

LIVE PROMOTIONS EVENTS LTD.

Show Rules and Conditions

It is understood that in signing for and purchasing trade space at the event detailed overleaf that the show rules and conditions will be adhered to. The event of overleaf is being organised by Live Promotions Events Ltd., subsequently referred to in these rules and conditions as the Event Organisers.

1. **Deposit.** All bookings must be accompanied with this payment which is non-refundable, together with a current company letterhead. No stand is confirmed without this.
2. **Payment** must be made as per instructions on the booking form. All Exhibitors must book in at the Organisers office before proceeding to trade space allocated should this be applicable. Any additional banking fees incurred during payment are chargeable in full to the clients.
3. **The sub-letting** of all or part of a stand by an Exhibitor is expressly forbidden unless authorised by the Event Organisers in writing prior to the event.
4. **Description of goods.** The application form for space must contain an accurate description of goods to be exhibited or sold. Only items of this description will be allowed. **Food stuffs / drinks & alcohol may not be sold or supplied** from a stand without written permission from the Event Organisers. Tender forms for catering concessions are available by request.
- 4a. **Logo Merchandise.** Under no circumstances will any exhibitor be allowed to sell any merchandise featuring the event without written permission from the show organisers.
- 4b. The use of radio microphones is strictly prohibited unless written permission is given stating frequency allowed.
5. **Security.** Although both day and night security will be supplied by the Event Organisers from the day prior until the morning after the event, trade stand holders are responsible for the safe keeping of all goods or items on their stands. The Event Organisers will not be responsible in any way for the loss or damage to Exhibitors property whilst it is on the Showground.
6. **Insurance.** Exhibitors / Sponsors are required to take out the necessary insurance against fire and all other risks including third party claims. The Exhibitor must also indemnify the Event Organisers against all claims, damages or expense whatsoever in any way arising out of his attendance or his exhibits on the event site. The completed booking form for a trade stand shall be deemed as confirmation by the Exhibitor that the necessary insurance cover has been obtained, and the Exhibitor agrees to indemnify the Event Organisers, their staff and their agents against all and any claims which may arise.
7. **Fire Safety.** Exhibitors must familiarise themselves with fire precautions and are required to provide their own 9kg powder fire extinguisher. The Event Organisers reserve the right of inspection by the Fire Safety Officer of all stands and equipment and further to order the use of such equipment or appliances to be discontinued should they contravene fire and safety regulations.
8. **Promotional Material** The distribution of leaflets, posters or other billing materials outside the confines of the stand is forbidden at the venue except by written permission from the Event Organisers.
9. The Event Organisers reserve the right to refuse admission or change the site plan at their discretion. The Event Organisers also reserve the right to refuse an application for exhibition space.
10. **Car Parking.** All vehicles must be parked in the official exhibitors car park unless they form an integral part of the trade stand.
11. **Stand Cleaning.** Exhibitors are responsible for the cleanliness of their stands and all rubbish must be removed daily to the bins situated on site. Adequate litter bins must be provided by exhibitors on their stands, should they produce a high volume of litter.
12. **Electricity.** All electrical supplies requested by an exhibitor to be supplied by the Showground Contractor will be "switched on" on the day prior to the event, or earlier only by arrangement. A location plan for all sockets should be supplied to the Event Organisers no later than 21 days prior to the event. Where no plan is provided, the contractors will position the socket at their discretion. Full copy of terms and conditions available on request. If not pre-booked at least 7 days prior to the show, a surcharge of 25% is applicable to electricity supplies. Electricity supplies may not be available to all stands - this is to the discretion of the electrical contractors.

Where an exhibitor provides their own electrical supply, generators should be fit for purpose, powered by either diesel or LPG. They should have suitable earthing arrangement by either spike or earthing plate. The organisers reserve the right to prevent use of an electrical system which is not installed in accordance with current regulations. Generators can only be used for outdoor Exhibits.

Exhibitors electrical equipment should carry a current Portable Appliance Testing (PAT) label, which should be available for inspection at the event.
13. **Cancellation.** No refunds will be made should the event be cancelled due to reasons beyond the control of the Event Organisers. Any trade stand cancellation should be made in writing. Cancellation received within 2 weeks of the event date will require FULL payment and will be non refundable.
14. **Health & Safety.** It is a legal requirement that every trader should provide a meaningful risk assessment outlining their activities and methods employed to control any hazards and risks. The risk assessment should be submitted at the point of booking.
15. **Halls.** The organiser reserves the right to alter the Halls layout or close areas should they deem it reasonably necessary in the interests of the show. The organiser reserves the right to remove from stands or the Halls at the risk and expense of the Exhibitor and exhibit, fitting or machinery or other goods of the Exhibitor which the Exhibitor fails to remove in accordance with, or which do not comply in all respects with our rules and regulations.
16. At all times from entering upon the showground you will ensure that your exhibition, equipment, vehicles and all or any other property is in a condition that is safe for all persons and who may reasonably and foreseeably come into contact with or be affected by it that you, your servants and agents conform to all statutory and local conditions, directions and advices of any whatsoever, wheresoever and to whomsoever. All goods or services sold at the show should conform to current trading standards legislation.
18. When paying by credit/debit card, full payment will be taken UNLESS OTHERWISE INSTRUCTED.
19. Any discrepancies regarding trade space, electricity or water supplies are to be reported to Live Promotions events staff at the show - no correspondence will be entered into without this prior notice.