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TERMS AND CONDITIONS

Definitions.

In these Terms and Conditions the term 'Organisers' shall refer to Ab Fab Events Ltd – trading as Abfab Events. 'Exhibitor' shall mean any company, partnership, firm, organisation or individual to whom stand space has been allocated for the purpose of exhibiting, advertising and sponsorship and shall include their employees, contractors, suppliers and agents. The term 'Exhibition' shall mean any exhibition or event run by Abfab Events Ltd and in particular shall mean the event detailed on the Booking Form. The term 'Venue' shall mean any exhibition hall, conference facility, hotel or other such building and in particular shall mean the Venue listed in the Booking Form and anywhere within the precincts of such location under the control of the Organisers for the purposes and duration of the Event. The term 'Contract' shall mean the agreement which is formed by the acceptance of the booking.

Booking Applications.

Bookings must be made on the Booking Form and should be emailed or posted to Abfab Events. On completion and submission of the Booking Form and subsequent notification of acceptance by the Organisers a binding contract arises.

Insurance Cover

The exhibitor must have adequate insurance cover (minimum £1million). Certificates must be available for inspection on request by Abfab Events or the Venue or any other competent authority

One day event insurance can be purchased from our broker at a discount by using the following link <http://www.crawford-davis.co.uk/exhibitoreventinsurance.html>

Payment.

A non-refundable deposit of £50 is due from the exhibitor within 7 days of receipt of invoice. Full payment is due 6 weeks prior to the Event. In the event of an application not being accepted by Abfab Events, any payments received will be returned to the Exhibitor.

Cancellation or Reduction of Stand Space.

If an Exhibitor cancels stand space after an application has been accepted by Abfab Events, they must immediately inform Abfab Events in writing and shall become liable for the following cancellation charges

* 50% of the total value if the cancellation is made up to 1 month prior to the Exhibition;

* 100% of the total value if the cancellation is made up to 1 week prior to the Event

Where an Exhibitor has booked space at more than one Exhibition the cancellation shall only apply to the affected Events. Abfab Events reserves the right to cancel any multiple event discounts.

In the event that Abfab Events cancel an event, the Exhibitor will be offered an alternative venue or a full refund.

General Conditions.

The Exhibitor is responsible for their materials, equipment and other possessions as well as for the supervision of their promotional activities and their employees, contractors, suppliers and agents. Abfab Events' decision must be accepted as final where the requirements for the correct conduct of the Exhibition make an immediate decision necessary. The Exhibitor must comply with any requirements imposed on Abfab Events by the venue, local authority or any other competent authority.

Advertising Matter.

Exhibitors must not canvas or distribute advertising or promotional matter in any part of the Venue, except in the immediate vicinity of their own stands. Exhibitors must withdraw any advertising matter at the Exhibition to which the Organisers may reasonably object to on the grounds of legality, decency or honesty.

Data Protection.

The Exhibitor shall ensure that any personal data as defined by the Data Protection Act 1998 (as amended) ("DPA"), provided by Abfab Events, is processed in accordance with the DPA. The Exhibitor undertakes that any data provided by the Abfab Events or generated in connection with the Event will only be used for the specific purposes outlined and will not be passed on to third parties.

Food Hygiene

Where appropriate, the Exhibitor must hold the appropriate Food Hygiene Certificate. Abfab Events will take no responsibility for any food supplied by the Exhibitor.

Damage to Persons

The Exhibitor will be wholly responsible for any damaged caused to any person or persons by any part of their exhibition stand.

Venue.

Abfab Events reserves the right to change the Venue without prior notification if they deem it to be in the interests of the Event, or for reasons beyond their control. Exhibitors will be offered an exhibition space at the new venue, or a full refund.

Sound Levels

Exhibitors may only play music or sound in general on their stand with permission from Abfab Events, and the volume must be at a level which does not cause annoyance to neighbouring exhibitors. Any request from Abfab Events to reduce the volume must be adhered to immediately.

Occupation of Stand Space.

The Exhibitor, its employees, agents and contractors, may enter the Venue to construct their stand space before the Exhibition at a time to be advised. In the event of an Exhibitor failing to take possession of their allocated stand space within one hour prior to the Exhibition beginning, Abfab Events reserve the right to re-allocate the stand space and all monies paid shall be forfeited. Exhibitors may not remove or dismantle stands or displays until the advertised closing time of the Event unless Abfab Events give express permission to do so.

The Exhibitor shall not share stand space with another business without express permission from Abfab Events.

Damage to Exhibition Hall.

Many of the venues used by Abfab Events are listed buildings, and as such we ask you to adhere to the following at all venues (listed building or otherwise). No nails, screws, bolts or other fixtures may be driven into any part of the Venue, including floors. No tape or sticky substance may be used to attach any article to the walls without permission from the Venue Manager and Abfab Events. Candles, melted candle wax and naked flames are strictly prohibited. Any electrical items which heat up must be used and stored on appropriate fire retardant surfaces (supplied by the Exhibitor). All electrical items must carry a valid PAT test certificate. Nor may any part of the Venue be damaged or disfigured in any way. Should any such damage or disfigurement occur, the Exhibitor responsible shall be directly liable for any reparation charges incurred by the Venue.

In the event of any damage or disfigurement occurring to the Venue, the exhibitor must immediately inform Abfab Events.

Signed

Block Capitals

Business Name

Date