



Application Form

Please print this document and return it to us at:
**Spring Harvest, 14 Horsted Square,
 Uckfield, East Sussex, TN22 1QG**

Name of Organisation:

Registered charity (if yes, please give charity no.)

Contact Name: _____

Address: _____

Tel: _____

Email: _____

Web Address: _____

I would like to book: (Please indicate quantity of each item required in the boxes provided. Prices exclude VAT which will be charged at the current rate.)

| | Both Resorts | Minehead Only | Minehead Only Single Week | Skegness Only | Total Cost |
|--|-----------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|------------------------|
| Full Skyline Package | <input type="checkbox"/> @ £1,194 | <input type="checkbox"/> @ £999 | <input type="checkbox"/> @ £440 | <input type="checkbox"/> @ £395 | £ <input type="text"/> |
| Additional Stand Space (1m x 2m) | <input type="checkbox"/> @ £670 | <input type="checkbox"/> @ £475 | <input type="checkbox"/> @ £160 | <input type="checkbox"/> @ £195 | £ <input type="text"/> |
| Double 13 amp Power Socket (subject to availability) | <input type="checkbox"/> @ £100 | <input type="checkbox"/> @ £50 | <input type="checkbox"/> @ £50 | <input type="checkbox"/> @ £50 | £ <input type="text"/> |
| Accommodation (4 berth silver half-board unit) | <input type="checkbox"/> @ £4,259 | <input type="checkbox"/> @ £3,190 | <input type="checkbox"/> @ £1063 | <input type="checkbox"/> @ £1,069 | £ <input type="text"/> |
| Free Day Visitor Pass (max 4 per site) (Only available when booking Exhibition Package) | <input type="checkbox"/> (FREE) | <input type="checkbox"/> (FREE) | <input type="checkbox"/> (FREE) | <input type="checkbox"/> (FREE) | |
| Display Centre Space | <input type="checkbox"/> @ £100 | | | | £ <input type="text"/> |
| 20 Second Advert on Chalet TV | <input type="checkbox"/> @ £100 | | | | £ <input type="text"/> |
| Stand-alone Popup Banner | | | <input type="checkbox"/> @ £100/week | <input type="checkbox"/> @ £100/week | £ <input type="text"/> |
| Overall Total: | | | | | £ <input type="text"/> |

Please describe the products and/or services which you would be promoting/selling at the event:

(Please note that only those products/services shown on your Application Form will be entitled to be promoted/sold at the event. Please provide as much information as possible using a separate sheet as necessary.)

Other Opportunities:

(Please indicate if you would like us to put you in touch with these groups. Alternatively, you may wish to contact them directly)

- Christianity Magazine Advertising** Please tick if you are interested in advertising opportunities in Christianity Magazine, your details will then be passed to them and they will contact you directly. Alternatively please email laura.haddow@premier.org.uk
- Christian Vocations** Please pass my details on to **Christian Vocations** so that they can send me more information about booking job cards in the **VOCATIONZONE**. (To contact Christian Vocations directly, please email info@christianvocations.org)
- Sponsorship** Please contact me about sponsorship opportunities. (Alternatively, email skyline@springharvest.org)

Important information regarding your Application:

Please note that your Application is an offer to exhibit, which we are entitled to accept or decline. Spring Harvest is not bound in any way to offer you a place within the Exhibition as a result of your signing and returning this Application Form. Spring Harvest will inform you in writing whether your Application to exhibit has been accepted.

Spring Harvest is in agreement with the Evangelical Alliance Basis of Faith and the Lausanne Covenant.

Skyline Package Applications

I enclose the following with my Application:

- A cheque for the deposit of £500 made payable to **Spring Harvest** (£100 if applying for a single week)
- Photos of my stand and/or a piece of publicity for my organisation

I understand that:

1. The deposit of £500 (£100 if applying for a single week) will be returned to me if I am unsuccessful in my Application.
2. If my Application is accepted and I choose to cancel my place in the exhibition, then I understand that if I cancel a place before 7 January 2012, then my deposit of £500 will be non-returnable; and if I cancel a place on or after 7 January 2012, then not only my deposit of £500, but also my Advance Payment will be non-returnable.
3. Spring Harvest reserves the right to decline any Application that it deems in its absolute discretion unsuitable. No correspondence will be entered into in this matter.
4. Priority will be given to organisations booking the Skyline Package at BOTH Minehead and Skegness.
5. If my Application is accepted I will only be entitled to profile or sell the products or initiatives that I have detailed on this Application.
6. By making this Application I confirm I have read and accept Spring Harvest's Skyline package Terms and Conditions and Essential Information section which shall apply to my attendance at Spring Harvest 2012.

Please sign your Application:

By signing this Application, you agree to abide by the Terms and Conditions of booking laid out in this document

Signed: _____

Print Name: _____

Date: / / _____

Your Application: Spring Harvest reserves the right to decline any Application that it deems in its absolute discretion unsuitable. No correspondence will be entered into in this matter.

Stand Sizes: The Skyline Package offers a standard stand size of 2m x 2m, however, organisations may increase this to a maximum size of 8m wide by 2m depth by purchasing additional areas of 1m x 2m. All stands will have a standard depth of 2m.

Accommodation: Subject to availability, Skyline Package participants are able to book, through the Spring Harvest office, 4 berth, half board, silver apartments at 10% less than the full brochure rate. These units comprise one twin bedded room and one double bedded room and have the added advantage of a kitchen and lounge. Breakfast and a 3 course evening meal are provided daily.

All units will be charged at full occupancy and Spring Harvest reserve the right to restrict these units to one per organisation. They form part of the Skyline Package and are therefore subject to the Exhibition terms and conditions. Accommodation may only be booked through Spring Harvest using the attached Application Form. The names of the occupants must be given to the Spring Harvest Office by 1 March 2012.

These units are strictly limited to exhibitors and must not be sold or passed on to third parties.

Subject to availability, other types of accommodation may be booked by contacting Butlins on 0845 070 4743, however the 10% discount will not apply.

Day visitor wristbands are only available free as part of the Skyline Package, if you require wristbands and are not booking the Exhibition Package, you will need to purchase these separately through the Spring Harvest Office on 01825 769111.

Overseas Workers & Volunteers: You will be responsible for ensuring that any volunteers or workers you employ on your stand from outside of the European Alliance hold the correct visa to work in the United Kingdom. Spring Harvest can not take responsibility for confirming their eligibility to work in the United Kingdom.

Illness: You will be required to ensure that all of your staff are fit to work and are not displaying any symptoms of illnesses which could be contagious. All staff will be required to have 48 hours clear of any episode of vomiting or diarrhoea before being allowed to attend the event. Any member of staff who shows symptoms of any contagious illness will be asked to seek outside medical assistance and may be asked to leave the event. This is at the absolute discretion of Spring Harvest.

Telephone Lines: Telephone lines may be available for booking. If you would like to book a line please email skyline@springharvest.org by 29 November 2011. All costs incurred will be passed

on at BT's standard rates – this includes, but is not limited to, all installation, line rental and call charges. Spring Harvest cannot be held responsible for failures related to the service provided by BT.

Job Adverts: If you wish to place a job advert, please tick the box on the Application form. We work with Christian Vocations to produce the adverts. Therefore, if you inform us you would like to place an advert, we will pass on your name, your organisation's name, your contact telephone number and contact email address to Christian Vocations and they will contact you directly regarding your advert.

Skyline Display Centre: You will be required to send a total of 600 items of A4 publicity by 11 March 2012. This should be packaged separately with 350 copies for Minehead and 250 copies for Skegness. If you are attending the event, at either resort or both, the cost of us displaying one piece of literature at both resorts is included in your Skyline Package fee.

Please contact us should you require more details. Details of deadlines and specific requirements will be sent to you once your Application has been received and accepted. Please note we are unable to return any unused literature to you at the end of the event.

Christianity Magazine Advertising: If you wish to place an advert in Christianity Magazine please tick the box on the Application form, your details will then be passed to Christianity who will contact you directly with more information. Spring Harvest exhibitors can qualify for 10% discount on advertising rates in Christianity (April 2012 issue) on top of other discounts, to a maximum of 20% when booking direct (10% if via agency).

Chalet TV Advertising: Adverts for in-chalet broadcasting should be provided to Spring Harvest on a CD by 10 February 2012. Further details will be sent to you once your Application has been received and accepted.

Event Publicity: By completing your Application form, you consent to us and agencies authorised by us to use and reproduce your image and that of your stand and publicity materials for use in both the UK and abroad.

Partner organisations: We work with partner organisations to deliver certain aspects of the Skyline at Spring Harvest. By applying to be considered for Skyline you are agreeing to us passing your contact details to partner organisations. Partner organisations will only use your details in relation to the Skyline at Spring Harvest and you won't be contacted for any other purpose.

VAT: All prices quoted in the brochure are exclusive of VAT, which will be charged at the current rate.

TERMS & CONDITIONS

All exhibitors whose Application to exhibit at the Exhibition is accepted will be required to comply with the following terms and conditions (which continue overleaf). Please note that in the event that you/your organisation's Application to exhibit at the Event is accepted you/your organisation's individual requirements will be confirmed in your letter of confirmation. This Agreement sets out the terms and conditions upon which you/your organisation ("You") will be permitted to exhibit as part of the Skyline Package 2012 (the "Exhibition").

1. Deposit: A deposit of £500 is payable upon your applying to exhibit at the Exhibition and should be included when sending your Application form. If you are only applying for one week, please send in a deposit for £100. This deposit will be returned to you if you are unsuccessful in your Application. Deposits are non-returnable if we accept your Application and you cancel your place (please see clause 7) at the Exhibition.

2. Fees: All fees (less any prepaid deposit) for rental of exhibition space, attending and advertising at the Exhibition shall be payable within 28 days of receipt of an invoice for the same. In the event that payment is not received by Spring Harvest within this deadline, Spring Harvest shall be entitled to decline your Application to exhibit, attend or advertise (as appropriate) at the Exhibition and retain absolutely the deposit pre-paid by you.

3. Cost: The price you pay will be the price shown on your booking form or, it will be 20% of your total sales plus VAT, whichever rate is higher.

Where applicable (for example, for different sized stands and in exceptional cases where we have permitted you to exhibit for a shorter period than the whole event), the Charge and the Commission Threshold will vary. Details are available upon request. The Charge or commission payment is payable to Spring Harvest within 28 days of the invoice being issued to you. Invoices for advance payment will be issued on 10 January 2012.

4. Deadlines: All deadlines will be strictly adhered to. Failure to provide the requested items or information by the deadlines set may lead to Spring Harvest denying you access to the relevant aspect of the Skyline Package. No refund of monies paid will be provided or damages payable by Spring Harvest.

5. Participation: Spring Harvest is in agreement with the Evangelical Alliance Basis of Faith and the Lausanne Covenant. Spring Harvest reserves the right to ask you to remove any item from your stand that (at Spring Harvest's sole discretion) (a) could cause offence to attendees of the Exhibition or (b) is not suitable for the Exhibition bearing in mind the purposes of the Spring Harvest organisation.

6. Insurance: You are required to have your own Public Liability Insurance, with an Indemnity Limit of at least £5,000,000 per claim and such insurance policy must include an Indemnity to Principals Clause including subrogation rights. Further information will be available if your Application is successful.

7. Cancellations: If you wish to cancel your Skyline Package then you must do so in writing, addressed to Exhibition Manager, at the Spring Harvest office. In the event of a cancellation,

you will still be liable to pay Spring Harvest the following:

- a) if you cancel your place before 7 January 2012, then your deposit of will be non-returnable; and
- b) if you cancel your place on or after 7 January 2012, then not only your deposit of but also the balance of the advance payment will be non-returnable.

8. Security: The Exhibition is located in an open area with public access 24 hours a day. Spring Harvest excludes all liability and responsibility for the security of your stand and stock. You will be responsible for the security of your stand and equipment at all times and should ensure that you have the correct insurance cover in place.

9. Accommodation: You will be responsible for the booking and payment of accommodation for your staff either on or off the resort.

If accommodation is booked as part of the Skyline Package this will be four berth, silver, half board accommodation. No other type of accommodation is available as part of the Skyline Package. These units are subject to availability and will be charged at full occupancy rate.

You will be responsible for booking any other type of accommodation and this will need to be done directly with Butlins through normal booking channels.

Any of your staff not staying in Butlins accommodation will be required to wear Day Visitor wristbands, up to four of which per week will be provided to you free of charge as follows:

- 2m x 2m stand – up to three provided
- Other stands – up to four provided.

These are to be used by your stand staff only. All staff must produce their Day Visitor wristband for checking when requested to do so. Spring Harvest reserves the right to eject any individual who does not produce a Day Visitor wristband when requested to do so.

It is your responsibility to ensure that any staff staying on resort have been booked in through Spring Harvest prior to the Event. Any extra staff or visitors that arrive at the resort and have not been booked in through either Spring Harvest or Butlins will be liable to pay the full brochure rate for their accommodation. Where they are unable to pay, your organisation will be invoiced for the full cost. In extreme cases they may be asked to leave the resort immediately.

You will indemnify Spring Harvest, against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other professional costs and expenses) suffered or incurred by Spring Harvest arising out of any loss or damage caused to any accommodation which you book as part of the Skyline Package or is otherwise inhabited by you or any member of your staff. This indemnity shall apply whether or not you or your staff have been negligent or at fault.

10. Sales & Promotion: Any additional activities including, but not limited to, surveys or questionnaires must be approved in writing by Spring Harvest, prior to the Exhibition. Please note that Butlins have exclusive right to sales of food and drink during the Exhibition and these should not be sold or given away from your stand. No combustible material including, but not limited to, candles, may be used or sold at the Exhibition.

continued overleaf...

TERMS & CONDITIONS

11. Space: Spring Harvest will provide you with a floor space in the Skyline Pavilion, and will inform you should there be any change to this. A shell scheme (which is the walled structure fitted around exhibition stands) is not provided. You will need to provide your own display panels to fit the given floor area. These must be a maximum of 2.4 metres high.

Please ensure that your stand fits in to the space you have booked, if it exceeds the area that you have booked on your Application form you will be charged for any extra metres taken up at the advertised rate.

Spring Harvest reserve the right to re-lay the stand plans and/or re-allocate, move or adjust stands as necessary and to close entrances, exits and access to the exhibition area as it deems necessary (in its absolute discretion). Your stand must be erected within the area marked out by the Exhibition Manager and this will be strictly enforced.

12. On-screen Advertising: So far as is possible, all advertisements will be shown at least three times daily on chalet TV screens for 20 seconds. Adverts should be created as JPG images at 1024x768 pixels. They should be single screen, static adverts and should not include audio. Adverts should be provided to Spring Harvest on a CD by 10 February 2012. Any adverts not received by this date will not be shown. Spring Harvest reserves the right to refuse to show adverts if it deems them, in its absolute discretion, unsuitable.

13. Pop Up Banners: Banners should no more than 800mm wide. You will be responsible for delivering/sending your banner to Spring Harvest and further information will be available once your Application has been accepted. Spring Harvest will place your banner in an area deemed suitable by them and no guarantee is given as to where this will be. All banners will be returned within 28 days. Spring Harvest will return your banner via an appropriate delivery service, however we can accept no responsibility for the safe return of your banner.

14. Electrical Equipment: Any electrical equipment or appliances which you propose to use at the Exhibition require a current Portable Appliance (P.A.T.) certificate. Please bring the certificates with you to the Exhibition as you will be required to produce them to the Exhibition Manager. You will not be permitted to use any electrical equipment or appliances which you cannot produce a PAT certificate for and this will be strictly enforced.

15. Fittings: All stands, fittings and materials, which you propose to use at the Exhibition, must be fire-retardant "where necessary" in accordance with the requirements of all the appropriate authorities and conform with British Standard 5867 part 2. Appropriate certification must be available and it is your responsibility to ensure that you have the relevant certification with you. If you have fire-proofed items after purchase you will need to bring official confirmation detailing when, in the last twelve months, the fire-proofing was undertaken and which product was used.

You will be responsible for providing tables, cloths and backdrops or display boards for your stand. All fittings should be of high-quality professional standard. All articles, goods, advertisements, signs and any other materials exhibited must comply with the law and be free from any offensive or defamatory images, words or statements. They must not infringe any copyright, trademark, design, patent or other intellectual property right and must confirm with any statutory provisions or regulations relating thereto.

Spring Harvest reserve the right to ask you to remove anything from your stand which is not appropriately certified or which it deems unsuitable, in its absolute discretion.

You will indemnify Spring Harvest against all actions, costs, claims and demands in respect of any breach of the provisions of this clause. You will immediately remove any item from your stand when requested to do so by a member of the Exhibition Team.

16. Power Supply: One double 13amp socket may be provided on request, subject to availability, for a charge of £50 + VAT per resort. Additional sockets may be available, subject to availability, for a further charge of £50 + VAT per socket. Sockets must be booked using the Skyline Package Application Form.

17. Set-up: You will be responsible for the delivery, erection, manning, dismantling and removal of your stand and material on your allocated space. The safety of this area is also your responsibility and Spring Harvest accepts no liability in this respect. Spring Harvest reserve the right to alter and/or close a stand which, in their reasonable opinion, is unsafe.

18. Opening Times: During the Exhibition, you will ensure that your stand is staffed during all opening times, including Sundays. The opening times of the Exhibition are shown below. In addition you are required to open your stand at any other time deemed appropriate by the Event Leadership Team (acting reasonably).

Minehead

- Weeks 1, 2 & 3, Day 1 (31 March, 5 April, 10 April): 8.30–10.45pm
- Weeks 1, 2 & 3, Day 6 (5 April, 10 April, 15 April): Skyline exhibition is closed
- All other days (1–4 April, 6–9 April, 11–14 April): 11.15–1.00pm (optional), 1.00–5.15pm (5.15–6.00pm optional), 8.30–10.15pm (10.15–10.45 optional)

Skegness

- Week 1, Day 1 (10 April): 8.30pm – 10.45pm
- Week 1, Day 6 (15 April): Skyline exhibition is closed
- All other days (11–14 April): 11.15–1.00pm (optional), 1.00–5.15pm (5.15–6.00pm optional), 8.30–10.15pm (10.15–10.45 optional)

Please note that the exhibition may stay open later on the final evening of the Event.

Spring Harvest reserve the right to close down your stand if it is left unattended during the above opening hours. No refund will be given.

19. Literature: All literature must be distributed and all business activity must be conducted within the confines of your stand area.

20. Restrictions: Unless Spring Harvest have granted prior written authorisation you will not, and will procure that none of your staff will, make or arrange any:

- announcements with a microphone;
- sign-posting;
- signing sessions;
- activities outside of your exhibition space;
- publicised special appearances;

You may not sell, assign, rent, transfer, trade or share any part of the Skyline Package with any other organisation, without the prior written agreement of Spring Harvest.

21. Breakdown: Stands must not be dismantled before the time advised by the Exhibition Manager. You are responsible for removing all exhibits from your allocated space and for ensuring this space is delivered back to Spring Harvest in good order and clean condition. Spring Harvest reserves the right to charge you a fee for removing any such material or cleaning the space, in the event that this Clause 21 is not complied with. You are responsible for making your own transportation arrangements to and from the Exhibition, including the provision of packing materials.

No vehicle will be allowed access for loading before midnight on the final night of the Event. Exhibitors will be required to break down their stand and vacate the Skyline by 1.30am on the final night of the Event.

22. Sales: An account of your sales must be sent to the Exhibition Manager at Spring Harvest Head Office, by 13 May 2012, broken down to sales by Week and resort and using the form provided to you by Spring Harvest. All accounts must exclude VAT so that Spring Harvest may issue a VAT invoice to you, if appropriate.

23. Liability: Full details of Spring Harvest's liability will be provided upon acceptance of your Application.

24. Dispute: Subject to Clause 25, in all matters of dispute at the Exhibition, in the first instance you should put your complaint in writing, setting out the circumstances in full, addressed to Chief Executive, Spring Harvest. Your letter will be carefully considered and you will receive a written decision.

If you are unsatisfied with this response, you should refer the matter to the Chartered Institute of Arbitrators for mediation or arbitration.

25. Governing Law and Jurisdiction: This Agreement and any disputes arising out of or in connection with its subject matter are governed and construed in accordance with the law of England. The parties to this Agreement hereby irrevocably agree that the Courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement.

If any provision of this agreement (or any part of any provision) is found by a court or other authority of competent jurisdiction to be illegal, invalid or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this agreement, and the validity and enforceability of the other provisions of this agreement shall not be affected.

DATES

