

Soul Survivor & Momentum 2012

Exhibition and Advertising Booking Form



Dates & locations:

Soul Survivor Week A: 27-31 July
Stafford Showground, ST18 0BD

Soul Survivor Weeks B & C: 7-11 August & 12-16 August*

Momentum: 17-21 August*

*Bath & West Showground, BA4 6DN

Please complete all the sections on this form, pop it in the post to us with a cheque and we'll be in touch!

Contact details

The person listed below will be the main contact for all information related to the events:

Organisation	
Contact Name	
Address for correspondence	
Postcode	
Telephone	Fax
Mobile	E-mail
Web address	
Invoice details (if different) Full payment due by 30 April 2012	

Your products & activities

Please give details of the products/services that you would like to profile as well as some information about your organisation and any 'activities' you'll be looking to do at your stand. (ie. games, filming, photography, free gifts etc) Please use a separate sheet if necessary.
Note: If your application is accepted you will only be entitled to sell the products listed here—so please let us know if any of these items change.

Please also note that organisations will be charged 20% commission on sales OR the price of the stand—whichever amount is greater.

Declaration

***Exhibitor team application forms must be completed for each person representing your organisation at the event, one of whom must have permission to sign on your organisation's behalf. These forms are available on request and can be downloaded from www.soulsurvivor.com/uk/exhibit**

I certify that the information contained in this application is accurate and complete to the best of my knowledge and that I have read and agree to abide by the Soul Survivor Toolshed Terms & Conditions 2012. I will ensure all those representing our organisation at the event have sent in booking paperwork* and additional information **by April 2012 or pay full delegate fees.**

Signature

Name

Date

Please return completed application forms to Soul Survivor, Unit 2, Paramount Industrial Estate, Sandown Road Watford, WD24 7XF or email to resource.area@soulsurvivor.com

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Exhibiting Space

For those selling merchandise, rent will be based on 20% of your sales or the price below, whichever is the greater. Details of sales will be requested post-event.

A standard space (2x2) comes with a table, two chairs and one 13 amp power supply. This is multiplied for additional spaces e.g. if you book two 2x2m spaces then you receive two tables, four chairs and two power supplies.

	Week A	Weeks B&C	Momentum
2x2 metre plot	£365	£880	£365
3x2 metre plot	£525	£1310	£525
Additional plug socket	£40	£40	£40
Additional table(s)	£10	£10	£10
Additional chair(s)	£10	£10	£10
Exhibiting Total:	£	£	£

Exhibiting Total:

Please include:
£100 discount for A, B&C
50% discount for charities

£

Charity no:

Did you know? There's £100 discount if you exhibit at weeks A, B&C!

PLUS a 50% discount for charities!

Promotional Opportunities

Advertising in ALL Summer Event Programmes*

Full page	£1250
Half page	£800
Total	£
Total + VAT	£

*We regret that we can't accept advertisements for 'Gap Years' in the Event Programme

PLEASE NOTE!
VAT will be charged on all promotional opportunities at a rate of 20% UNLESS you're a charity

Advertising in the Tool Shed

- Advert on the Toolshed noticeboard**
- Pull up banner space in the main foyer**
- Hanging banner space from the balcony**

	Week A	Weeks B&C	Momentum
Advert on the Toolshed noticeboard**	£20	£30	£20
Pull up banner space in the main foyer**	£150*	£200*	£150*
Hanging banner space from the balcony**	£n/a	£150	£100
Total	£	£	£
Total + VAT	£	£	£

BANNERS!! *There are 4 spaces available for pull up banners at each event
**There are a number of spaces available for hanging banners & adverts - see T&C for details about artwork etc.

Payment

A **minimum payment deposit** is required to secure a booking:
Exhibiting Week A or Momentum: £100
Exhibiting B&C: £200
Advertising in the event programme: £100
Advertising in the Tool Shed: Full Payment needed
please note that deposits are non-refundable

Please find enclosed a cheque for:

£

deposit

Cheques should be made payable to 'Soul Survivor'

Total Exhibiting fees

£

Total Promotions fees

£

Including VAT (20%)

Combined Total

£

Full Payment due by 30th April 2012

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Promotional Opportunities

Advertising in ALL Summer Event Programmes

The Soul Survivor conference programme is A5 size, we offer the opportunity for both full page and half page (landscape only) adverts, all must be full colour adverts. Each advert will appear in ALL summer event programmes. The costs and available positions are outlined on page 2. Please note: Agency fees are not to be deducted from the overall cost of the space and invoiced amounts are non-negotiable. Upon completion of the conference programme, an electronic version of each programme and an invoice will be sent to you. All invoices must be paid 30 days from date of invoice. **We regret that we won't be accepting 'Gap Year' adverts for the event programme.**

Full Page Dimensions	225mm(Height) x 169mm (Width)
Half Page Dimensions	112 mm (Height) x 169 mm (Width)
Artwork	Artwork should be supplied as high quality print-ready pdf. With 3mm bleed in addition to above measurements. Colour should be in CMYK and any embedded images need to be at least 300 dpi.
Finish	The programme will be printed on 100gsm gloss paper.

Advertising in the Tool Shed

PULL-UP BANNERS

We offer space in the main foyer of the Toolshed for organisations to display a pull-up banner. We have limited space available so book early! There is space for 4 banners each event. Banners should be no more than **85cm wide x 2m high** and artwork must be approved before the event (see below).

You will be responsible for delivering/sending your banner to the event and collecting it at the end. Soul Survivor can accept no responsibility for the safe return of your banner.

HANGING BANNERS—(Weeks B, C & Momentum only)

We offer space for organizations to hang banners in the main exhibition hall at Shepton Mallet. For organisations with exhibition space against the outer walls of the hall, there is the opportunity to hang a banner from the balcony above. Banners should be no more than **2 m wide x 2m long** per stand space and all artwork must be approved before the event (see below for deadlines).

You will be responsible for delivering/sending your banner to the event and collecting it at the end. Soul Survivor can accept no responsibility for the safe return of your banner.

TOOLSHEED NOTICEBOARD

There is space available for Organisations to place adverts on the Soul Survivor Noticeboard. The Noticeboard is in a central, highly visible location within the ToolShed and a great value opportunity for promoting job vacancies and opportunities. Adverts are £20 per event. Adverts should be no bigger than A4 (see below for deadlines).

DEADLINES FOR ADVERTS & BANNERS

Booking deadline - 31 May 2012

Copy/proof deadline - 11 June 2012

CANCELLING AN ADVERT / BANNER

All cancellations must be made in writing.

Cancellations made after booking deadline will incur a cancellation fee of 50% of the cost of the space.

Cancellations made after copy deadline will incur a cancellation fee of 100% of the cost of the space.

BOOKING ADVERTISING & PROMOTIONAL SPACE

To book advertising space please complete pages 1& 2 of this form and return to Soul Survivor, Unit 2,

Paramount Industrial Estate, Sandown Road, Watford, WD24 7XF or email resource.area@soulsurvivor.com

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What next?

- 1) **Please send your deposit cheque** and your completed form to the address at the bottom of the page and mark for the attention of 'Christopher Walker'.
- 2) **We will acknowledge receipt** of your application via email and will process it within 28 working days.
- 3) **Soul Survivor will send information** regarding arrival, set up and pack down details **by email to the contact person listed here**. It is the responsibility of the contact person to pass on all key information to those people representing the organisation at the event.
- 4) **Please return Team Application Forms by 30th April** (see below)

Please note that your application is an offer to participate which we are entitled to accept or decline. We are not bound in any way to offer you a place within the Exhibition as a result of your signing and returning your application form. Space is allocated on a first-come, first-served basis. If we cannot accommodate you, or deem your application unsuitable, your deposit will be returned. If your application is accepted, your deposit will be non-refundable.

Your team & fees

- Once accepted to exhibit, you must supply Soul Survivor with Exhibitor Team Application forms for each person representing the organisation at the event.
- Each space booked qualifies for two **FREE TEAM PLACES** but **ONLY if Team Application Forms are received before 30th April 2012**.
- You can of course bring additional team at the full rate and **we offer charities a 50% discounted place for a third person at each event** but again, this concession is **ONLY** available until 30th April.
- **After 30th April ALL team must PAY IN FULL. (£104 for each event)**
- **PLEASE NOTE! Substitutions to team made on or after the 30th April will be charged an additional £15.**

To book your team on to the event simply fill in and return the Exhibitor Team Application Form for each person—this is available to download from <http://www.soulsurvivor.com/uk/getinvolved/exhibit.html>

ARRIVAL AND SETUP: Exhibitors

You will need to have your stand set up by 5pm on Day 1 of the event and you must stay until the Toolshed closes on the last night (see table below).

If you are not personally attending the event then please make sure that the representatives from your organisation receive full information (this will be sent to you as the 'contact') particularly with regards to setup and packdown dates and times—as outlined below.

	SETUP	PACKDOWN
Soul Survivor A (Stafford)	From 9am Fri 27 July By 5pm Fri 27 July	From 11.30pm Tues 31 July By 10am Wed 1 August
Soul Survivor B (Somerset)	From 2pm Mon 6 August By 5pm Tues 7 August	No packdown but the Toolshed closes at 11.30pm Sat 11 Aug
Soul Survivor C (Somerset)	No setup but Toolshed will open for exhibitors 2-5pm Sun 12 Aug	From 11.30pm Thurs 16 August By 9.30am Fri 17 August
Momentum (Somerset)	From 11am Fri 17 August By 5pm Fri 17 August	From 11.30pm Tues 21 August By 10am Wed 22 August

There will be an Exhibitors team briefing at **5pm on Day 1** of each event. At least one representative from each organisation should attend this meeting.

TERMS & CONDITIONS: Exhibiting 2012

If you apply to have a stand at the event you will be expected to abide by the terms and conditions laid out over the next few pages.

OPENING HOURS AND DATES

DAY 1 of each event is arrival day: 27 July (Week A) / 7 Aug (Week B) / 12 Aug (Week C) / 17 Aug (Momentum)

DAY 5 of each event is the final date: 31 July (Week A) / 11 Aug (Week B) / 16 Aug (Week C) / 21 Aug (Momentum)

OPENING HOURS: Your stand must be manned during all opening times, including Sundays.

DAY 1: 9pm-11.30pm (11.30pm closing time at Weeks B&C)

DAYS 2-5: 1-5.30pm and 9.15-11.30pm (11.30pm closing time at Weeks B&C)

The venue will be open for restocking from 12 midday and 8.30pm for exhibitors and café team only.

For security reasons it is not possible to access the venue outside these hours without special arrangement

EQUIPMENT & STORAGE

In return for each space booked (2x2 or 3x2) you will be provided with:

One 13 amp power supply

One table

Two chairs

So if, for example, your stand is made up of a regular and a super size plot you will be allocated two 13amp sockets, two tables and four chairs.

You will need to provide your own display area, draping, tablecloths etc. and allow space within your stand space for storage

- Extra power points, tables and chairs can be provided at an additional cost (see page 2)
- All electrical equipment must have a current PAT certificate and comply with safety requirements.
- You can use 4-way adaptors in your socket, but if the total draw is more than 13 amps you must book an additional socket. Kettles, irons or electrical items generating heat are not to be used without prior written agreement from Soul Survivor.
- Stands and banners should not be more than 2.5m high. Banners are to be pre-approved by Soul Survivor before the event begins by sending a PDF to Toolshed@soulsurvivor.com.
- Banners displayed outside the space booked MUST be booked and paid for in advance (see page 2)
- The use of sound and video equipment is encouraged. However, the ToolShed host alone determines whether or not it is too loud or unsuitable. In particular you may be asked to reduce sound levels or switch off while part of the seminar programme takes place.
- Soul Survivor cannot provide additional storage space for your exhibition stand. If you require space for storage, please incorporate this into your booking and stand design. **Your entire stand and storage must fit completely within the space you have booked.**

EXHIBITING TEAM

REFERENCES, CONCESSIONS & APPLICATIONS

Each plot comes with two free passes (**available until 30 April 2012**) for your team. These passes allow full access to the event programme and camping on site. You are responsible for your team while they are on site.

In order to make the Toolshed a safe place, references must be provided by a church leader for each team member, whether paid or voluntary. All team members must be 16 years or over.

These completed forms must be submitted by **30 APRIL 2012** for the booking to be confirmed and to qualify for concessions.

ADDITIONAL TEAM If you need more than two team members per plot to man the stand, the full delegate rates must be paid for each additional person.

Registered charities may purchase one additional ticket per week at 50% discount if booked by **30 APRIL 2012**.

Changes and substitutions made after the **30 April** will incur a £15 administration charge.

BEHAVIOUR We expect all exhibitors to behave within the spirit of the event. Your team should be kind and considerate towards delegates and when taking the opportunity to inform them of products or services, must respect the right of individuals to hold differing views or opinions. Soul Survivor reserves the right to cancel a space in the Toolshed and the team be asked to remove the stand from site if it is deemed a team member has neglected to operate within this spirit.

All booking forms for team must be fully completed and sent in by 30 APRIL 2012. Full fees will be charged for any team bookings received after this date.

YOU MAY NOT SELL, SUB-LET, ADVERTISE OR SHARE YOUR STAND WITH ANOTHER ORGANISATION Exhibitors in breach of this may be banned from future Soul Survivor events and the organisation who is sub contracting will have to leave the event, with no refund.

PAYMENTS & DISCOUNTS

DEPOSITS A minimum deposit is required to secure a booking:

Exhibiting Week A or Momentum: £100

Exhibiting B&C: £200

Advertising in all three versions of the summer event programme: £100 (Week A, B&C and Momentum)

Advertising in the ToolShed: Full payment is required to secure a booking (hanging banners and Soul Survivor Noticeboard)

FULL EXHIBITING FEES are due on or before the 30th April 2012. If payment is not received by this date, Soul Survivor reserves the right to sell the space to another applicant. This applies both to charities and retailers.

We offer a **£100 discount** to organisations that exhibit at all three Soul Survivor events (Weeks A, B&C).

Soul Survivor will take 20% commission on sales OR the cost of the space booked—whichever is greater.

Registered charities receive 50% discount on rental charges (charities selling merchandise will therefore be required to pay 50% of the cost of the space, or 20% of total takings whichever is greater). To take advantage of this offer all fees must be paid by the registered charity. To qualify for a charity discount please provide registered charity number and a copy of the Charitable aims.

TEAM FEES

We offer two free places per space booked but ONLY if team applications are received before 30th April 2012.

We ALSO offer charities the option to bring a third person for 50% discount per event but again, only if details are received before 30th April 2012. There is an administration charge of £15 for any substitutions or changes after 30th April.

After 30th April deadline, ALL new team applications must pay the full fee for the event.

ACCOMMODATION & MEALS

Exhibitor accommodation is not provided and all team must make their own provision. Most exhibitors choose to camp but if you would like details for local accommodation then we'd be happy to recommend some! Unless otherwise indicated, exhibitor team will be camped with other exhibitors at the event. PLEASE NOTE that exhibitors DO NOT have meals provided and will need to make their own arrangements for this. Please ensure that all your team are aware of what will and won't be provided, to avoid any disappointment (and hungry people!) There are food vans on site and supermarkets a short drive away.

SECURITY & INSURANCE

Exhibitors are required to have their own Public Liability insurance. Soul Survivor cannot be held responsible for any damage, theft or loss of equipment, stock etc. owned or loaned to exhibitors. It is the organisation's responsibility to ensure all staff have personal effects cover. The Toolshed is locked outside of opening hours, however Soul Survivor suggests that expensive items (eg laptops), are removed whilst the stand is not being manned.

Exhibitors are required to perform daily safety checks before The Toolshed opens to delegates.

MARKETING AT THE EVENT

The Soul Survivor values document states "We are careful not to abuse our position of influence by using our events as marketing tools – either for our own ministry, or the ministry of others." In practice this means that we do not allow exhibitors to hand out material from anywhere other than your stand. This includes distributing material in the aisles, on café tables or anywhere outside the Toolshed. Fly posting around the site is also prohibited by the showground.

FILMING AND PHOTOGRAPHY AT THE EVENT

Please let us know if you are planning on doing any filming or photography at the event - on your stand in the Toolshed venue and/or out and about at the event. We have a number of media teams on site at each event so it's really important that we know who is filming at any one time, and that we can cater fully for each of these teams. Please email resource.area@soulsurvivor.com if this applies to you and your organisation.

CANCELLATIONS

All cancellations must be received in writing. If you cancel more than 2 months before the event you will receive a full refund minus your deposit. If you cancel between 1 and 2 months before the event, you will be liable for 50% of the cost of the stand. Cancellations with less than one calendar months notice, will be liable for 100% of the cost of the stand. It is not possible to transfer the balance paid to a future event.

Soul Survivor 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.

Cancellation Charges	Your Deposit	50% fees	100% fees
Soul Survivor A	Up to 26 May	27 May - 27 June	On or after 28 June
Soul Survivor B + C	Up to 6 June	7 June - 7 July	On or after 8 July
Momentum	Up to 16 June	17 June - 17 July	On or after 18 July

Tool Shed: Venue Rules



By signing the organisation/exhibitor team application, you have agreed to the points outlined below and Soul Survivor reserves the right ask any exhibitor and/or their team to leave the event if they are found to be breaking this agreement.

- Absolutely no proselytising or sectarian propaganda is permitted on site. We ask this of delegates and exhibitors alike and allow no exceptions.
- A formal statement of Soul Survivor's beliefs is laid out in the Evangelical Alliance Statement of Faith. A copy of this can be seen at <http://www.eauk.org/about/basis-of-faith.cfm>. We require that all exhibitors are both sympathetic to these statements and keep all of their on site activity in line with them.
- Soul Survivor believes in the ministry of all believers, including women, and materials offering contrary views are not permitted.
- The emphasis of the ToolShed is to support delegates seeking out information and resources that are of interest to them in a relaxed but vibrant setting. Aggressive sales pitches and pushy tactics do not fit the culture of the ToolShed and will not be tolerated.
- The ToolShed is not a forum for teaching or Biblical instruction. Soul Survivor has a structured teaching programme which is delivered through the main meetings and an extensive seminar programme.
- No subcontracting of a space or sharing with another organisation is permitted.
- All merchandise sold must be in line with the stated vision and values of the ToolShed and therefore should be a resource to our delegates and/or directly support your charitable trust, not simply for profit.
- Soul Survivor reserves the right to ask any organisation to refrain from selling or distributing any product which is deemed unsuitable. We especially ask that you don't give out or sell anything that could be used to cause damage to person or property.
- Your stand must be manned at all times when the Toolshed is open.
- We expect all exhibitors to behave within the spirit of the event. Your team should be kind and considerate towards delegates and when taking the opportunity to inform them of products or services, must respect the right of individuals to hold differing views or opinions. Soul Survivor reserves the right to cancel a space in the Toolshed and the team be asked to remove the stand from site if it is deemed a team member has neglected to operate within this spirit.
- The use of sound and video equipment is encouraged. However, the ToolShed host alone determines whether or not it is too loud or unsuitable. In particular you may be asked to reduce sound levels or switch off entirely if noise is causing a problem.
- Please don't use smoke machines
- Exhibitors are required to have their own Public Liability insurance. Soul Survivor cannot be held responsible for any damage, theft or loss of equipment, stock etc. owned or loaned to exhibitors.
- It is the organisation's responsibility to ensure all staff have personal effects cover. The Toolshed is locked outside of opening hours, however Soul Survivor suggests that expensive items (eg laptops), are removed whilst the stand is not being manned.
- The Soul Survivor values document states "We are careful not to abuse our position of influence by using our events as marketing tools – either for our own ministry, or the ministry of others." In practice this means that we do not allow exhibitors to hand out material from anywhere other than your stand. This includes distributing material in the aisles, on café tables or anywhere outside the Toolshed. Fly posting around the site is also prohibited by the showground.
- During the event your on-site team will be asked to sign a declaration confirming that the space for the stand and other services that have been provided along with a list of all exhibitor's staff who have been on-site during the event. At least one member of your on-site team must have permission to sign this declaration on your organisation's behalf. Unless informed in writing beforehand who the nominated individuals are Soul Survivor will assume all exhibitor team members have permission to sign on your organisation's behalf.