

## TERMS AND CONDITIONS OF BOOKING EVENTS

1. The Stall Holder is required to make full payment to the Organiser (Owl Events and Marketing) in respect of the stand space. Until full funds have been received by the Organiser they shall be under no obligation to reserve any space.
2. The Event will be open to visitors on the dates and times as stated on the Enquiry Form when tables must not be covered or left unattended.
3. The position occupied by the Stall Holder will be determined by the Organiser and the Organiser reserves the right to make any alterations. The Organiser shall be entitled to for any reason vary the general layout of any particular stand even if already allotted.
4. The Stall Holder may not sublet or share occupation of the space allocated to them.
5. Should it be necessary to abandon the Event for any reason the Organiser undertakes to refund Stall Holders any payments made by them to the Organiser less reasonable expenses which shall be determined by the Organiser.
6. The Organiser reserves the right without reason to refuse an application for space and any monies paid shall be refunded less such reasonable expenses determined by the Organiser.
7. No Stall Holder shall not obstruct or allow to be obstructed gangways or walkways.
8. Stall Holders should in their own interest arrange for their stalls to be adequately staffed during the opening times as stated above.
9. Any unpacking, empty cases, boxes, wrappings etc must be removed from the event during opening times.
10. Stall Holders must ensure that they and their stand staff are aware of the nearest extinguisher and fire exit.
11. Any sale transactions made between the Stall Holder and any buyer are solely between these two parties. The Organiser and the venue are not in any part responsible or associated with these sales.
12. Stall Holders undertake to act in accordance with the law, and indemnify the Organisers in relation to advice given and/or claims made in connection with any product, goods or service. All stall holders shall comply with the requirements of the appropriate venue, local and statutory safety regulations including environmental health, fire, trading standards and Health and Safety.
13. It is preferred that the Stall Holder provides the Organiser with a copy of their Public Liability Insurance.
14. The Organiser is not responsible for any personal injury incurred by the Stall Holder, his servant or agents (weather by the act of neglect of the Organiser or agents or his servant or not). Should the Event from any cause not be held or curtailed, no Stall Holders shall have any claim on the Organiser or their officers, employees agents or representatives for loss, damage, interest or compensation, whatsoever or howsoever arising, including consequential and any economic loss.
15. Security of the stand will be the sole responsibility of the Stall Holder and the Organisers will not accept responsibility for damage or loss by theft, fire, accident or any other cause whatsoever in connection with any property introduced by the Stall Holder. Stall Holders should therefore in their own interest effect their own full value insurance against all risks.
16. The Organiser recommends that nothing valuable is left unattended in the overnight. The Stall Holder needs to assess the risk and make their own judgement if leaving products overnight. All items left at the premises are at the Stall Holders own risk.
17. Should the Stall Holder wish to cancel their place, notification must be provided to the Organiser in writing and the following charges will apply: 12 – 16 weeks before the event 50%, less than 12 weeks no refund.
18. If an electrical supply is required, all electrical items used must be “CE” marked and have been PAT tested.
19. Any rubbish should be removed and disposed of by the Stall Holder.
20. Printing is supplied by a 3<sup>rd</sup> party and your contract is directly with them. Owl Events and Marketing take no responsibility whatsoever.
21. No writing, stapling, gluing or sticking on the walls, stalls or marquee is permitted.
22. If a Stall Holder has booked and paid for consecutive dates and does not turn up the Organiser will attempt to re-let the space.