



**PDF of email sent to all confirmed exhibitors at the 2020 Commercial Vehicle Show  
& previous Shows**

23 July 2020

Dear,

We are pleased to send you the Space Application Brochure for the 2021 Commercial Vehicle Show, which will be held from Tuesday 13 – Thursday 15 April at the NEC, Birmingham. Please follow this link to the Show's website for further information on the UK's leading road haulage and commercial vehicle event.

To make your application for stand space please download the brochure and complete the Space Application Form on pages 10 & 11, scan and return by email to [sales@cvshow.com](mailto:sales@cvshow.com). Or you can post marked for my attention to: Commercial Vehicle Show, 22 Greencoat Place, London, SW1P 1PR. Email is the preferred method and receipt of your Space Application Form will be acknowledged. For postal applications proof of postage is recommended.

**Deposit**

Please note your application must include a deposit payment (see note 2 below). A deposit payment is **not** applicable for those exhibitors contracted to exhibit at the 2020 Commercial Vehicle Show who subsequently opted for the Commercial Vehicle Show LLP to retain their deposit or their full stand charge in anticipation of completing and returning a space application for the 2021 Show.

**Allocation of stand space – deadline 14 September**

For your company to be included in the allocation of stand space to the first draft of the floor plan your completed Space Application Form needs to be with us no later than **14 September 2020**. Any space applications received after this date will be included within a second stage of stand space allocation in October 2020.

Please note that all exhibitors contracted to exhibit at the 2020 Commercial Vehicle Show who wish to exhibit at the 2021 Show **MUST** complete and return a 2021 Show Space Application Form.

When returning your Space Application Form, please remember:

1. To retain the Terms and Conditions for your records.
2. The Space Application Form must be signed and accompanied with a non-refundable deposit payment of £800.00 + VAT (£960.00). For details on how to pay the deposit please refer to the Space Application Form. Please note without a deposit payment or a Purchase Order number we will be unable to process your space application. Please note the 'Deposit' section above if your company opted for the Commercial Vehicle Show LLP to retain your 2020 Show deposit or full stand charge.
3. If a Purchase Order number for your company is applicable please ensure this is included.
4. For invoicing purposes, we cannot accept PO Box numbers as postal addresses. The invoice address you give must be your full business address.

5. If you supply the vehicle service and repair sector and would like to be in the **Workshop Sector**, please tick the box on your Space Application Form.
6. If you supply the temperature-controlled sector and would like to be in the **Cool Chain Sector**, please tick the box on your Space Application Form.

#### **COVID-19**

We recognise that COVID-19 may still be a factor by April next year and we will continue to monitor the situation regarding coronavirus. In conjunction with the NEC we will follow UK government regulatory guidelines in respect of exhibitions and events and will inform exhibitors, visitors and contractors via email and the Show's website of any requirements to be implemented for the Show. Our priority is to ensure that the Commercial Vehicle Show is a safe and secure experience for all exhibitors, visitors and contractors.

#### **Cancellation for Health Emergency**

Your attention is drawn to the Commercial Vehicle Show 2021 Terms and Conditions of Contract for Exhibition Space, ANNEX 2, "Cancellation for Health Emergency". This can be found on page 13 of the 2021 Show Space Application Brochure.

Before returning your Space Application Form should you have any questions regarding your application or wish to discuss your stand space requirements, please contact either myself or Tim Mustin, Sales and Marketing Manager, at [sales@cvshow.com](mailto:sales@cvshow.com) or Tel: +44 (0)20 7630 2102 and we will be pleased to assist.

Kind regards,

**Susan Kitchener**

**Operations Manager**

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Commercial Vehicle Show is owned and operated by The Commercial Vehicle Show LLP whose members are:

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22 Greencoat Place, London SW1P 1PR

[www.cvshow.com](http://www.cvshow.com)

Please do not reply to this email as this address is not monitored. To contact us, find options online here.

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