



Stand Booking Form

- I/We the undersigned wish to reserve the following stand/s at the NAMM Trade Exhibition 2025 to be held at the Warwickshire Event Centre during the period 4th – 5th September 2025.
- I/We understand that this booking form is the basis of a legal contract in accordance with the terms and conditions overleaf and agree to abide by same once we are advised of our final stand position from one of the options below.
- I/We understand that any electrical work, alterations or additions to the standard shell scheme are subject to additional charges. We further understand that all equipment hire is an additional charge as detailed in the Exhibitor Manual.

Company Name			
Address			
Postcode		Telephone No.	
Website		Email	
Contact's Name			
Type of Exhibit			
Space Required	Sq. metres	With shell Yes / No	Floor space only Yes / No
Prefered location as shown on floor plan	1 st Choice stand No/s	2 nd Choice stand No/s	3 rd Choice stand No/s
Will your stand include any noise producing machinery?		Yes	No

**Rates are the same for Shell Scheme and Stand Only Space, and include the name board only.
Electrics, furniture and hotel booking details to follow in the Exhibitor Manual.**

Stand Size	Cost per Stand		Payment: A 10% deposit is required to reserve selected stand/s. Deposit invoice and exhibitors welcome pack will be sent with booking confirmation. Final payment of selected stand is required by the 31st July 2025 (*All prices are subject to VAT).
	NAMM Member	Non NAMM Member	
6m x 5m	£2,423.00	£2,688.00	
6m x 4m	£1,955.00	£2,173.00	
4.5m x 4m	£1,419.00	£1,575.00	
4m x 4m	£1,263.00	£1,404.00	
5m x 2.5m	£977.00	£1087.00	
4m x 3m	£941.00	£1,045.00	
3m x 2.5m	£566.00	£629.00	

I have read and understand the booking conditions. I understand not to dismantle my exhibit before closing time on Friday 5th September 2025 or I may receive a monetary penalty at the descretion of Management.

Signed:	Print:	Date:
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Please return to NAMM, 1 Castle Mews, Rugby, CV21 2XL
Tel: 01788 542264, Email: admin@namm.org.uk

STAND BOOKING TERMS AND CONDITIONS

Terms and Conditions Definitions in these Conditions.

The following expressions shall have the following meanings unless otherwise required by context.

1. Exhibitor means Trade Exhibitor (a) a person, firm or company agreeing in writing to occupy commercial stand space during the relevant exhibition, (b) the servant or agent of any such person, firm, or company.
 2. The term 'Exhibition' means the relevant NAMM Trade Exhibition to which the booking applies.
 3. The Organiser means National Association of Memorial Masons. 1 Castle Mews. Rugby. Warwickshire. CV21 2XL.
 4. 'Stand Space' means the space allocated to the Exhibitor whether constructed shell schemes stand, a display stand or an area of space in which the Exhibitor erects their own equipment. 'Shell Scheme' means equipment used to build part or all exhibition stands.
1. **Reservations of Stand Space**
 - (a) On provisional allotment of trade/commercial stand space by the Organiser and confirmation thereof, the Exhibitor is required to sign the booking form and return same to the Organiser together with a non-refundable deposit as per the booking form plus applicable value added tax in respect of the stand space engaged by the Exhibitor. Until the deposit (as cleared funds) is received by the Organiser they shall be under no obligation to reserve any exhibiting space. The remainder of the total cost-plus applicable value added tax must be paid to the organiser by the date specified on the booking form. Where balances on the space are not paid when due, any previous deposit will be forfeited and the space reallocated if the Organiser so decides and any loss incurred by the Organiser by reason of such non-payment of the balance of the stand rental must be paid by the Exhibitor.
 - (b) In the event of forfeiture not taking place the Organiser reserves the right to such charge any Exhibitor failing to pay the balance by the date, the surcharge 10% of the total stand cost for each occasion balances are not paid by the due date.
 - (c) In the event of an Exhibitor withdrawing, their deposit shall be forfeit unless the space reserved can be let to another Exhibitor whose application was received after the date of such withdrawal, whereupon the amount paid will be refunded less expenses which shall be determined by the Organiser.
 - (d) In the event of an Exhibitor withdrawing less than 75 days before the Exhibition is scheduled to open, the entire stand cost will be payable.
 - (e) In clause 1a and 1b it shall be at the discretion Organiser as to the clause involved.
 2. **Definition of Exhibition.**

The Exhibition will be open to visitors on the dates and times as specified. During the hours the Exhibition is open to visitors, the stands the stands must not be covered up or left unattended.
 3. **Company/Proprietary Name**

Exhibitors will be responsible for the correctness of their entries and the statements made on the booking form. Exhibitors who employ trade names, brand marks or subsidiary names differing from the name of their company should state clearly on the BOOKING FORM, the name under which they wish to exhibit. No other goods other than those indicated in the application, may be displayed, or sold and the Organisers reserve the right to require the Exhibitor to remove items not so approved.
 4. **Subletting of Stand.**

Exhibitors may not assign, sublet or grant licences or share occupation in respect of the whole or any part of the space allocated to them, nor may advertisements of any party who are not bonafide exhibitors. The term assign includes any arrangement whereby another party or that parties product specifically occupy part of a stand even if no payment is made to the Exhibitor concerned.
 5. **Organises change of site.**

The position to be occupied by the exhibitor will be determined by the Organisers and although a specific position may be allotted and paid for, the Organisers reserves the right to make any alterations it deems expedient. The Organisers shall be entitled for any reason which, in their opinion, is in the general interest of the Exhibition to vary the general layout or the situation and area of any particular stand even if already allotted and the Exhibitors shall accept such new allotment of stand in substitution for that originally allotted.
 6. **Abandonment**

Should it be necessary to abandon, postpone or curtail the period of the Exhibition or any part of it for any reason, the Organiser undertakes to refund to actual or intending exhibitors any payments made by the to the Organiser, less reasonable expenses which shall be determined by the Organiser.
 7. **Organisers Cancellation of Site Allocation**

The Organiser reserves the right without assigning a reason to refuse an application for space or cancel at any time an application already accepted. Under this rule, where any application is so refused or cancelled, any monies paid shall be refunded less such reasonable expenses as shall be determined by the Organiser and shall be accepted by the intending Exhibitor in full satisfaction of all and any claims against the Organiser.
 8. **Bankruptcy**

In the event of an Exhibitor applying for an interim Order or being adjudicated bankrupt or if a limited company being wound up, the contract shall be determined, his allotment cancelled, and all monies paid by him under such contracts shall be retained by the Organiser.
 9. **Stand Not Occupied**

Every Exhibitor shall occupy the stand allotted to them by the time specified by the organisers. In case of default from any cause whatsoever the Exhibitor shall pay to the Organiser a further sum by way of agreed liquidated damages equal to the total charges on the stand and the Organiser will relet or otherwise deal with this space.
 10. **Obstruction of Gangway and Open Stands**

No Exhibitor shall at any time obstruct or allow to be obstructed by their goods or in any other manner, gangways or open stands and no signs, goods or equipment etc may be hung or projected from the facias or over the gangways. If the Organiser notices any Exhibitor that obstruction has been caused by their property they must immediately remove the property in question and on their default to do so the Organiser may, at the expense of the Exhibitor, take such steps as it may consider necessary.
 11. **Staffing and Cleaning.**
 - (a) Exhibitors should in their own interest arrange for their exhibits to be adequately staffed and attendants should wear badges bearing the name of the Exhibitor. Exhibitors must keep their stands and exhibits properly cleaned and in good order and safe during the whole period of the Exhibition. Exhibitors shall deposit all waste/refuse requiring removal outside just in front of their stands each day after the Exhibition closes for the day.
 - (b) Cleaning of walkways. The walkways of the Exhibition halls will be cleaned by appointed cleaners at the expense of the Organiser.
 12. **Delivery Materials.**

Exhibitors goods will not be accepted before 10.00am on the day preceding the Exhibitions official opening day unless written permission has been given by the Organiser. Exhibitors are responsible for the transportation of all materials and goods to be used in connection with their stands to and from the Exhibition site, including off-loading and positioning by crane or forklift truck equipment for and by the Exhibitors the cost thereof to be met by the exhibitor. The Organiser will not permit the craneage or movement of goods or equipment until a representative of the Exhibition is present on site. Any additional costs incurred by delay through this are the responsibility of the Exhibitor. Under no circumstances will equipment will equipment be accepted on site by the Organiser. ALL STANDS MUST BE COMPLETELY DRESSED NOT LATER THAN THE SPECIFIED TIME PRIOR TO THE OFFICIAL OPENING DATE.
 13.
 - (a) Fire Protection Regulations demand the use of none but approved fireproof materials. All Exhibitors are required to have fire extinguishers positioned on their stands in the hall and Exhibitors must ensure that the stand staff are aware of the nearest extinguisher. Hose reels and fire extinguishers must not be concealed or obstructed. Under no circumstances is the space between the rear of the stands and the external walls of a building to be used for storage. Any materials found in these areas will be disposed of and the Exhibitor concerned will be charged with the costs of the removal.
 - (b) Dangerous Materials. Any items containing any explosives, or dangerous or harmful substance of whatever nature are expressly prohibited from the exhibition save only in the form of strictly non inflammable and non-explosive imitations.
 14. **Dismantling of Exhibits**

No exhibits may be removed until closing time on the final day of the exhibition except with the special permission of the organiser. The prompt removal of goods is in the Exhibitors own interest. All Exhibitors goods and equipment must be removed by the times specified by the Organisers on the final day of the Exhibition unless special permission has been granted by the Organiser or it has been directed otherwise.

- 15. Damage**
Any damage caused or occasioned by the Exhibitor, its servants or agents to the Exhibition any stand, or any other property on or about the site of the Exhibition shall be made good by the Exhibitor to the satisfaction of the Organiser. Any damage caused or occasioned by the Exhibitor to the surface of street furniture of the outdoor section (ie roadways and external car park areas) shall be the responsibility of the Exhibitor and any charges incurred in repairing or making good the surface or equipment will be passed to the Exhibitor by the Organiser.
- 16. Disused Packaging Material.**
After unpacking, empty cases, boxes, wrappings etc, must be removed from the Exhibition by and at the expense of the Exhibitor. The Organiser does not undertake responsibility for any storage or removals, in default the Organiser may, at the Exhibitor's expense, arrange removal.
- 17. Personal Injury and Loss.**
The Organiser shall, to the maximum extent permitted by law is not responsible for any personal injury incurred by the Exhibitor, his servants or agents (whether by the act of neglect of the Organiser or agents or his servants or not). Should the Exhibition for any cause not be held or curtailed, no Exhibitor shall have any claim on the Organiser or their officers, employees, agents or representatives for loss, damage interest or compensation whatsoever, or howsoever arising including consequential and any economic loss.
- 18. Trade Literature.**
All hand bills, printed matter or advertisements of any kind may be distributed only from the Exhibitor's own stand. Distribution of any material relating to products not on sale at the Exhibitor's stand is expressly forbidden. The promotion of and distribution of posters, handbills or other material relating to other companies' exhibitions, events, tradeshows or publications by any means whatsoever is expressly forbidden, and the Organiser reserves the right to require any Exhibitor in breach of this rule to cease trading immediately and to remove their stand from the Exhibition when the Exhibition closes for that day, without payment of compensation.
- 19. Third Party Liability and Indemnity.**
The Exhibitor shall indemnify and keep indemnified the Organiser for any liability costs, claims demands, or proceedings suffered or incurred by the Organiser as a result of the act or omission of the Exhibitor, his servants or agents. All exhibits, machinery must be fully protected, safe and insured. In the event of the Exhibitor failing to adequately comply with this requirement, the Organiser reserves the right to require the Exhibitor to remove machinery or exhibit to which they object and any failure to deal with such a request shall entitle the Organiser to close the stand. The Exhibitor should hold public liability insurance of a minimum of £1 million.
- 20. Insurance Liability.**
The Organiser will not be responsible for the safety of any exhibits or property of any Exhibitor or any other person, for the loss of or damage or destruction to same by theft, fire or other cause whatsoever or for any loss or damage whatsoever sustained by any Exhibitor by reason of (without limitation) any defects in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes strikes or lockouts, civil disturbance, explosion, inevitable accident, or any other cause not within the control of the Organiser, whether emergencies or not or for any loss or damage occasioned if, by any reason of the happenings of such events the opening of the Exhibition is prevented or postponed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition. The Exhibitor will be liable for third party claims arising from their own stand fittings and for their proportion of the shell scheme and furthermore for physical loss of or damage to the basic shell schemes stand. As the Organiser will accept no responsibility for any of the matters aforesaid, the Exhibitor is advised to cover themselves in respect thereof.
- 21. Security of Trade Stands.**
The security of goods and exhibits situated on trade stands or anywhere else in the Exhibition site will be the responsibility of the Exhibitor and the Organiser will not accept responsibility for damage or loss by theft, fire, accident or any other cause whatsoever in connection with any property introduced by Exhibitor or their employees, agents or contractors. Exhibitor should therefore, in their own interests, affect their own full value insurance against all risks.
- 22. Hire of Equipment.**
Equipment or fittings of whatsoever nature supplied by the owner or licensee of any exhibition hall or hired or rented direct by the exhibitor from such owner or licensees and the Organiser shall not be liable for any loss or damage of whatsoever nature occasioned by such items.
- 23. Construction and Erection of Stands.**
The Exhibitor may not erect his stand or display his goods so as to, in the opinion of the organiser, restricts the light or view to stands of other exhibitors or obstruct clear areas or walkways or cause inconvenience or otherwise effect other exhibitors. Only recognised and approved stand contractors may build stands on sites. Details of contractors and plans (for approval) to be submitted to the Organiser not less than three months prior to build up. Maximum height of stands is 2.4m. All electrical equipment must meet hall owners and local authority regulations and final connection is subject to the approval of the Organiser's contractor.
- 24. Lighting.**
In the opinion of the organisers lighting at the halls is generally adequate but exhibitors requiring additional lighting or electrical equipment on their stands should arrange this with the official electrical contractors to the show at their cost and will be solely responsible for such equipment.
- 25. Use of Audio & Audio Visual.**
The use of audio equipment is not permitted. Audio visual apparatus may only be used if the written consent of the Organiser is obtained.
- 26. The Health & Safety Work Act 1974.**
All exhibitors have a responsibility to ensure so far as is reasonably practicable, the health, safety and welfare of all employees and that any plant or systems or work which may be used are safe and without risks to health. This includes that all employees, contractors and agents are provided with information, instruction, training and supervision to ensure not only their own health and safety but that of others working or attending the vicinity.
- 27. Publicising Exhibits.**
During the event, no Exhibitor may canvas for business outside the limit of space allotted to them in the Exhibition. No Exhibitor may employ or engage any person to publicise the Exhibitor, exhibit no other products nor equipment for sale by the Exhibitor outside of the space allotted to it in the Exhibition or by staging equipment in the form of any other premises in the locality, except where a hiring agreement is in force with the Organiser for such areas. No Exhibitor shall conduct a competition or offer prizes or rewards unless application has been made to and written permission is obtained from the organisers and that the Exhibitor holds the relevant licenses.
- 28. Protection of Machinery.**
All machinery and exhibits must be properly protected by each Exhibitor to meet requirements of the relevant safety authorities and the Organiser shall be indemnified by the Exhibitor against any claim, on account of any injury or damage caused or occasioned by any exhibit or Exhibitor (of not less than 2 million pounds per incident) to any person or persons property whatsoever. The Exhibitor must cover such risks by insurance and on being called to do so, submit to the Organiser particulars of the insurance policy and the receipt for the premium. The Organiser reserves the right if insurance is not deemed sufficient in the opinion of the Organiser, to call upon the Exhibitor to remove machinery or exhibits to which the Organiser object.
- 29. Contract.**
The Exhibitor, in booking space at the Exhibition, undertakes to be bound by the Conditions of the Exhibition and any subsequent or ruling announced or made by the Organiser. Should any questions arise not provided for in these Conditions, the decision of the Organiser shall be final. The right to alter, amend, add or cancel any of these Conditions, and to grant relaxation from them in individual cases is reserved by the Organiser. If any of these Conditions or any part thereof is prohibited or rendered void or unenforceable by any legislation or court of competent jurisdiction, then that Condition or part thereof shall be so prohibited or rendered void or unenforceable to the extent to which it is thus prohibited or rendered void or unenforceable and no further validity or enforceability of any part of these Conditions shall not thereby be affected.
- 30.** If the Exhibitor fails to observe or breaks any of the Conditions, or any other instructions or ruling by the Organiser, the Organiser shall have the right to declare forfeit the allotted stand or space and exclude the Exhibitor from the Exhibition immediately without prejudices to the right of the Organiser, to recover any monies payable by the Exhibitor under the terms hereof.