



## Terms & Conditions for Exhibitors

### 1. Definitions

In these terms and conditions “Organisers” means Wool@J13; “ Exhibitor “ means any person, company or organisation and the staff or agents of that company taking a stand; “ Event” means Wool@J13 2017; “Venue” means Bishton Hall Showground

### 2. Contract

- 2.1. Once applications have been considered and where acceptance is confirmed it is deemed that the signed application form is a binding confirmation of the Exhibitor’s commitment to take the space applied for and of the Exhibitor’s acceptance of these booking terms and conditions, including the cancellation policy.
- 2.2. Closing date for entries to Wool@J13 is as stated on the application form. Confirmation, or otherwise, of places, will be sent out in the week following the closing date, together with invoices. Payment in full must be made by return. Failure to pay in full within the week will result in the loss of the Exhibitor’s stand.
- 2.3. The Organisers reserve the right to refuse any application made, whether received prior to the closing date for entries or not.
- 2.4. The Exhibitor accepts the prices and terms set out on the application form
- 2.5. The Exhibitor accepts all requirements contained in these terms and conditions
- 2.6. The Exhibitor accepts all regulations laid down by the local authority applicable to the Event and Venue and all regulations laid down by the Organisers including, but not limited to, security, health and safety, fire procedures and in general all current Health & Safety regulations.

### 3. Exhibition floor plan

- 3.1. The Organisers reserve the right to alter the floor plan at the Venue at any time up to and including the arrival of the Exhibitors.
- 3.2. The Exhibitors’ displays and stock must stay within the boundaries of their stand and must not spread into walkways.

### 4. Health and Safety

- 4.1. It is the Exhibitor’s responsibility to ensure that their staff abide with all current Health and Safety regulations and it is their responsibility to be responsible for health and safety on their stand during the event.
- 4.2. Prior to the show please ensure you have carried out a risk assessment for your stand and have a copy available to produce to the Wool@J13 team or any of their representatives.

### 5. Insurance/security

- 5.1. Each exhibitor is responsible for the security and insurance of their own stand and contents. Wool@J13, through Bishton Hall, will provide overnight security on the Friday and Saturday nights
  - 5.2. Each exhibitor must provide evidence of public liability insurance, if asked for by any of the Wool@J13 team or their representatives. This cover must be a minimum of £2 million.
6. **Setting up and breaking down**
  - 6.1. Access to the Venue for setting up will be from 10am to 8pm on Friday
  - 6.2. The dismantling of the stands or removal of any items from them must not commence until the show closes at 4.30pm on the Sunday. Everything must be clear by 8pm.
7. **Identification**
  - 7.1. All exhibitors and their staff must wear the identification badges which will be issued at the time of registration.
  - 7.2. Passes are not transferrable.
8. **Payment terms**
  - 8.1. Payment is due on receipt of the invoice and in any event no later than **the week following receipt of the invoice**
  - 8.2. The Organisers reserve the right to re-allocate exhibition space if payment in full is not received in the above time.
9. **Cancellation by the Exhibitor**
  - 9.1. In the event an exhibitor wishes to cancel a booking, reimbursement of fees paid will as follows:  
Cancellation two months prior to the show, 50% refund will be given  
Cancellation WITHIN two months prior to the show, no refund will be given
  - 9.2. The refund relates to fees paid for stand space. Any payment received for hire of tables or chairs will be refunded in full at whatever time of cancellation.
10. **Force majeure**
  - 10.1. If the Event is abandoned, cancelled, or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock out, civil disturbance, inevitable accident, the non-availability of the venue, royal mourning or any other cause not within the control of the Organisers, the Organisers may at their discretion repay the space fees and charges for hire of furniture paid by the exhibitor, or part thereof, but shall be under no obligation to do so. The Organisers shall be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as a result of the happening of such an event.
11. **General**
  - 11.1. Each exhibitor shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.