

# Madrid International Miniatures Exposition

## Madrid International Miniature Exposition Information

### **DATES**

The Exposition will be held on Saturday 27<sup>th</sup> and Sunday 28<sup>th</sup> February 2010.

### **VENUE**

The show will be held in the Ballroom at the Hotel Convención, O'Donnell, 53, 28009 Madrid, Spain. Telephone number for the hotel and room reservations – 0034 91 574 8400 (please say you are with the Miniature Exposition to receive the special show rate)

### **SET UP & OPENING HOURS**

Friday 26 <sup>th</sup> February 2010	19:00 to 21:00	Setup for Exhibitors
Saturday 27 <sup>th</sup> February 2010	8:00 to 11:00	Setup for Exhibitors
	11:00 to 20:00 20:15	Public opening hours Doors to Exhibition Hall will be locked.
Sunday 28 <sup>th</sup> February 2010	10:00 to 11:00	Exhibitors Shopping & table restocking
	11:00 to 16:00 15:30	Public opening hours Results of Art Competition, entrance prize draw and dolls house draw.
	16:00 to 20:00	Pack up and a safe journey home. <i>Please do not start break down any earlier.</i>



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## **HOTEL**

The hotel has offered us a special rate of €99.00/night for a single room or €198.00/night for a double room, plus VAT. The price includes a buffet breakfast.

Please mention Madrid International Miniatures Exposition when making your room reservation in order to get this special rate.



## TABLES

The fee for a table includes a table measuring approximately 1.80 X 0.80 m deep, a blue felt table cover, access to an electrical point for table lighting, 2 chairs, table name sign and 2 exhibitors badges which must be worn at all times when in the exhibition hall.

Until 31<sup>st</sup>.December 2009 we have an "Early-Bird" booking scheme for which the fees are:-

EUROS	1.80 X 0.80 m	€150.00
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Other table sizes available on request.

If payment is made after 31<sup>st</sup>.December 2009, the fees change to, €200.00/table.

Payment for the tables can be made in the following ways:-

Cheques or electronic transfers in EUROS

Transfers should be made to account:

Barclays, PZ DE COLON 2, Madrid.

IBAN - ES31 0065 0100 1200 2104 9709

BIC - BARCESMM

Cheques should be made payable to Angela Jones

Barclays, IBAN ES31 0065 0100 1200 2104 9709

Cheques should be made payable to Angela Jones

If you would like a half table for demonstrations, please send me an email ([angela\\_jones\\_expo@yahoo.co.uk](mailto:angela_jones_expo@yahoo.co.uk)) telling me what you plan to demonstrate and the times that these will take place each day. These half tables are placed next to your sales table and must only be used for demonstrating. No items for sale may be placed on this half table. A list of demonstration times should be shown on the table along with a sample of what you will be demonstrating. This information will be printed on the list of exhibitors. These half tables are free.



## Display Cabinet & Information Table

If you cannot exhibit this year, please send some handouts about your miniatures to me at the address below, and these will be placed on the information table, free of charge.

Better still; why not reserve a 30cm square space in the Display Cabinet to show some of your work. The cost is €30 per 30cm square plus a commission of 10% on each item sold.

The items can be given to me at Miniatura or Kensington Dolls House Festival *by prior arrangement*. Items sent by post should reach me by Monday 15<sup>th</sup> February. Each item should have the price clearly marked which should include the 10% commission.

All unsold items will be returned to you during the week after the show, along with the cheque for any sold items. Return postage will be paid by you. No responsibility for damage or loss can be taken by me, but the items will be attended by a member of our team.

If you would prefer to collect your work at Autumn Miniatura, *then please talk to me about this arrangement*.

Don't forget to send lots of business cards so that the public can contact you at a later date.

All correspondence should be sent to:

Angela Jones,  
Fridolin-Hofer-Strasse 7  
6045 Meggen  
Switzerland



## **A Few Rules and Regulations and a little advice...**

All shows have to have some rules and regulations so please read the following few lines before signing and sending in your application form.

Whilst the organizers are insured for public liability you are responsible for insuring your own goods against theft and damage. You are also responsible for insuring your staff and visitors to your stand against accident.

The Hall is locked overnight but you are strongly recommended to put an overnight sheet over your table during closing hours.

In the case of our cancelling the show then a full refund will be made of the monies we have received from you.

If you have to cancel and there is just cause then we will refund the table fee after a small administration fee has been deducted.

I have to point out that this is a NO SMOKING SHOW.

The success of the show depends on you being helpful and happy towards the customers so please do not be tempted to sit behind your table unless you are demonstrating.

As we are hoping to attract new customers to miniatures as well as the avid collector please try to bring a cross section of priced miniatures. Also bare in mind we are running a painting competition for children so it may be a good idea to dedicate a small area of your table to items which are safe for children and make a sign to this effect.

For those exhibitors who come alone please tell me and one of our team will come around to ask you if you need a bathroom break. They will be happy to stand behind your table and sell if the opportunity arises if you so desire.

Looking forward to seeing you in Madrid

Angela Jones

