



Silverlinings

GUIDE & FAIR BOOKING FORM

V2. 19A

SILVERLININGS WEDDING FAIRS & GUIDE

HIGH TIMES WEDDINGS LTD
<https://www.silverlinings.co.uk>


2019A Silverlinings Wedding Fair & Guide Booking Form

If you have any questions please call Emma 07732 285617

Use this form to book advert space within the Silverlinings wedding guide and/or stand space at one of our wedding fair(s). Guide adverts and wedding fair stand space is subject to availability. Silverlinings will confirm booking within 48 hours of receiving this booking form. If you have not had heard from us within 48 hours, please call or email us to discuss.

Wedding Guide Advertising Space

The Silverlinings wedding guide is published twice/year covering Jan to Jun (2019-A) and Jul to Dec (2019-B). If you sign up to the wedding guide mid-way through a season your advert will be placed within the next seasons printed guide i.e. sign-up March 2018 your advert will run from July.

Advertising space	Tick	Price for advert	Click below to read the current Silverlinings Guide
Double page Call for details	<input type="checkbox"/>	POA	 Advert Deadline 30 th Nov 18
Full page 245mm (H) x 168mm (W)	<input type="checkbox"/>	£375	
Half page 114mm (H) x 146mm (W)	<input type="checkbox"/>	£215	
Quarter page 114mm (H) x 71.5mm (W)	<input type="checkbox"/>	£135	
Premium Positions Call us for details	<input type="checkbox"/>	POA	
Advert design service T&Cs apply	<input type="checkbox"/>	£50	

There is no VAT applicable.

Wedding Fair Stand Space and Website

The table below is used to select wedding fairs, leaflet drops and website listings.

2019A Wedding Fairs				Fee	Tick
06/01	Northants County Cricket	£135	<input type="checkbox"/>		
13/01	Donington Hall	£135	<input type="checkbox"/>		
13/01	Kirtlington Park	£135	<input type="checkbox"/>		
20/01	Wicksteed Park	£135	<input type="checkbox"/>		
03/02	Northampton Marriott	£99	<input type="checkbox"/>		
10/02	Silverstone Golf Club	£99	<input type="checkbox"/>		
17/02	Holdenby House	£135	<input type="checkbox"/>		
24/02	Holiday Inn Corby	£99	<input type="checkbox"/>		
13/03	Raunds Town Hall	£99	<input type="checkbox"/>		
24/03	Twycross Zoo	£99	<input type="checkbox"/>		
07/04	Kettering Park Hotel	£99	<input type="checkbox"/>		
14/04	Highgate House	£99	<input type="checkbox"/>		
28/04	Hangar One at The Aviator	£99	<input type="checkbox"/>		

Additional products/services	Fee	Tick
Leaflets added to goody bags	£50	<input type="checkbox"/>
Premium directory listing	£25	<input type="checkbox"/>
Featured directory listing	£120	<input type="checkbox"/>

Catwalk	Fee	Tick
Wicksteed Park – catwalk	£50	<input type="checkbox"/>
Holdenby House – catwalk	£50	<input type="checkbox"/>
Hangar One – catwalk	£50	<input type="checkbox"/>

There is no VAT applicable. We provide power, a table within an approx 8ft of space, and refreshments.



Business Name:	
Contact Name:	
Email:	
Accounts email:	
Telephone:	
Web Address:	

Address:	

Please describe what you will be selling at any Silverlinings wedding fairs attended?	
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Select either 'standard' or 'bespoke' package from the 2 options below: -

Standard package:	<input type="checkbox"/>	<i>Our standard package typically includes; 1 x 8ft x 3ft stand space within which is 1 x 6ft table and access to 1 x 3 pin electrical plug socket.</i>
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Or

Bespoke package:	<input type="checkbox"/>	<i>Please outline your specific requirements i.e. extra space, tables, outside space etc. Depending on venue and number of exhibitors there maybe an additional cost.</i>
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Sub total	£	
VAT	£	NA
TOTAL	£	

<input type="checkbox"/>	You agree to supply a copy of your Public Liability Insurance Certificate demonstrating cover (<i>away from your normal place of work</i>) i.e. for work at exhibitions and/or events to emma@high-times.co.uk
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<input type="checkbox"/>	You confirm that the equipment you use is fit for purpose and has been Portable Appliance Tested (PAT)
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<input type="checkbox"/>	You have read, understood and agree to the Silverlinings Terms & Conditions below, these can also be viewed at: http://www.silverlinings.co.uk/exhibitor-terms.php a hard copy is attached below.
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Signed:		Date:	
Received by us:		Complete:	



BOOKING TERMS AND CONDITIONS VER. 1 2018

Our wedding fair/guide booking terms & conditions are laid out below for your information. Please read fully as they explain what must be done with regards payment for attending fairs and/or appearing in our wedding guide including any deadlines. The requirements below have been put into place to facilitate the best utilisation for our wedding fairs in the interest of offering the best experience for couples visiting.

Wedding Fair Attendance

To apply for a space you must return a booking form to emma@high-times.co.uk or post to High Times Weddings Ltd, The Moorings, King Charles Quay, Falmouth, Cornwall, TR11 3HQ

Booking

- Deposits for wedding fair attendance are required within 48 hours of receiving your invoice either by bank transfer or PayPal

7 weeks before

- Wedding fair dates which are more than 7 weeks away only require a £50 deposit to secure your place.

6 weeks before

- An invoice for the outstanding balance will be issued requesting payment in full. Our payment terms are 14 days from date of invoice.

4 weeks before

- Payment in full is required with cleared funds in our account. We do not automatically issue receipts if you require one please contact emma@high-times.co.uk

1 week before

- An exhibitors pack including floor plan along with more details will be sent during the week leading up to the exhibition (these are subject to change). The position of a stand on this exhibitors pack is not part of the contract to exhibit and may be changed if for ANY reason the organisers deem it necessary.

On the day of the wedding fair

- Exhibitors shall have access for setting up 2 hours before the exhibition starts on the day of the event. All stands must be fully assembled / set-up by 10:45am on the morning of the wedding fair and cars/vans parked in nominated parking areas.
- All electrical equipment on site must be 'fit for purpose' and PAT tested.
- The organisers will bear no liability whatsoever for exhibitors, all persons employed or used by them, stock, money or possessions while travelling to/from or during the event.
- Exhibitors are required to have and are responsible for their own Public Liability Insurance.
- Stands may not display any product or promote any service other than their own. Stand sharing is not permitted (unless by prior written agreement with Silverlinings).
- The positioning of Exhibitors within the exhibition is at the absolute discretion of the organisers.
- In the interest of Health and Safety stands should be manned at all times whilst the show is open and should not be dismantled until after closing time or by express permission of the organisers.
- Specific venue instructions are issued ahead of any wedding fair in the 'exhibitors packs', these provide details specific to that particular venue and are in addition to the terms listed here.

Late bookings

Bookings made within 6 weeks of a wedding fair date must be paid in full within 14 days of booking confirmation. Bookings made within 4 weeks of a wedding fair date must be paid in full within 48 hours by either bank transfer or PayPal.



Non-payment

If we do not receive your payment in full 4 weeks before the wedding fair date, we reserve the right to look for a replacement attendee to fill your space. If we should find a replacement attendee we will offer them your space. Your deposit is non-refundable; we may, but are not obliged to, partially refund your deposit and this is at the discretion of Silverlinings team.

Non-attendance

Should you book a space at a Silverlinings wedding fair and not attend your deposit will be forfeit and we will insist on payment in full for the event. If payment has been made this will not be transferable to another fair. Please only book if you are sure you or a member of your team / business can attend in your place.

Additional points

- You may be asked to remove services/products not agreed in advance.
- Companies/businesses other than the one named on the invoice may not be represented in any way. No literature/cards or flyers may be displayed or given out on behalf of ANY 3rd party.
- Full payment must be made in line with the timescales listed above
- Any companies with monies outstanding from previous events will need to bring their account with Silverlinings up-to-date before any further events will be considered.

Cancellation

If any booking is cancelled for any reason, the deposit is non-refundable. If a cancellation is made less than four weeks prior to the event, the full amount is payable.

Force Majeure

In the event that Silverlinings cancel the wedding fair due to circumstances beyond our control (including but not limited to venue closure and/or adverse weather etc) and you are unable to make the re-arranged date, we will credit your account for the full amount. We will not give physical refunds in this instance. We will not be held responsible for costs you may have incurred preparing for or traveling to a wedding fair held by us.

Attendee Contact Information

Please note we do not share contact information for couples or individuals attending our wedding fairs. It is the responsibility of exhibitors attending our wedding fairs to ensure they successfully and securely record the contact details for attendees they talk to.

Wedding Guide Advert

We create and publish the Silverlinings wedding guide in July and December each year for distribution thereafter. Adverts for inclusion into the guide must be agreed prior to 01 June and 01 December deadline to allow Silverlinings sufficient time to lay out, publish, print and then distribute the guide in a timely fashion; we will refer to this deadline as the guide advert deadline.

Guide advert

If you have advert artwork already this will need to be supplied to our publishing partner before the guide advert deadline i.e. 01 June or 01 December. If you do not have artwork already created our publishing partner can help with this for a small fee (contact us for details).

- Adverts created with our publishing partner will be sent to you for approval and sign off. It is your responsibility to check the adverts accuracy including contact details before the guide advert deadline - Silverlinings will not be held responsible for errors or omissions.
- All images/logos/artwork used in your advert must be copyright free or you must have permission from the copyright owner to use within your advert which will appear in our wedding guide.
- Advert artwork prepared for print, must fit within our Guide dimensions; if your advert needs re-sizing our publishing partner will advise and gain approval prior to print (there may be a small



additional cost for this). In the event you do not respond to this request for approval we will assume your agreement for print.

- Any adverts we deem unsuitable or inappropriate for publication could be withheld from publication.
- Any companies with monies outstanding from previous guide appearances, will need to bring their account with Silverlinings up-to-date before any further guide adverts will be considered.

Booking

- Deposits for wedding guide adverts are required within 48 hours of Silverlinings confirming your booking either by bank transfer or PayPal.

7 weeks before

- Guide advert deadlines which are more than 7 weeks away only require a deposit to secure your advert place.

6 weeks before

- An invoice for the outstanding balance will be issued requesting payment in full. Our payment terms are 14 days from date of invoice.

4 weeks before

- Payment in full is required with cleared funds in our account. We do not automatically issue receipts if you require one please contact emma@high-times.co.uk

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Non-payment

If we do not receive your payment or your advert in full 4 weeks before the guide advert deadline, we reserve the right to not include you in the wedding guide. Your deposit is non-refundable.

Flexible payments options

We can offer a monthly payment option on wedding guide adverts, if you would like to know more about this please contact us using the details below.

Contact details

email hello@silverlinings.co.uk or emma@high-times.co.uk call Emma on 07732 285617

High Times Weddings Ltd - T/A Silverlinings

South West Office: The Moorings, King Charles Quay, Falmouth, TR11 3HQ. Tel: 07732 285617

Email: hello@silverlinings.co.uk Web: www.silverlinings.co.uk

Company Registration Number: 9898572

VAT Registration Number: 267 1721 95