

Exhibitor Information

As show organisers we appreciate that there are so many shows out there than you could possibly have the time; or money, to attend, and therefore want to help you choose the right show for you.

This page is all about you, the exhibitor, what you can expect from our shows and what your stand price includes.

How to book...

- On receipt of your booking form and a small deposit we will confirm your exhibition space with you, unless you book within 6 weeks of your chosen show, then full payment will be required at time of booking. If you have paid only a deposit, we will email you again when the balance payment is due.
- A full copy of our terms and conditions will be sent to you with your booking form.
- REMEMBER TO INCLUDE ANY SPECIAL REQUESTS ON YOUR BOOKING FORM; these are used later when planning your position in the room(s).

One week to go...

- Approx one week before your chosen show we will email you the final details of the day. This will include directions and any specific instructions, such as where to park, dress code, and what time you can set-up.
- Along with your final email you will also receive a full list of where we have advertised the event. We believe that as far as you, the exhibitor are concerned, this is our 'unique selling point'. You will be able to see for yourself exactly where we have spent your money to achieve the highest number of attendees possible. Although numbers of brides attending can not be guaranteed or predicted as all our shows are 'free admission' therefore we are not selling tickets and cannot forecast how many brides will attend. What can be guaranteed is our commitment to you as exhibitors to try our very best to achieve a good turnout through our extensive advertising and reputation within the business.

On the day...

- On arrival you will be met by one of our staff and directed to your stand. Please accept this space graciously as a lot of thought and planning goes into your position. Remember to state on your booking form if you require electric or to be against a wall for backdrop. We try to position you away from your immediate competitors, and never book more than 3 (4 in the case of photographers), of a type of service at our shows. Please do not swap stands with another company without checking with us first, everyone is positioned in their allocated space for a reason.
- Where possible we try to arrange with the venues for you to enjoy complimentary refreshments throughout your day. This is not an entitlement, but something we try and persuade the venues to offer to you, you will be advised if your venue is offering refreshments to you on your final detail email.

Berkshire Wedding Fairs

What does a stand include?

- Most stand prices include a light complimentary packed lunch. If there is more than one person manning your stand you can pre-order an extra lunch for them by marking the relevant box on your booking form, please advise of any food allergies.
- A 'stand' consists of one table (size dependant on what the venue uses), two chairs and table linen. Please feel free to display your stand as you wish within the constraints of the space available. Please do not place pop up stands or similar in any other area of the venue other than your stand without prior arrangement. Please keep your stand and area clean and tidy and maintain a high standard of presentation.

I can't attend your show, how else can you promote my business?

- If you wish your promotional material to be placed in our handout bags you should arrange for these to be sent to us no later than one week prior to your chosen show. As an exhibitor we do not charge for this service, if you are not exhibiting but wish your promotional material to be included, then a fee of £25 per show will be charged.
- A copy of the registration form is not included in the price of your stand.

What if I have to cancel my space?

- If you are unable to attend on the day booked and give 6 weeks notice a £25.00 admin fee will be charged and the balance refunded. Any less than 6 weeks notice and the full payment is non refundable. The booking cannot be transferred to another fair unless the host venue has to cancel or postpone.

If you have any queries or want to clarify any thing at all, please don't hesitate to contact us. Without you there would be no show, and we hope that once you have exhibited at one of our shows you will be choosing to book with us again and again and again.....