

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**

**'Conference':** National Conference 2 & 3 November 2022.

**'Exhibitor':** any company or person ordering display stand at the conference.

**'Venue':** Jury's Inn Hinckley Island Hotel, Leicestershire

**'SLCC':** SLCC Enterprises Ltd whose registered office is 8 The Crescent, Taunton, Somerset TA1 4EA. Company registration number 06034481. "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 submitted and accepted by us, the Exhibitor is contracted to exhibiting at the conference. 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. Exhibitors are not permitted to exceed their stand area with promotional collateral or sell products/services outside of their allocated stand area. Any Exhibitor setting up before the communicated time will be asked to dismantle their stand.

### **3. Overnight Accommodation and Networking Dinner booking**

All overnight accommodation bookings and networking dinner bookings must be received via submission of the booking form by the 23<sup>rd</sup> August 2022. Bookings or cancellation after this date will not be accepted. The Exhibitor will be liable to pay 100% of the charge for room cancellations after this date. Please note that changes to accommodation, dinner, personnel or badges three weeks prior to the event will result in a £25 administration charge.

### **4. Deposit**

Please note that a 20% deposit (of the total stand price) is required to be paid in April 2022 to secure the booking. If payment is not made, then the stand booking will be cancelled and the stand resold.

### **5. Payment**

The Exhibitor agrees to pay the stand cost as stated on the Exhibitor booking form. 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 the conference. Our payment terms are 30 days, therefore full payment should be received before the conference 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.

### **6. Cancellation Policy**

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

### **7. Cancelled/Re-scheduled Event**

In the unlikely event that the conference 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.

### **8. Stand Sharing**

Stand sharing is not permitted at the Conference.

### **9. Furniture & Additional Facilities**

The Exhibitor stand will include a 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 at the venue and is not chargeable. Any

Exhibitor with a stand exceeding the allocated stand space will be asked to dismantle and remove the materials exceeding the limit.

### **10. Exhibitor Leaflets**

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

### **11. Stand Construction/Dismantle**

The Exhibitor will be solely responsible for the setup of their stand. If Exhibitor stands are dismantled before the specified dismantle time a charge may be incurred and future exhibitor opportunities jeopardised.

### **12. Noise**

We kindly ask that Exhibitors keep noise to a minimum especially during the conference and during stand construction and dismantling so not to disturb Conference or external visitors to the venue. Depending on the venue, walls between the Exhibitor and conferences 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.

### **13. Car Parking**

Access to the venue car park will be available free of charge during the conference. Exhibitors will have access to a drop-off point to unload their vehicles.

### **14. Name Badges**

We will provide name badges for all Exhibitor representatives on the stand. The name badge must be worn at all times during the conference. Access to the conference venue will not be granted without a proper name badge. We kindly ask that names of all Exhibitor representatives are received 21 days prior to the conference, any addition or amendment to the badges after this date will result in an administration charge.

### **15. 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 the conference. 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.

### 16. Fire Risks and Safety

There are stringent regulations governing the use of materials on site during the conference. All materials used for building, decoration, draping or covering stands must be non-flammable or made non-flammable by impregnation with fireproofing solution in such a way as to comply with the requirements of the Venue owners. 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 the conference.

### 17. 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.

### 18. 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.

### 19. 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.

### 20. 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.

**21. 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.