

Exhibitors' Terms & Conditions

SLCC & OVW Joint Event 2020

These Exhibitors' Terms and Conditions should be read carefully prior to making a booking, as confirmation of the booking constitutes acceptance of these Terms and Conditions.

1. Exhibitors' Terms and Conditions: Interpretation

'OVW': The SLCC & OVW Joint Event on the 20th May 2020.

'Exhibitor': any company or person ordering a display stand at OVW.

'Venue': Village Hotel St David's Park, Ewloe

'SLCC': SLCC Enterprises Ltd whose registered office is 8 The Crescent, Taunton, Somerset TA1 4EA. "Us" and "We" shall be read accordingly.

2. Stand Allocation

All bookings for display stands are sold subject to availability and where display space is limited bookings will be accepted on a 'first come first served' basis and exhibitors will be assigned a stand space. To ensure fairness to commercial companies and delegates we aim to showcase a variety of services, therefore stands are limited for each industry type. Once the Exhibitor booking form has been completed and submitted, the Exhibitor is contracted to exhibiting at OVW. Stands will not be provisionally held for Exhibitors. In the unlikely event that the stand layout or allocation needs to be re-arranged, we reserve the right to do so. Setup and dismantle times will be communicated by the SLCC before the event. Any Exhibitor setting up before the communicated time will be asked to dismantle their stand.

3. Payment

The Exhibitor agrees to pay the fee, as detailed in the booking form, in accordance with these Terms and Conditions. All stand prices are subject to VAT. An invoice for the full payment amount inclusive of accommodation will be issued and sent to the Exhibitor 30 days before OVW. Our payment terms are 30 days, therefore full payment should be received before OVW begins. If full payment is not received we reserve the right to retract an Exhibitor's stand and make it available to other potential exhibitors.

We also reserve the right to refuse any Exhibitor stand space, if payment for previous stand space has not been received.

4. Cancellation Policy

In the event that the Exhibitor cancels within six weeks of OVW, the Exhibitor will be liable to pay 50% of the charge. If the Exhibitor cancels within four weeks of OVW, the Exhibitor will be liable to pay 100% of the charge. There will be no refunds after this time.

5. Cancelled/Re-scheduled Event

In the unlikely event that OVW is cancelled or re-scheduled by us, we will use our reasonable endeavours to notify you using the details you provided at the time of ordering.

6. Stand Sharing

Stand sharing is not permitted at OVW.

7. Furniture & Additional Facilities

The Exhibitor stand will include a 4ft, clothed table and some stands will have access to an electrical point. Stands with access to power are limited, and will only be available to Exhibitors who require an electric power supply to promote their product/service e.g. lighting. Access to an electric power point needs to be specified on the relevant area of the booking form. Any Exhibitor who requires access to an electric power supply is required to bring an extension lead. All electrical equipment must hold a valid PAT test certificate. Wi-Fi access is available and is free for Exhibitors. Any Exhibitor with a stand exceeding the allocated stand space will be asked to dismantle and remove the materials exceeding the limit.

8. Exhibitor Leaflets

Exhibitor leaflets must be distributed from the allocated stand. Exhibitors are not permitted to distribute leaflets in the main OVW room.

9. Stand Construction/Dismantle

The Exhibitor will be solely responsible for the setup of their stand. Stand construction and dismantle times will be confirmed nearer the time.

10. Noise

We kindly ask that Exhibitors keep noise to a minimum especially during OVW and during stand construction and dismantling so not to disturb OVW or external visitors to the venue. Depending on the venue, walls between the Exhibitor and OVW areas can be extremely thin, meaning that any noise can disturb the speakers and delegate audience. Exhibitors are not permitted to take part in or listen to the presentations delivered by the speakers.

11. Car Parking

Access to the venue car park will be available free of charge during OVW.

12. Delegate Contact Policy

A list of delegates who have agreed to have their details shared, will be distributed to Exhibitors at least one week before OVW. We ask that this information is only used to send relevant information to the delegates with the opportunity for them to opt out of receiving such communication.

13. Fire Risks and Safety

There are stringent regulations governing the use of materials on site during OVW. Explosives or highly flammable substances may not be exhibited or brought into OVW. All display material must be made from fireproofed materials and cloth materials used in the decoration of stands must be non-flammable. If you have any queries about any materials you plan to use, please contact the venue to discuss these in more detail. You must comply with all relevant statutes, safety announcements and venue regulations whilst attending OVW.

14. Protection of Exhibits

All exhibits must be properly protected so as to avoid danger to any person or persons visiting or taking part in the exhibition or otherwise present at the venue. The Exhibitor agrees to indemnify SLCC Enterprises Ltd against any claim or action on account of any

injury or damage being caused, or occasioned by any exhibit to any person or persons whatsoever.

15. Insurance Liability

The Exhibitor must have or obtain appropriate liability insurance, which includes appropriate event exhibition coverage. The Exhibitor further undertakes that it has its own public liability insurance. SLCC and the venue will not be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for the loss or damage of, or destruction to same, by theft, or fire, or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of SLCC, for any loss or damage occasioned, if by reason of the happenings of any such event, the opening of the exhibition is prevented or postponed, or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the exhibition.

16. Right of Rejection

We reserve the right to prohibit in whole or in part, and reject any Exhibitor or their representative in the case of failure to comply with these Exhibitors' Terms and Conditions. There will be no return of payment if such rejection or prohibition is deemed necessary by us.

17. Photography/Media at Events

SLCC may from time to time photograph/film its events for use in future publicity and marketing materials for the promotion of the organisation. Please note that by attending the event, you are giving your consent for your image to be used on any SLCC promotional material and publications. If you do not wish your photograph to be published, please inform us at the time of making your booking. Please be aware that we do encourage the use of social media at our events and training courses so we do not accept responsibility for other delegates/exhibitors at the event posting photographs to social media or sharing them with third parties.

18. Conduct

Exhibitors are expected to comply with instructions from SLCC Officers and are expected to conduct themselves at all times in a courteous, professional and respectful manner, refraining from language and actions that might bring discredit upon themselves, their communities and the SLCC. Such conduct includes, but is not limited to, actions disrupting the business-like atmosphere, harassment, discrimination, inappropriate language, and activities that endanger self and others. Exhibitors who do not comply with this code of conduct at any event may be removed from said event and barred from attending all future SLCC events.