

How to complete and return the forms

1.

STAND ORDER FORM 1

Early Booking
Prices held from 2016

Please fill out the following form. When finished, click Submit Form to return the completed form.

Company Name: _____ Contact Name: _____
 Contact Details: Office Tel: _____ Mobile: _____
 Fax: _____ Email: _____
 Website: _____
 Postal Address: _____ Post Code: _____
 Stand No: _____ Purchase Order No: _____

OUTDOOR AREA

	Early Booking Price Before 1st November 2016	Standard Price After 1st November 2016
Basic Stand - Space only 10m frontage x 15m depth • 150 VIP entrance tickets • 2 networking party tickets <small>Note: Exhibitors taking basic stands need to provide their own gazebo with maximum dimensions of 6m x 3m. Hospitality trailers are not permitted.</small>	<input type="checkbox"/> £3,770	<input type="checkbox"/> £4,170
Fully Inclusive Stand - 10m frontage x 15m depth • 3m x 3m standard gazebo with floor • White plastic furniture pack (table and four chairs) • Trestle Table • 150 VIP entrance tickets • 4 networking party tickets	<input type="checkbox"/> £4,170	<input type="checkbox"/> £4,470
Fully Inclusive Stand - 15m frontage x 15m depth • 3m x 3m standard gazebo with floor • Furniture Pack (table and four chairs) • 150 VIP entrance tickets • 4 networking party tickets • Trestle Table	<input type="checkbox"/> £5,170	<input type="checkbox"/> £5,430
Fully Inclusive Supersize Stand - 10m frontage x 25m depth • 3m x 3m standard gazebo with floor • White plastic furniture pack (table and four chairs) • Trestle Table • 150 VIP entrance tickets • 4 networking evening tickets	<input type="checkbox"/> £6,970	<input type="checkbox"/> £7,270
Fully Inclusive Small Trade Stands - 5m frontage x 10m depth • 3m x 3m standard gazebo with floor • White plastic furniture pack (table and four chairs) • Trestle Table • 150 VIP entrance tickets • 2 networking evening tickets	<input type="checkbox"/> £2,070	<input type="checkbox"/> £2,270

INDOOR MARKETPLACE STANDS

2.9m frontage x 2.5m depth <input type="checkbox"/> £1,895 • 2 x trestle tables with white table cloth • 2 x chairs • Electrical supply plus 2 x sockets	Corner Stands - 3m x 4m <input type="checkbox"/> £2,200 • 1 x literature rack • 150 VIP entrance tickets • 2 networking evening tickets
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UPGRADE TO A PAGODA STYLE GAZEBO

<input type="checkbox"/> 3m x 3m	+£400
<input type="checkbox"/> 4m x 4m	+£530
<input type="checkbox"/> 5m x 5m	+£700
<input type="checkbox"/> 6m x 6m	+£900

Vertical days 24TH 25TH MAY 2017
SILVERSTONE

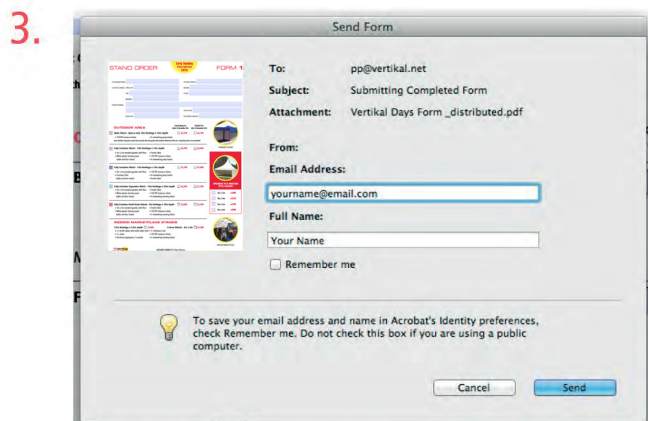
RETURN FORMS TO: Pam Penny
Email: pp@vertical.net T: +44 (0)1902 851334 F: +44 (0)1902 533151 M: +44 (0)7917155657
www.verticaldays.net All costs subject to VAT.

2.

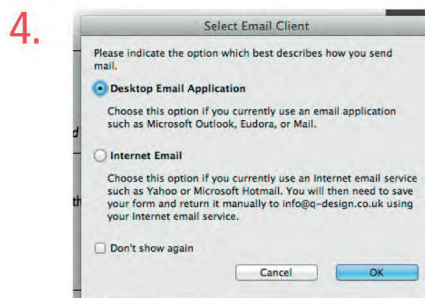
1. Fill in the fields marked with a blue highlight. If the highlighted fields do not appear, select 'Highlight Existing Fields' from the bar directly above the form.

2. Once the form has been completed, click 'Submit Form' from the bar directly above the form (2)

How to complete and return the forms



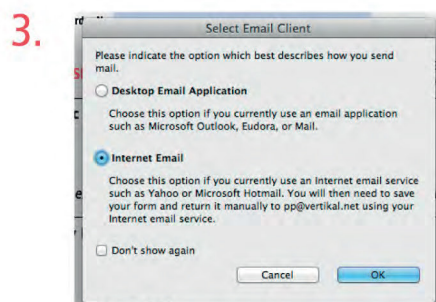
3. Enter your Email Address and Full Name, then click send



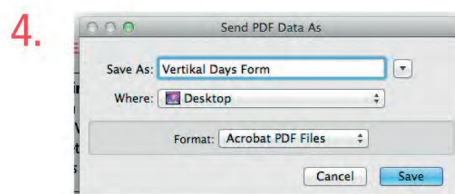
4. To return the form using your Desktop Email Application (Outlook, Entourage, Mail etc), select that option and click OK.

An email will then be generated in your email application with the completed form attached.

or



3. Choose 'Internet Email' to save the completed file to your computer.



4. Save the form as a .pdf to your computer, and return the form to pp@vertikal.net

Company Name: Contact Name:

Contact Details: Office Tel: Mobile:

Fax: Email:

Website:

Postal Address:

Post Code:

Stand No: Purchase Order No:

OUTDOOR AREA

Early Booking Price Before 1st November 2016 Standard Price After 1st November 2016

Basic Stand - Space only 10m frontage x 15m depth **£3,770** **£4,170**

- 150 VIP entrance tickets
- 2 networking party tickets

Note: Exhibitors taking basic stands need to provide their own gazebo with maximum dimensions of 6m x 3m. Hospitality trailers are not permitted.

Fully Inclusive Stand - 10m frontage x 15m depth **£4,170** **£4,470**

- 3m x 3m standard gazebo with floor
- Trestle Table
- White plastic furniture pack (table and four chairs)
- 150 VIP entrance tickets
- 4 networking party tickets

Fully Inclusive Stand - 15m frontage x 15m depth **£5,170** **£5,430**

- 3m x 3m standard gazebo with floor
- 150 VIP entrance tickets
- Furniture Pack (table and four chairs)
- 4 networking party tickets
- Trestle Table

Fully Inclusive Supersize Stand - 10m frontage x 25m depth **£6,970** **£7,270**

- 3m x 3m standard gazebo with floor
- Trestle Table
- White plastic furniture pack (table and four chairs)
- 150 VIP entrance tickets
- 4 networking evening tickets

Fully Inclusive Small Trade Stands - 5m frontage x 10m depth **£2,070** **£2,270**

- 3m x 3m standard gazebo with floor
- Trestle Table
- White plastic furniture pack (table and four chairs)
- 150 VIP entrance tickets
- 2 networking evening tickets



STANDARD GAZEBO



UPGRADE TO A PAGODA STYLE GAZEBO

- 3m x 3m **£400**
- 4m x 4m **£530**
- 5m x 5m **£700**
- 6m x 6m **£900**

INDOOR MARKETPLACE STANDS

2.9m frontage x 2.5m depth **£1,895** **Corner Stands - 3m x 4m** **£2,200**

- 2 x trestle tables with white table cloth
- 1 x literature rack
- 2 x chairs
- 150 VIP entrance tickets
- Electrical supply plus 2 x sockets
- 2 networking evening tickets



INDOOR MARKETPLACE

Company Name:

Contact Name:

Contact Details: Office Tel:

Mobile:

Fax:

Email:

Website:

Postal Address:

Post Code:

Stand Number:

Purchase Order No:

GAZEBOS

QUANTITY



Standard Gazebo 3x3m
(max. 2 per stand)
£250

Standard Gazebo 6x3m
(max 1 per stand)
£500



Pagoda Style Gazebo Upgrade
(max. 1 per stand)

- 3x3m **+£400**
- 4x4m **+£530**
- 5x5m **+£700**
- 6x6m **+£900**

FURNITURE SETS

QUANTITY



White plastic table
and 4 chairs
£50



QUANTITY

Aluminium/Teak Bistro
style table and 4 chairs
£75

OTHER ITEMS

QUANTITY



Trestle Table
£10



Plastic Flooring (clip-together)
Order this if you require additional flooring to create a pathway for your stand or as flooring if you are bringing your own gazebo. (Floors are included in all fully inclusive stand packages). **£7/sqm** if ordered by Friday 14th April 2017 or **£10/sqm** after this date.



Literature Rack
£35



Lockable storage cabinet **£75**
1000mm x 500mm x 1000mm
Available in white



Showcase Unit
Complete with
lockable sliding
doors at rear
£175



Lockable storage cabinet **£75**
1000mm x 500mm x 1000mm
Available in black

1200mm wide x 500mm deep x 900mm high.
NB – These may come in silver rather than black

Total Amount

£

50% deposit is required with booking.

All stand extras MUST be paid in full prior to Friday 31st March. Any orders received after 31st March must be ordered online from www.Vertikaldays.net and paid with credit card.

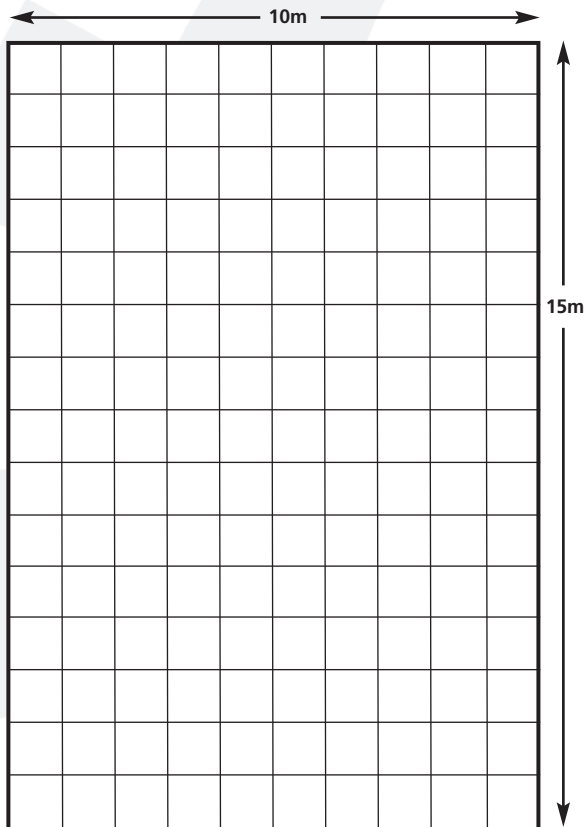
Gazebo Position Sizes

Please indicate the position you would like to have your gazebo sited. Please note we are including tough plastic floors inside the gazebos which will mean that the gazebo position cannot be changed once sited. Please return by Friday 14th April 2017.

Company Name:

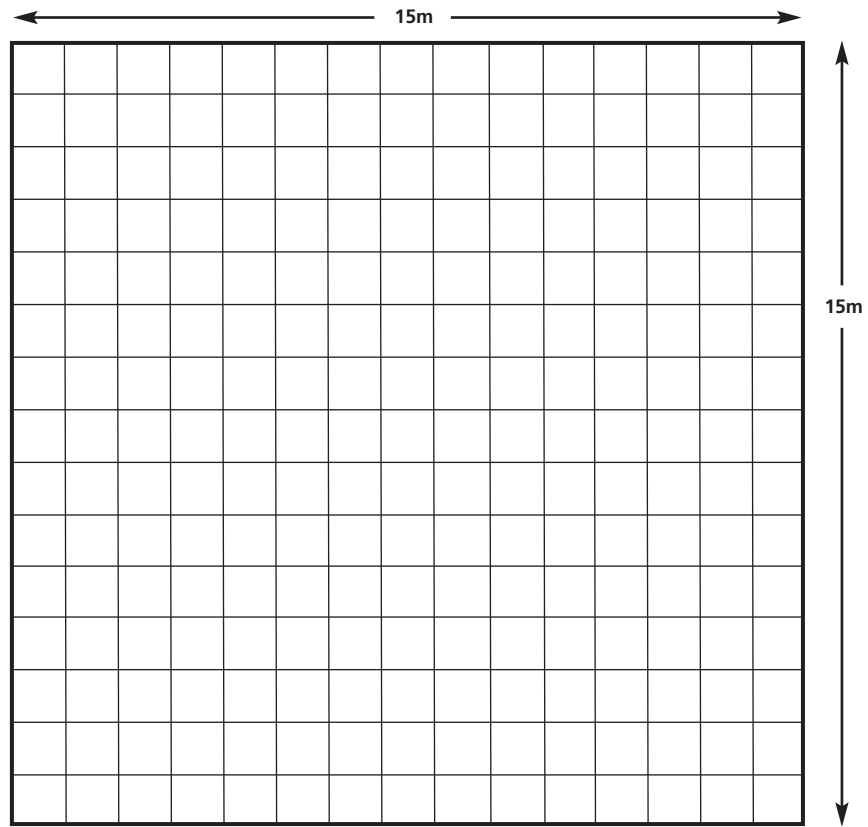
Stand Number:

10m x 15m

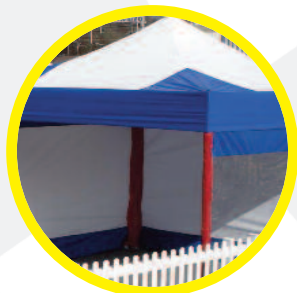


FRONT

15m x 15m



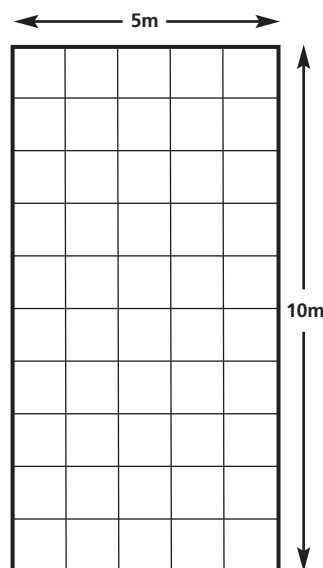
FRONT



STANDARD GAZEBO
Includes 4 side curtains
and plastic floor



PAGODA STYLE GAZEBO
Includes 4 side curtains
and plastic floor



5m x 10m

FRONT

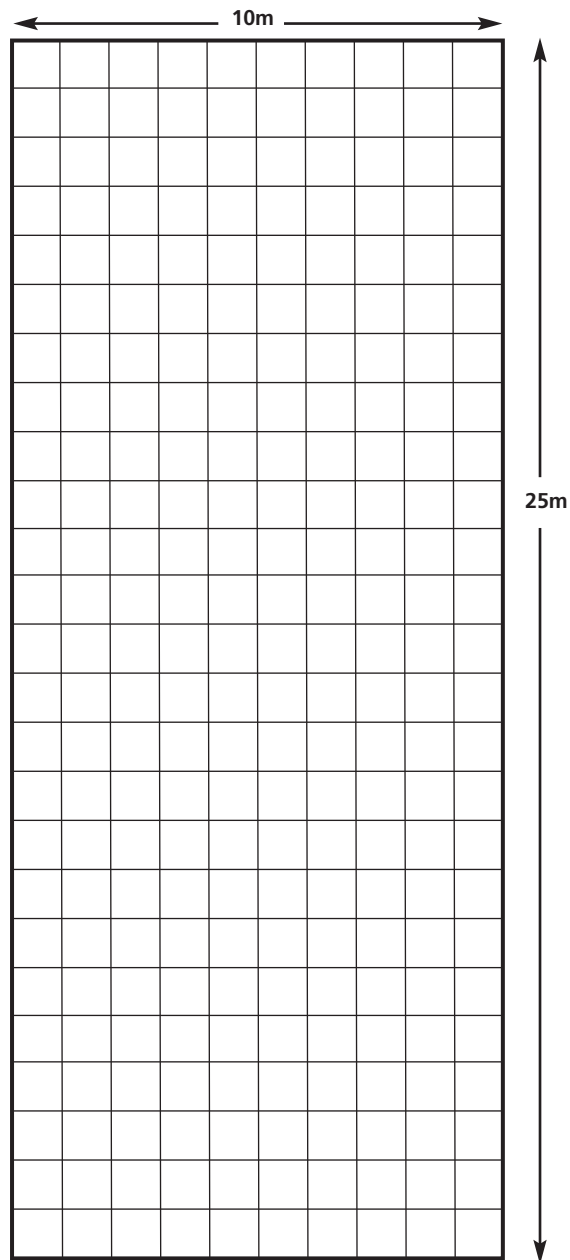
Gazebo Position

Please indicate the position you would like to have your gazebo sited. Please note we are including tough plastic floors inside the gazebos which will mean that the gazebo position cannot be changed once sited. Please return by Friday 14th April 2017.

Company Name:

Stand Number:

10m x 25m



STANDARD GAZEBO
Includes 4 side curtains
and plastic floor



PAGODA STYLE GAZEBO
Includes 4 side curtains
and plastic floor

Exhibitors/Contractors Risk Assessment For **BUILD-UP & BREAKDOWN**

Exhibitors Name:

Contractors Name (if applicable):

Assessors Name:

Stand Number:

Task/operation to be carried out during build up & breakdown	Hazards identified that are assessed to be significant risks	Persons or equipment at risk	Control measures (precautions) that will be used to minimise risks and reduce to an acceptably low level
Signature of Risk Assessor:			Date of Assessment:

Exhibitors/Contractors Risk Assessment For **EVENT DAYS**

Exhibitors Name:

Contractors Name (if applicable):

Assessors Name:

Stand Number:

Task/operation to be carried out during the event	Hazards identified that are assessed to be significant risks	Persons or equipment at risk	Control measures (precautions) that will be used to minimise risks and reduce to an acceptably low level
Signature of Risk Assessor:			Date of Assessment:

Dependent upon the size and type of the equipment to be displayed, we anticipate Exhibitors having between 2 to 5 models on display. Please complete the form below and highlight any new equipment. Please provide photographs of any new equipment in jpg format and no more than 3mb.

Company Name:

Contact Name:

Contact Number:

Stand Number:

Description of Equipment to be Exhibited:

New Equipment:

Demonstration Equipment

The demonstration of equipment on exhibitor stands is permitted. Ground conditions are basically hard standing but not perfectly level. In order to encourage operator safety, harnesses with short lanyards MUST be worn by anyone operating a boom-type aerial work platform. Any machine using outriggers MUST be equipped with a suitable set of outrigger mats. Visitors using demonstration equipment must be supervised at all times.

IMPORTANT: Exhibitors take full responsibility for their own equipment and its safe operation and must provide liability insurance and a full risk assessment.

For those wishing to take the opportunity to demonstrate equipment, please complete the following information and send it to Pam Penny.

Description of Equipment to be Exhibited:

Model No:

Width:

Length:

Height:

Outreach:

Capacity:

Name of person who will demonstrate the equipment:

ADVERTISING

There will be ample advertising opportunities to promote your products and services at Vertikal Days 2017. For further information contact

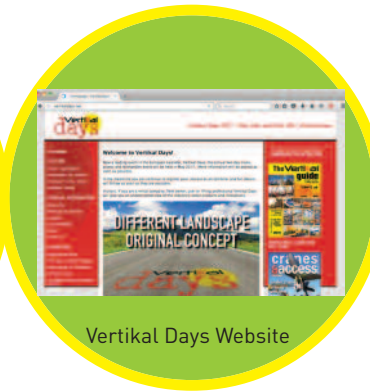
Clare Engelke - Email: ce@vertikal.net Tel: 07989 970862

Here's just a few of the options open to you:

- Cranes & Access Magazine/Kran & Buhne
- The official Guide to Vertikal Days
- Vertikaldays.net Website
- Vertikal.net Website



Vertikal Days Guide



Vertikal Days Website



Vertikal Website

VERTIKAL DAYS ON-LINE BANNERS

For 2017 we will be launching a new Vertikal Days website

The Vertikal Days website will offer Exhibitors the opportunity to advertise with on-line banners from as little as £150 per month commencing October 2016. If you would like to add your company's advertising banner to the Vertikal Days website please indicate here:



Company name:

Contact name: Purchase Order Number:



150x200 Banner - Minimum 3 months @ £150 per month

Dimensions: 150x200 (WxH in pixels)

Maximum file size: 30 KB

File formats: GIF, JPEG, PNG, HTML, Flash*

*Flash is not recommended, as it is not supported on mobile devices. Therefore, an additional format has to be provided.

Date of commencement:

SPONSORSHIP OPPORTUNITIES:

Get involved in the event as a sponsor and put your company and brands out there! We have the following options available for sponsorship:



Visitor Bags
ALREADY AGREED



Bottled Water
2500 required,
300-400ml



Marketplace
Napkins



Visitor Lanyards
2500 required double
sided with safety
release and Vertical
Days logo on one side



Vertical Days Guide to the Event

Full page advertising in 24 page pull-out guide plus shortened guide at the visitor entrance



Ground Level Banner Sites

Overall size is 2.5m long x 750mm high

Quantity

£100 PER SITE (MAX 2 PER COMPANY)

NOTE: BANNERS WILL NOT BE ALLOWED ON TEMPORARY FENCING



Vertikal Days Networking Evening, Wednesday 24th May 2017

For 2017 we will be hosting the Networking Evening in the main Silverstone Wing building which will give us a greater capacity and the luxury of a permanent structure! The evening will include hot food, live music and drinks with shuttle bus transport available from a number of the key hotels in the area. As previously, each exhibitor will receive either two or four free tickets (see stand package information) and additional tickets can be purchased online at www.vertikaldays.net.

Tickets will only be sold to visitors within the last four weeks of the event giving Exhibitors the opportunity to provide their customers with something that is not publicly available.

Ticket prices will be published shortly once menus etc have been confirmed with Silverstone.



Company name:

Contact name:

Contact Number:

Stand Number:

Number of Additional Tickets (Price to be advised)

