



## **EXHIBITORS TERMS AND CONDITIONS 2020**

1. In the interests of fairness it is not permitted for an Exhibitor to sub-let stand space or show time, nor display products from different business areas than that booked, nor will they distribute advertisements from businesses not at the show except with prior written consent from the Enosis Events.
2. Exhibitors will adhere to all Health & Safety requirements set out below.
3. Enosis Events reserve the right to restrict the display, demonstration or the running of mechanical or other item that they deem to be a danger to any person or of annoyance to other Exhibitors.
4. All Exhibitors must be in place and set up at least 30 minutes prior to event opening. 30 minutes prior to opening any vacant display area may be reallocated to other Exhibitors and will be lost to the booking party with no refund offered. Exhibitors will not dismantle their display prior to 5 minutes before the shows closure without the prior consent of the organisers. Any Exhibitors doing this will not be invited to subsequent shows and forfeit any bookings at future events without refund. The venue will remain open for at least 1 hour after the event by which time all Exhibitors must have cleared their display area.
5. Display banners must be located to the rear of the allocated table space to prevent impairment on other Exhibitors and for Health & Safety reasons. Attaching materials to the walls is prohibited.
6. The burning of candles or any substance is prohibited.
7. Exhibitors must ensure they have adequate insurance cover for their exhibited goods and people accompanying or working for them for the duration of the event. Exhibitors insurance must include public liability of at least £1 million.
8. Enosis Events will not be responsible for the loss, damage or theft of any Exhibitors goods, products or other items brought to the show. Exhibitors are responsible for any injury to third parties or damage to third party property.
9. If the show is cancelled for any reason, whether that be inside or outside the control of Enosis Events, Enosis Events will not be liable for any costs or losses incurred by the Exhibitor. In addition to this, 100% of the total fee paid / owed for the event by the Exhibitor will be taken towards pre-advertising and administrative costs should a cancellation take place. This clause includes, but is not limited to, cancellation due to weather related issues. Any decision to cancel an event by Enosis Events shall be deemed to be the correct decision (weather related or otherwise). It is the Exhibitors responsibility to obtain their own event cancellation insurance and such insurance is advisable.
10. For higher priced events Exhibitors may be offered to pay a non-refundable non-transferable deposit.
11. The balance due date or payment schedule will be agreed on an individual basis at the time that the deposit is paid. Full payment needs to be completed no less than 2

months in advance of the show date. Enosis Events will send at least 2 reminder email notifications stipulating that the balance is due. One will be at least 7 days before the due date and one on the due date. If the balance is not paid by the agreed date, the display area may be offered elsewhere, and the deposit will not be refunded.

12. If an Exhibitor cancels their stand, all fees paid will be forfeited.
13. Fees are non-refundable and non-transferable.
14. Any bookings made within 2 months of the show date must be paid for in full and will be subject to the conditions outlined in 11 above.
15. Enosis Events do not offer refunds post-event should the attendance level be deemed not to meet Exhibitors expectations.
16. Any Exhibitor, or people accompanying or working for them display violence or aggressive behaviour, in person, or online towards Enosis Events, will be removed from the event. In addition to this the Exhibitor will also forfeit any future bookings, payments made for them, and be removed from our database.
17. Payment for a printed advert must be paid at the time of booking and artwork supplied at least 2 months prior to the event.
18. If artwork is ordered from Enosis Events, you will be allowed up to 1 layout change, this is limited by our external designers.
19. Exhibitors booking within 28 days of the show date accept that there can be no guarantee their details will be included within any printed brochure, if one is due to be published though every effort will be made to do so.
20. Notwithstanding any of these rules Exhibitors will comply with all relevant regulations or reasonable instructions issued by the police, local authority, or officials of Enosis Events.

## **HEALTH AND SAFETY REQUIREMENTS**

**Enosis Events is committed to all events being as safe and risk free an environment as is reasonably possible for all attendees be they Exhibitors, employees, contractors, visitors or members of the public.**

In pursuance of this Enosis Events requires that you and the people who accompany you comply with the following as a condition of booking whilst you are in attendance

1. The Exhibitor will take full responsibility to supply, wear and use any protective equipment (or anything else required or provided) in the interest of Health & Safety in pursuance of any relevant statutory provisions and will ensure any people accompanying or working with or for them do likewise.
2. The Exhibitor will take full responsibility to ensure that all equipment, apparatus and other items brought to or used at the show are safe and without risk to Health & Safety and have been maintained to a standard that will not constitute an offence under any relevant statutory provisions.
3. The Exhibitor will take full responsibility to ensure that they will conform, in all respects, to their legal duties and responsibilities as laid down by the Health & Safety At Work Act of 1974 and any other relevant statutory provisions and will ensure any people accompanying or working with or for them do likewise.
4. Enosis Events will retain the right to stop any operation, erection of equipment or the action of any Exhibitor or people accompanying or working with or for them if it is considered there is a hazard to the safety of any persons. Enosis Events will not accept any responsibility for any costs incurred out of such action.

5. If you are an Exhibitor who provides food and or drink, you must adhere to the food standards agency rules and have proper health and safety certification available to present to relevant agencies if necessary. You must also be registered as a food business with your relevant local licensing team.

**The Exhibitor will ensure that -**

- Emergency exits and gangways will be kept clear at all times
- They and any people accompanying or working with or for them understand the Fire & Emergency procedures and know the location of First Aid posts
- Any accident must be reported to a First Aid Post
- They and any people accompanying or working with or for them are aware of their Health & Safety responsibilities
- They and any people accompanying or working with or for them are trained to ensure safe working practices are adhered to at all times.
- Good housekeeping is maintained in all areas, minimising hazards.
- Any portable power equipment is suitable and only used for the purpose for which it was designed, with safety guards and devices fitted and used. Power leads must be kept to a minimum and not cross gangways. A current test/inspection certificate must accompany all such equipment.
- That only acceptable substances are brought on site and full compliance with the Control of Substances Hazardous to Health (COSHH) regulation is required.

(This is not an exhaustive or prescriptive list)

**Exhibitors are responsible for their actions and those of any people accompanying or working with or for them as well as for any items brought or used by them so should consider and risk-assess their individual Health and Safety needs and put in place appropriate measures to ensure the safety of all persons at the event.**

**Enosis Events will not accept liability for any incident arising from negligence by Exhibitors.**