



Exhibitor Terms & Conditions

Definitions and Interpretation

In these Terms, certain words have specific meanings, as follows:

The term “**Organiser**” refers to UK Conventions Limited.

The term “**Exhibitor**” refers to any person, company or organisation and the staff or agents of any such company or organisation taking stand space at the Organisers Event.

The term “**Event**” refers to a live event operated by or on behalf of the Organiser taking place at any Venue.

The term “**Venue**” refers to Venue Cymru and / or any other area within or around Venue Cymru in which our Event takes place.

The term “**Terms**” refers to these terms and conditions.

The term “**Authorities**” refers to the local authority, fire authority or any other relevant body or person having jurisdiction over the venue or event.

Stand Application, Allocation and Payment

The Exhibitor must apply for a stand by emailing a completed booking form to exhibit@scifiwales.uk. Upon receipt of the email the Organiser will send an invoice for the full amount to the Exhibitor. Payment terms are standard 28 days.

Stands are assigned subject to availability. The Organiser reserves the right at any time to re-arrange the stand layout or allocation and compensation will not be given.

If the Exhibitor fails to pay any sum due in the time and manner agreed herein, the Organiser may in writing require the Exhibitor to forego the stand allocated without the Organiser being under any liability to refund or abate sums paid or due herein.

The costs and package for the stand shall be as outlined in the booking confirmation. The Exhibitor shall be responsible for the settlement of contractors' accounts in respect of items ordered in addition to those supplied in the stand package. The Organiser reserves the right to alter the package under certain circumstances such as where the Exhibitor occupies only part of the stand as drawn on the original stand plan.

All costs are quoted in UK Sterling. Any sums transferred from outside the UK will be payable at the exchange rate applicable on the date of payment. If the Organiser requires the services of a third party to retrieve any overdue sums, the Exhibitor will be fully liable for all legal costs, court costs and professional fees.

Exhibitor Nameplates

Exhibitor nameplates, signs or notice boards will not be allowed outside the stand area allocated, without prior permission.

Opening Hours

Stands must be open for business during the published daily opening hours of the Event and remain open continuously until the published closing times.

Clearance of Exhibits

(a) No stand, exhibits or materials may be removed before the official closing time of the Event. Exhibitors attempting to break down before the close of the Event will be fined £250.

(b) In the event of the Exhibitor failing to clear his / her stand by the prescribed times, a charge shall be made by the Organiser. If the Exhibitor has failed to do such work, the Organiser may arrange for the work to be done and apply a charge thereafter.

Trading Rights

Under no circumstances may the Exhibitor bring the following items into the Venue to sell or trade without prior written permission from the Organiser:

Food or beverages of any nature

Signed merchandise of any special guest in attendance at the Event

Products of an adult or offensive nature

Weapons of any type

The Organiser reserves the right to ask any Exhibitor to remove any items from sale if we have a reason to suspect that those items are boot-legged, pirated or grey-market in origin, or otherwise break UK law about what may be displayed without a license.

No advertising or promotion of any event, company or organisation not connected directly with UK Conventions Limited is allowed at any time without prior written permission from the Organiser.

Exhibitors contravening these rules will be removed from the Event and Venue without refund and no future bookings will be entered into.

Exhibitor Cancellation

In the event of the Exhibitor giving written notice at any time prior to the Event, of his intention to cancel his stand or in the event of his failure to occupy the stand space on the opening of the Event, the Organiser will have absolute discretion to deal with the display space as it thinks fit, without being under any liability to refund or abate any charges paid or due herein except as provided below. Once a stand booking form has been received, any Exhibitor who subsequently decides for any reason to withdraw from the Event or reduce his stand space shall immediately inform the Organiser in writing and shall be liable to pay the following cancellation charges plus any applicable taxes:

Cancellations received after booking - 100% of agreed cost.

In the event of the Exhibitor becoming bankrupt, going into liquidation or being under any appointment of a receiver, the Organiser reserves the right to cancel any stand without being under liability to refund or abate any charges paid or due herein.

Event Cancellation / Change of Date

The Organisers reserve the right at any time to change the date and / or venue of the Event or to cancel it altogether if they deem it necessary by reason of fire, flood, extreme weather conditions, acts of war or violence, malicious damage, explosion, earthquake, strike, civil disturbances, political unrest, riot, labour dispute, power cuts or any other cause beyond the Organiser's control; or if the Organiser for any other reason deems it necessary or advisable. In such cases, the Exhibitor waives any and all claims he might have against the Organiser for refunds, damages or expenses.

In the event that the Event is cancelled by the Organiser for commercial reasons such as lack of support then all sums paid by the Exhibitor for the stand will be refunded. The Exhibitor agrees that under these circumstances he will have no further claims against the Organiser.

Equipment

Any electrical equipment or appliances which the Exhibitor proposes to use for the Event requires a current Portable Appliance Test (P.A.T.) certificate.

All stands, fittings and materials which the Exhibitor proposes to use for the Event must be fire-retardant in accordance with the appropriate legislation.

The Organiser reserves the right to require the Exhibitor to remove anything from its stand which is not appropriately certified or which it deems unsuitable, in its absolute discretion. The Exhibitor will indemnify the Organiser against all actions, costs, claims and demands in respect of any breach of the provisions of this clause.

Dangerous Exhibits

Any Exhibitor proposing to display dangerous items must apply in writing to the Organiser at least 12 weeks prior to the Event. Once permission has been granted the Exhibitor must complete a risk assessment 4 weeks prior to the Event. Please contact the Organiser for further details.

Subletting

No part or whole of any site may be sublet by the Exhibitor without the prior written permission of the Organisers.

Canvassing

Canvassing for orders and the distribution or display of printed materials, except by the Exhibitor on his own stand, is strictly prohibited. If the Exhibitor is in breach of this provision he / she may be asked to surrender the said display / printed materials and the right of expulsion may be exercised.

Disturbances

The Exhibitor must ensure that any sound coming from his stand is kept to a volume that does not cause any annoyance to other Exhibitors. In case of any dispute, the Organiser's decision is final.

Regulations

Exhibitors shall observe and conform to all rules, regulations, orders and bye-laws affecting the use of the Venue and with all requirements of the Authorities.

Insurance and Security

The Exhibitor should ensure that all items on his stand are covered by full and comprehensive insurance and that valuables are locked away at all times. The Organiser cannot accept responsibility for any losses incurred. The Exhibitor is required to hold public liability insurance. The Exhibitor should ensure that if any of the participants are under 16 years of age, they shall comply with statutory requirements in respect of the participation of children in an event.

Limitation on Liability

The Organiser will not be liable for any errors appearing in any literature associated with the event.

Indemnity

The Exhibitor shall defend, indemnify and hold harmless the Organiser from any loss, liability, claim or demand, including reasonable legal fees, made by any third party arising from any cause whatsoever in connection with the participation at the Event by the Exhibitor, his agents, contractors or employees. The Exhibitor should also ensure that it has its own Public Liability insurance, with an Indemnity limit of at least £5,000,000 per claim and such insurance policy must include an 'Indemnity to Principals Clause' including subrogation rights.

Breach of Terms and Conditions

If the Exhibitor / Sponsor is in breach of any of the Terms and Conditions contained herein, the Organiser reserves the right, without notice to the Exhibitor to offer the stand / sponsorship to another company or use it in any manner it deems fit. This shall not be construed as affecting the responsibility of the Exhibitor to pay the full amount specified by the contract. Any dispute or enforcement shall be settled under English Law.