

Brought to you by the Islands' Partnership & Tregarthen's Hotel

## SUPPLIER BOOKING FORM

Company Name	
Company Address	
Company Website	
Contact Name	
Contact Phone Number	
Email Contact	

### SPACE REQUIRED

Space is booked & charged per square metre. Tables booked in advance include appropriate linen hire. Prices quoted are ex VAT.

REQUIREMENTS	QUANTITY REQUIRED	UNIT COST	COST (ex VAT)
Display space required in total ( in sq m)		£40 per square metre	
Square Tables (750mm x 750mm)		£5.00 per table	
Staying at Tregarthen's Hotel?	Yes / No	If yes, enjoy your first square metre FREE	If yes, take off £40.00
<b>Sub Total</b>			

### \*JOIN THE ISLANDS' PARTNERSHIP & ENJOY A 40% DISCOUNT ON EXHIBITOR RATES

Supply Scilly Mainland Membership offer: £50 +VAT

Membership valid until 31<sup>st</sup> August 2017; see attachment for all membership benefits

Yes please, I'd like to join the IP <i>Please tick as appropriate</i>		Apply 40% discount to <b>Sub Total</b>	
		Then add £50 (ex VAT) for IP membership fee	
No thanks, I won't be joining the IP <i>Please tick as appropriate</i>		IGNORE, AND GO TO TOTAL!	N/A

<b>TOTAL ex VAT</b>	
<b>+ VAT @ 20% = GRAND TOTAL</b>	

### PAYMENT METHOD (please tick)

By cheque	<input type="checkbox"/>	BACS	<input type="checkbox"/>
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### BACS PAYMENT

Payments can be made to: Islands' Tourism and Business Partnership Limited: Sort code 20 67 19; Acc No. 33691861 ensuring you name the payment with your business name and Supply Scilly.

### CHEQUES

Cheques must be made payable to Islands' Tourism & Business Partnership. Post it with your booking form to: Islands' Partnership (Supply Scilly), Steamship House, Hugh Town, St. Mary's, Isles of Scilly TR21 0LL.

Payment in advance is required for all tradeshow bookings and should accompany this form on return.

A VAT invoice of payment will be sent by return.

## ADDITIONAL STAND REQUIREMENTS

Please note below any equipment pop ups or additional stands, refrigeration units (which must be included within your display area) etc that you will be bringing as part of your display, and the measurements of these items.


## ADDITIONAL INFORMATION

If there is any additional information that we need to be aware of, such as power supply needed, refrigeration space, proximity to kitchen, placement in relation to other suppliers, please detail it here. We will let you know what arrangements can be made with regards to these requests, or if indeed we are unable to fulfil them for any reason.

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SIGNATURE FOR AND ON BEHALF OF SUPPLIER	
POSITION	
DATE	

## IMPORTANT INFORMATION:

### ACCOMMODATION

You will need to book your own accommodation. Call Tregarthen's Hotel on 01720 422540 for special rate (32 rooms - first come, first served), or check the accommodation section on [www.supplyscilly.co.uk](http://www.supplyscilly.co.uk) for alternative places to stay. Star Castle is also offering a special Supply Scilly rate; details on the website.

### FLIGHTS TO THE ISLANDS

You will need to book your return flights from either Land's End or Newquay airports. Prompt booking will ensure that you can travel on the day you want as seats are limited daily. See [www.islesofscilly-travel.co.uk](http://www.islesofscilly-travel.co.uk) for flight timetable. Please ring 01736 334220 and quote "SUPPLY18" to obtain a 10% discount on flights. If you opt to stay at Tregarthen's Hotel, they can arrange your flights on your behalf, also with the same 10% discount.

### FREIGHT/DELIVERY INFORMATION

For those of you who are not already aware of the procedure with regards to freight deliveries to the islands, we would like to provide the following information:

- All produce for sea shipping must be delivered to: The Isles of Scilly Steamship Company, The Ranks Building, North Arm Pier, Penzance, Cornwall, TR18 4AH.

- Deliveries should be booked in advance with the Steamship Company on 01736 334249.

- The Isles of Scilly freight boat sails from Penzance on Mondays, Wednesdays and Fridays, and deliveries must arrive before midday on the day of sailing.

If you are delivering items to Penzance quay yourself you will be able to pay the freight charges in cash at the office on the quay as delivery is taken. Should you be using a courier service, or if your preference would be to receive an invoice, then you will need to apply for a freight account, the application form for which is available by calling The Steamship Company on 01736 334249.

### All deliveries will need to be very clearly labelled as follows:

COMPANY NAME Account LLNNN (Freight Account if needed)

c/o Ref: Supply Scilly Exhibition

Tregarthen's Hotel

St. Mary's

Isles of Scilly. TR21 0PP

On Scilly, you will need to contact one of the following haulage companies to arrange delivery of your freight to Tregarthen's Hotel from St. Mary's Quay:

Island Carriers 01720 422662

Richard Hand Haulage 01720 423007

## DELIVERY INFORMATION FOR TREGARTHEN'S

Please detail below any delivery dates and description of goods that Tregarthen's can expect to arrive for Supply Scilly

Date of freight arrival	Transport from Mainland? Freight boat or Skybus  (please delete / highlight)	On Island Carrier? Island Carriers or Richard Hand or N/A  (please delete / highlight)
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