

# Enquiry Confirmation Form



If you would like to book space at any of our locations across the UK and France, please provide details of your business, an outline of your activity and any additional requirements using the form below:

Which centre(s) are you interested in booking?

Which opportunity type(s) are you interested in booking?

Registered Company Name

Business Type

Registered Company Number

VAT Registration Number

VAT Exempt Number

Registered Company Address

Company Name (For Invoice)

Invoice Address

Invoice Contact - Name for accounts department

Invoice Contact - Telephone



Invoice Contact - Telephone

Invoice Contact - Email

Purchase Order required

Booking Contact - Name

Booking Contact - Job title

Booking Contact - Telephone

Booking Contact - Email

Client / Brand

Detailed description of the activity (e.g. brand experience, retailing, sampling, vehicle display):

What is the objective of your activity?

Activity dates:

Please detail type of stand, if applicable, (e.g. pop up, modular, kiosk etc.) and supply stand dimensions (length, width and height):

Space requirement:

Location of activity agreed with centre (e.g. Site B - West Mall)

Do you require power? (Please outline your requirements)



Do you require power? (Please outline your requirements)

Do you require an internet connection?

Do you require storage? (Please provide details of what you would like to store)

You will be required to supply health and safety documentation for review and approval prior to the activity taking place. Can you confirm you will be able to supply this information?

Would you like to request parking for your vehicle? (Please note we are unable to guarantee this service)

How many staff do you anticipate on site?

Will you require any security / crowd control for your activity?

Would you like to book our conference rooms as a training facility or green room (where available)?

Do you intend to play music or have a PA system from your activity? (Please note sound levels will be controlled by Centre Management)

Will you be arranging PR or media coverage of the activity? (If so please provide PR Manager contact details)

Would you like to purchase centre gift cards to give away as prizes or incentives?

Would you be interested in any other media opportunities to support your campaign?

Please detail any other requirements:

SUBMIT