

WESTGATE SHOPPING CENTRE, STEVENAGE
MALL EXHIBITIONS - INFORMATION SHEET

Main Promotions Area

The Main Promotions Area in Westgate is located in front of Esquires Coffee House.

We have three different sized areas available and they are each charged on a weekly basis:

- 6ft x 8ft area = £300.00 + VAT
- 12ft x 12ft area = £500.00 + VAT
- 12ft x 24ft area = £800.00 + VAT

Peak periods including Christmas and Easter will incur an additional surcharge of between £50 and £100 per week.

Weeks available in June, July, August and September for the smallest area. Larger areas available at the end of August and beginning of September 2009.

All new exhibitors to Westgate must provide Centre Management with a photograph of their display before space will be allocated.

Exhibitors must provide all their own equipment. We do not have RMUs installed on the mall so all tables and apparatus must be supplied by the exhibitor and must not exceed 5ft in height.

Exhibition space is let out on a weekly basis and all stalls are required to trade from 9am-5.30pm, Monday-Saturday. Sunday trading from 10am-4pm is optional.

Some commercial displays are not permitted within the Centre. Only traders selling unique items, arts and crafts and hand-made goods will be given exhibition space, unless otherwise approved by the Centre Manager.

Public Liability Insurance

All exhibitors must have Public Liability Insurance.

Electrical Equipment

PAT certificates are required for any electrical appliances used on site. No power will be given if valid test certificates are not shown to our engineer on the first day of the promotion. If electrical equipment is less than 12 months old it does not require PAT certificates but valid receipts showing the date of purchase must be shown to our engineer.

For more information or to make a booking, please contact Holly on 01438 740696 or at holly.hall@westgateshopping.co.uk