



## **Terms & Conditions**

**On booking a space to exhibit at the Kids Activity Expo, you agree to our terms and conditions as set out below.**

### **1. EXHIBITOR BOOKINGS**

Bookings made by phone, email or face to face are deemed as a provisional booking and an exhibition space reserved.

- i. Upon booking by whichever method, a contract will be formed between the Organiser and the Exhibitor to which these terms & conditions shall apply
- ii. Until payment has been received your booking is not confirmed. Please see 2. for payment terms, or refer to your invoice
- iii. The Exhibitor shall not assign, sublet, or apportion the whole, or any part of the space assigned, or have representatives, equipment, or materials from firms other than its own in the Exhibit Space. Only one company shall be considered as the Exhibitor; any other company or unity in the Exhibit Space shall be considered a subsidiary or affiliate and additional costs will be incurred.
- iiii. Exhibitor packages (super saver and premium) come with an advert in the Yellow Advertiser event guide. The package is split, with £40 +VAT payable to the Yellow Advertiser, and the remainder of the package price to the Kids Activity Expo. You are liable for the cost of the advert, whether or not you decide to use it.

**2. PAYMENTS** When a booking has been made, an invoice will be issued and is payable on receipt to confirm booking.

If the invoice has not been paid by 4 weeks of the booking, the organiser has the right to re-allocate your booking.

### **3. ALLOCATION OF AND USE STAND SPACE/AREA**

Spaces will be allocated as and when cleared payment has been received. Air-conditioning or heating inside the venue is not part of the exhibitor package and its use cannot be guaranteed. Internet logins can be requested from the Havering College (Venue), but is not guaranteed. If food supplies are being sold it is the responsibility of the exhibitor to bring along appropriate refrigeration. Use of power points are subject to location of your stand and if requested at least four weeks before the exhibition date. Any licensed characters that are being portrayed or used/dressed up as, are under your responsibility. If any such licensees decide to challenge or sue for the use of the within the exhibition, the responsibility is yours and NOT the Exhibition. If you are bringing along outdoor equipment which is subject to weather use, and you are not able to bring it or continue it's use you must advise the exhibitor asap. If customers who have pre-paid for these activities, or paid on the day with only partial use, and demand a refund this is your responsibility. If you are providing an alternative source of entertainment, it is your responsibility to inform the customers.

#### **4. CANCELLATIONS OF EXHIBITION SPACE**

If you cancel your exhibitor booking for any reason, no refunds will be given, although the organiser may transfer your booking to another event at their discretion.

**5. PROMOTION OF EVENT** The Organiser shall organise and promote the Exhibition in such manner as it considers appropriate and reserves the right at any time to amend or vary the manner or methods of such organisation and promotion.

The Exhibitor acknowledges that the Organiser shall not be held responsible for the failure of all, or any other contracted exhibitors to attend the exhibition or the failure of any number of attendees to attend the Exhibition for any reason beyond the control of the Organiser.

**6. POSTPONEMENT OR ABANDONEMENT** The Organiser at any time and without prior notification, may change the location of the venue, the date, and/or the opening and closing times of the Exhibition. The Exhibitor shall not have any claim against the Organiser in respect of any loss or damage whatsoever consequent upon the Exhibition failing to be held for any reason outside the Organiser's control or the Exhibition venue being or becoming wholly, or partially unavailable for the holding of the Exhibition for any reason.

If by rearranging the venue, the timescales of the Exhibition, the size or location of the stands, postponing the Exhibition or by doing any other reasonable thing meaning the Exhibition can't be held, the contract for space shall be binding save that it shall be deemed to be varied to allow for the necessary change in venue, dates or period of the Exhibition, stand size, location or otherwise.