



Exhibition Space booking - Terms and Conditions

In these terms and conditions:

Definitions:

“Organiser(s)” means Meet the Manufacturer Ltd., of registered address 21, Bedford Square, London WC1B 3HH ; “Event” means Make it British Live!

“Exhibitor” means any person, company or organisation, and the staff or agents of that company taking display space; “Venue” means The Business Design Centre, London. N1.

1. Contract:

1.1 A completed booking form must be submitted for all bookings. Bookings will not be accepted from agents or third parties. Completion of the booking contract is binding confirmation of your company’s commitment to take the space booked and of your acceptance of these booking terms and conditions including the cancellation policy.

1.2 Should the organisers agree to hold a provisional space booking, the organisers reserve the right to sell that space to another exhibitor should the first enquirer be unable to confirm their booking on request.

1.3 By submitting the exhibition space booking form the exhibitor accepts without reservation the following:

1.3.1 the terms of the exhibition space contract;

1.3.2 all regulations contained in these terms and conditions, the exhibitors’ manual and any reasonable instructions subsequently issued by the organisers;

1.3.3 all regulations laid down by any local authority applicable to the event;

1.3.4 all regulations laid down by the venue including but not limited to security, health and safety, fire and traffic; 1.3.5 all current Health & Safety regulations.

2. Exhibition floorplan

2.1 The organisers reserve the right to alter the layout of the exhibition space, or the venue, at any time and in any respect.

2.2 Display space will be allocated to exhibitors, unless otherwise agreed in writing between the parties by the organisers. Requests for location will be taken into account where possible but cannot be guaranteed.

2.3 Exhibition displays must stay within the allocated floorspace at all times.

3. Health & Safety

3.1 It is the responsibility of the exhibitor to ensure that his staff and any supplier/contractor working on his behalf are familiar with and abide by all current UK and European health and safety regulations. The exhibitor is responsible for the health and safety of his stand during installation, use and dismantling.

3.2 In order to create and maintain a safe environment at all times, all exhibitors and contractors must abide by reasonable instructions from the organisers and/or the venue.

4. Security/ Insurance

4.1 Each exhibitor is responsible for the security and insurance of his own display and its contents at all times.

4.2 The exhibitor agrees he has made provision for adequate insurance, inclusive of Public Liability and Employer cover.

5. Installation and Dismantle

5.1 No items may be installed, removed or display breakdown commenced before the official allocated times or before the closing time of the exhibition.

5.2 Any exhibitor failing to vacate the venue, his stand and removing all items by the prescribed times will be held liable to pay any penalties that may be imposed by the venue.

5.3 The exhibitor accepts full liability of any charges arising from parking at the venue, unless notified in writing prior by the organiser and any consequence by the venue to remove unlawfully parked vehicles.

6. Staff identification

6.1 All exhibitor staff must wear the identification badges as issued by the organiser at all times.

7. Space Displays

7.1 All materials and stand fittings must be non-flammable or impregnated with fire-proofing solution in a way as to comply with all current safety requirements and requirements as specified by the venue and local authority.

8. Damage

8.1 Exhibitors shall not cause any damage to the venue and/or other exhibits, displays or structures and shall make good any such damage at their own expense.

9. Utilities

9.1 The organiser has made provision for additional utilities where appropriate and at additional charge. Unless previously ordered at the agreed fee, the exhibitor accepts full responsibility for:

9.1.1 Clearance, cleaning and the removal of all waste from their exhibit space at all times. The organiser will not issue any waste bags or authorise usage of the dedicated commercial waste bins installed for the event. Exhibitors found using such without prior agreement may be subject to a fine of £100.00 (one hundred pounds).

9.1.2 Any additional charges arising from the use of their own electrical equipment.

10. Payment terms

10.1 An initial deposit equivalent to 25% of total order value is payable upon booking. A second instalment equivalent to 50% of order, must be received by 31st September 2019 and balance instalment of 25% by 31st January 2020.

10.2 The Organiser at its own discretion retains the right to re-sale any space reserved if payments by the due date are not received. Any exhibitor not having made payment in full at least 28 days prior to the exhibition start date will not be permitted to exhibit.

11. Cooling-off period

11.1 Exhibitors have 28 days from the date of signing the contract to cancel their booking in writing provided it is no later than 120 days prior to the show.

12. Cancellation by the exhibitor

12.1 All cancellations must be submitted in writing to the organisers Meet the Manufacturer Ltd via email to events@makeitbritish.co.uk or to the organisers address at 178a Sandy Lane, Cheam, Surrey. SM2 7EU

12.2 In the event that an exhibitor wishes to cancel his space booking, or fails to meet any of the payment obligations (whether as to the amount or dates of payments), then the organisers reserve the right to apply cancellation charges and to re-sell the space.

12.3 The following cancellation charges apply:

Cancellation more than 180 days before the show commences - 50% of total order cost.

Cancellation less than 180 days but more than 90 days before the show commences - 80% of total order cost.

Cancellation less than 90 days before the show commences - 100% of total order cost.

12.4 Cancellations within the agreed cooling-off period as outlined in 11.1 will receive a full refund.

13. Bankruptcy or liquidation

13.1 In the event of an exhibitor becoming bankrupt or insolvent or entering into liquidation or having a receiver, administrator or trustee appointed over any of its assets, the organisers shall be at liberty to terminate forthwith the contract with the exhibitor and the terms and conditions relating to cancellation of space set out in clause 12.2 shall apply.

14. Force majeure

14.1 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 or any other cause not within the control of the organisers, the organisers may at their entire discretion, repay the space rental 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 the result of the happening of such an event.

14.2 It is recommended that exhibitors take out appropriate insurance against cancellation.

14.3 Any exhibitor approaching the Organiser's recommended insurers Hiscox Insurance Company Ltd accepts full responsibility in assessing any risk requirement; and full liability for any subsequent order and/or policy terms agreed with this third party supplier.

15. Nuisance and Prohibited Activities

15.1 Many of the areas adjacent to the venue are residential and/or supply other function venues. The exhibitor must ensure that no noise nuisance, or any other type of nuisance or disruption whatsoever (together referred to as "Nuisance") is caused to residents or businesses in the area surrounding the venue.

15.2 The exhibitor agrees to conform to all unloading, loading and parking restrictions as specified by the Organisers.

15.3 Illegal or immoral activities must not be carried out by the exhibitor, its agents, officers or subcontractors 14.4 Activities involving danger to the public or exhibition visitors must not be carried out by the exhibitor.

16. General

16.1 Each exhibitor shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.

16.2 The contract is personal to the parties and may not be assigned to any other party.

16.3 Any notice required or permitted to be given by one party to the other shall be addressed in writing to the other at its registered office; principal place of business or such other address as may at the relevant time have been notified to the party giving the notice.

16.4 No waiver by the organiser of any breach of the contract by the exhibitor shall be considered as a waiver of any subsequent breach of the same or any other provision.

16.5 The parties will attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with the contract.

16.6 The organiser may change these Conditions from time to time. Any orders made site shall be deemed to constitute acceptance of such changes.

16.7 If any provision of these conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these conditions and the remainder of the provision in question shall not be affected.

16.8 The contract shall be governed by the laws of England.