



2024 MELBOURNE PEN SHOW  
EXHIBITOR RESERVATION FORM  
Malvern Town Hall Sunday 24 November

Name	
Address	
Telephone	
Email	
Table holder's name	
Extra helper/s name/s	
No. of tables (fees as below)	
Total enclosed or remitted	\$ (Invoices issued on request)

**TABLE DETAILS**

1 x Table: \$85.00.      2 x Tables: \$170.00.      3 x Tables: \$240.00.      4 x Tables: \$320.00.

5 x Tables: \$375.00.00      6 x Tables \$450.00,      7 x Tables: \$490.00,      8 x Tables: \$560.00,

Tables are 1.5 meters long x 700 mm wide. Tablecloths are NOT provided - you may bring your own. Please

let us know at the time of booking if you need single phase electrical supply. It is limited to tables along the walls so you need to commit early. You will need to bring your own extension cables with you.

**CONDITIONS OF BOOKING**

By booking a tables or tables, the table holder ("you") is deemed to accept the following conditions. Please read them carefully:

1. Melbourne Pen Show Inc., ("MPS") its Committee, servants and agents accept no liability for loss or damage that may be caused to your goods displayed or personal property or the property of those assisting you, howsoever arising. You are strongly advised to exercise caution and vigilance in terms of your display of pens and writing accessories and, your personal property whilst at the Show venue. You should fully insure your displayed items and take your own precautions against loss and damage that may arise from theft, breakage or any other event that may arise in relation to displayed items and/or personal property.
2. Claims concerning defective or misrepresented goods made to you by purchasers are your sole responsibility.
3. You agree to indemnify and hold harmless Malvern Town Hall, The Melbourne Pen Show Inc., its Committee and their servants and agents from any loss or damage sustained by your products, yourself, your helpers or any other person in relation to the matters outlined in paragraphs 1, and 2 above. **It is imperative that you have Public Liability Insurance & provide it to us in order to be a participant in the event.** We may be able to assist if required, but please make your arrangements accordingly.
4. The Committee of MPS reserves the right to require you to withdraw any goods from display which are not of a writing or writing-related nature or goods which, in the opinion of the Committee, are unsafe, dangerous or unsuitable.

**PAYMENT DETAILS:**

1. By cheque:

Please mail this completed form together with your cheque for the full amount of your booking to:  
Melbourne Pen Show Inc., Attn: Max Braude, 201 / 256 St Kilda Rd, MELBOURNE VIC 3004

2. By direct credit:

Please mail this completed form to the address above or email it to [skybird@kblcommercial.com.au](mailto:skybird@kblcommercial.com.au). Payment for the full amount of your booking should be made to:  
Melbourne Pen Show Inc - BSB: 063 000 - Account No. 1049 6083