



FORM 3

EXHIBITOR, CONTRACTOR AND VEHICLE PASSES

(To be completed by all Exhibitors)

RETURN BY 12 FEBRUARY 2010 TO:

Joanne Hickman
 Viv Orchard Event Management Ltd
 The White Lodge, Magna Carta Lane
 Wraysbury, Middlesex TW19 5AF

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EXHIBITOR PASSES

These are valid for the entire show period

Passes are available free of charge to personnel working on the stand and will be dispatched prior to the Show to enable you, if necessary, to forward them on to the relevant people.

Passes will be allocated with respect to your stand size as follows:

- The Society of Genealogists Family History Show = 5 passes per table
- stands <10sqm = 5 passes
- stands <20sqm = 10 passes
- >20sqm = 20 passes

Any very late requests for additional passes can be collected from the Organisers Office on-site.

CONTRACTOR PASSES

These passes allow contractors access to the halls during the build-up and breakdown periods, but not during the open days of the show.

Passes will be issued by our security staff at the venue. Contractors will need to notify security of the company and stand number of the stand on which they are working to obtain a pass.

VEHICLE PASSES

Vehicle passes are required for vehicles unloading/loading to gain access to the halls during build-up and breakdown. They are NOT valid for parking.

Two vehicle passes will be sent out to you with your Exhibitor Passes, prior to the Show.

Exhibitor Details

Exhibiting Company: Stand No:

Contact Name: Email:

Address:

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Post code: Tel. No:

**PLEASE REFER TO THE 'HEALTH & SAFETY' SECTION OF THIS MANUAL
 ALL EXHIBITORS MUST COMPLETE FORM 1**