times:

The Exhibition Hall is open for the duration of the festival from:

Saturday 4 August, Noon – 10pm

Sunday 5 August to Friday 10 August, 10am – 10pm

Exhibitors who are selling merchandise must have their stalls manned daily from 12noon until 8pm with a 45-minute meal break and two 15-minute tea breaks per day. (Exceptions are made for exhibitors who are performing or teaching seminars elsewhere on site.) Exhibitors who are providing information only must have their stalls manned for at least 6 hours each day. All exhibitors must provide clear signage when their stall is empty, notifying visitors when a staff person will return. Exhibitors must be finished trading with all electrics off by 10:30pm every night.

Set up is on Friday 3 August from 9am. If additional time is needed, please request that in writing prior to 1st July, 2018. Pack away on Friday begins from 10 PM. You will be required to have everything packed and need to liaise with the Creation Fest stand leaders on the night, before bringing your vehicle for loading near the Big Shed 2.

The Exhibition Hall must be clear of all exhibitors by 1am on Saturday 11th August.

All cancellations must be received in writing. Cancellations received after 30th June 2018 will forfeit 100% of the cost of the space. Creation Fest reserves the right to cancel an organisation's booking at any time, prior to and during the event, and is not responsible for any losses incurred.

All exhibitors are required to have their own public liability insurance. A copy of the insurance must be produced on site prior to setting up. Creation Fest will not be held responsible for any injury, loss or damage that may occur to the organisation, representative or property from any cause. It is also the exhibitor's responsibility to ensure all staff have personal effects cover. Creation Fest recommends that expensive items (laptops, etc) are removed from the Exhibition Hall when stands are unmanned.

All equipment brought onto site must be PAT-certified and installed to comply with electrical safety regulations.

Creation Fest reserves the right to ask any organisation to refrain from selling any product which is deemed unsuitable or inappropriate.

All staff wishing to camp on site must book in via the Creation Fest website and complete a camping booking form. There is a separate fee to camp. A meal deal will be offered to exhibitors for 2018 with details available nearer the time.

CREATION FEST BOOKING FORM for 2018

(see instructions on following page, feel free to attach additional pages)

	PLEASE COMPLETE IN BLOCK CAPITALS
Organisation Name (as it is to appear in the programme)	
Nature of Ministry	
Stand Contents	
Short Description (to go on 'Exhibitors' page of website)	
Contact Name	
Job Title / Role	
Telephone	
Email	
Mailing Address	
Names and mobile phone numbers of Staff to man the stand:	

	STAND REQUIREMENTS	
No. of Corner Shell Stands	@ £575.00 + VAT per stand	
No. of Standard Shell Stands	@ £525.00 + VAT per stand	
No. of Regular Stands	@ £275.00 + VAT per stand	
No. of Power Sockets needed	@ £50.00 + VAT per socket	
No. of tables needed (1 per stand free)	Additional @ £5.00 + VAT each	
No. of chairs needed (2 per stand free)	Additional @ £2.00 + VAT each	
Programme Advertisement	@ £100 + VAT	

SIGNED	
PRINT NAME & DATE	



An Invoice will be sent on receipt of the booking form. Instructions for Exhibition Booking Form

Please give the name of your organisation as you wish it to appear in the programme, on the website, and on signage within the Exhibition Hall.

Tell us a little about the nature of your organisation.

What will be on your stand – leaflets to be distributed or items for sale?

On the Creation Fest website, we have a listing of festival exhibitors with links to short descriptions of the organisations. Please give us the text that you would like displayed on the website, around 2-3 sentences. We reserve the right to modify the text to fit our requirements.

Please provide the name, job title, phone number and email address of person responsible for booking the stand.

Please give the mailing address of the organisation.

Provide names and mobile phone numbers for all staff or volunteers who will be manning the stand.

All exhibition stands are 3m by 2m. Around the outside of the Hall are shell scheme stands with two (for Corner Shell Stands) or three (for Regular Shell Stands) 'walls.' Photos of the shell scheme are available on www.aimexhibitions.co.uk. The centre of the Hall is filled with the Regular Stands, which are simply a 3m by 2m space with a 6ft table and two chairs. Exhibitors are welcome to bring pop-up banners or additional tables, but they must all fit within the space that has been booked and not extend to the aisles or their neighbours' spaces. If an exhibitor needs a larger space than listed, please contact our offices for a quote.

Please indicate if you require a power socket at your stand for £50 +VAT.

Each stand comes with one 6ft table and 2 chairs. Additional tables and chairs are available at a charge of £5.00 per table and £2.00 per chair plus VAT. Please indicate the TOTAL number of tables and chairs needed.

We have limited space in the programme for exhibitor advertisements. These are available at a cost of £100 plus VAT for a ¼ page (portrait orientation) ad in an A5 size programme. These are available on a first come, first serve basis with 8 total spaces available. Please contact Sanmarie Moore, sanmarie@creationfest.org.uk, for more information. All ads should be received in print-ready format by 30 June, 2018.

Additionally, exhibitors are offered the opportunity to tell our guests a bit about their organisation in a limited number of 15 minute 'Short Chats' in the Big Shed Café Marquee venue which adjoins the Big Shed 2 where the Exhibition Hall is located. These time slots throughout the week of the festival are available on a first come, first serve basis as well. Please contact Sarah Yardley, sarah@creationfest.org.uk, for more information or to book this.