

## TERMS AND CONDITIONS INCARNATION BRIGHTON 2015

**Important: This document must be signed and returned to the organisers and forms part of the agreement**

1. Any exhibitor having to cancel stand space must notify the organisers in writing as soon as possible. No refunds will be made for cancellation notifications less than 6 weeks prior to the event
2. Sub-letting of stand space is prohibited. Any Exhibitor wishing to 'share' must obtain permission from the organisers in advance, and name all parties involved.
3. No form of advertising material may be displayed or distributed anywhere at the event other than on the exhibitor stand.
4. **All exhibitors will have access between 6.00am - 8.00am. Late arrival will result in non admittance. Upon arrival at the venue, exhibitors will be directed to their allocated space, exhibitors stands must be completed by 8.45am.**
5. All vehicles not part of the display must be moved to exhibitor's parking area as assigned.
6. Stands must be kept tidy and all rubbish deposited in the bins provided.
7. Only stated merchandise in accordance with the nature of business stated (see below) may be displayed/sold. The organiser's decision as to what is relevant in this respect is final.
8. All equipment, display/sale items, vehicles, tents etc., must be kept within the exhibitor's allocated space.
9. No selling is allowed from Club stands, other than Club regalia, membership, Club events etc. Failure to comply will result in the Club being asked to vacate the site.
10. No food or drink to be sold from exhibitor stands.
11. No P.A. or loud music is allowed on any stand.
12. Silent generators are allowed on site but only by prior arrangement with the event organiser. All generators must be earthed and will be inspected by the site electrician prior to any use.
13. Exhibitors are required to provide one or more fire extinguishers of an appropriate type on their stand. Extinguishers must have been tested within the last 12 months and be clearly visible, easily available and in working order.
14. No open fire or barbecue equipment is allowed on exhibitor stands.
15. Stands may have for their own use, cylinders of gas, but must ensure satisfactory operation and storage as per documents 102763 06/09 and 1027630 06/09 'Using Calor Gas Safely', published by the SHE Department (**SAFETY, HEALTH and ENVIROMENT**).
16. All gas supplies and inflammable materials must be kept secured to avoid theft or mis-use.
17. Security: There will be Marshals on site throughout the event, but security of stand/equipment/merchandise remains the responsibility of proprietor.
18. All exhibitors are responsible for any damage or injury to persons or property caused by their stand/display, or any act or omission by them, their staff or contractors.
19. Dogs or other pets are not allowed.
20. Prior written permission from the organisers must be obtained before raffle tickets are sold.
21. The organisers reserve the right to refuse access/admission to the event at their absolute discretion.
22. The organisers reserve the right to eject anyone from the event who acts in a manner detrimental to the safety or enjoyment of others or fails to comply with Health and Safety Requirements.
23. In the event of an emergency requiring evacuation of the site/event, please read and note the Evacuation Plan which will be provided.
24. Stand holders are vicariously responsible for all staff and or persons they have working with them during the event.
25. Exhibitor stands, displays, equipment, structures and vehicles must comply with regulations relating to Health, Safety and Fire. All such will be inspected for compliance.
26. **Copy of Exhibitor Public Liability insurance must be forwarded when returning signed Terms and Conditions.**

**I have read and understand the Terms and Conditions on this document.**

**I will display on my stand, at all times, the Emergency Evacuation plan.**

Signature ..... Name (Please print) .....

Company/Club Name (Please print).....

Position Held .....

Nature of Business (Please print) .....

Contact Phone ..... Contact E-Mail .....

Date .....

**Event: InCarNation Brighton**