



## EXHIBITOR TERMS & CONDITIONS

When booking a space to exhibit at the Quirky Wedding Fayre, you agree to be bound by these terms and conditions. Should you have any questions around this document please contact us on [lily@quirkyweddingfayre.co.uk](mailto:lily@quirkyweddingfayre.co.uk)

### APPLICATIONS

Applications to exhibit at one of our fayres must be made via our electronic booking form on the website at [www.quirkyweddingfayre.co.uk](http://www.quirkyweddingfayre.co.uk)

Exhibitors will be chosen based on their suitability to attend and the requirement of offering something unique. We reserve the right to accept or refuse any application without reason.

### STAND SPACE ALLOCATION

Allocation of stand space will be made by the organiser of the fayre, taking into account the requirements of each exhibitor. If you have a special request regarding space please let us know at the time of booking. You will be informed of your stand number and its location prior to the event.

If you have any concerns regarding your stand allocation please speak to the event manager in charge on the day of the event. We may not be able to accommodate changes for logistical reasons and we reserve the right to refuse a request for a change of location. Self-Contained Units and Vehicles will always be situated outdoors and will need to be prepared for adverse weather conditions. We cannot move these stands to an indoor location in the event of wet or windy weather.

### PAYMENT

Payment will be requested via an electronic invoice and payment should be made in full following the instructions in your invoice. If you have any issues with this method of payment please contact us.

Only once payment has been received will your space be reserved. All payments must be made in full and we do not accept deposits.

### PAYMENT LIABILITY

At the time of application, all exhibitors must confirm acceptance of these terms and conditions and accept that they understand they are booking a space and are liable for the payment of their stand. From the moment the application is submitted you enter into a legally binding contract to be liable for the payment of your stand. Should you decide you no longer wish to exhibit, you will be bound by our usual cancellation and refund terms below, even if you haven't paid for your stand yet. Interest in line with the current Bank of England interest rate as well as late payment compensation, calculated by our legal advisors, will be added for every day the invoice remains unpaid. Every stand that remains unpaid and is

cancelled last minute is a stand that could have been sold to another business and loss of time, money and resources to Quirky Weddings in processing your stand booking.

### **CANCELLATION AND REFUNDS**

Should an exhibitor wish to cancel their booking, they must inform the organiser via email or post as soon as possible. Cancellations made 30 days before the event will receive a 50% refund. Cancellations made after 30 days prior to the event will not receive a refund.

We reserve the right to cancel a booking and give a refund without reason.

The organiser may cancel any booking at any time if:

- The exhibitor breaches these terms and conditions
- The exhibitor closes their business
- The organiser has reasonable cause to cancel the event based on circumstances out of their control
- The exhibitor's conduct either in person, electronically or on social media is considered by the organiser discriminatory, unlawful or damaging to the reputation of the Quirky Wedding Fayre brand, the organiser and/or Lily Jones Events.

Any exhibitor that exhibits rude, intimidating or discriminatory behaviour or is under the influence of intoxicating substances will be asked to leave the premises with no refund.

### **TIMEKEEPING**

All exhibitors must occupy their space at least 30 minutes before the advertised start time of the fayre. Any space which is unoccupied at this time will be dealt with accordingly by the organiser including reallocation.

### **EXTERNAL PROMOTION**

Exhibitors are not permitted to promote any other event at the fayre which is contrary to the fayre they have booked into.

Exhibitors are not permitted to promote any other business that is not the main business they have listed on their booking application without prior permission from the organiser. This is including but not limited to leaflet distribution. Anyone doing so may be asked to leave without a refund.

### **ALCOHOL AND FOOD PRODUCTS**

Exhibitors may not bring in their own alcohol for consumption or serving to attendees without written agreement from the organiser.

Exhibitors offering products and services within the food industry must be registered with their local Environmental Health Department and hold the relevant certificates. You may be asked to show proof of these certificates to the organiser either prior to the fayre or on the day of the fayre.

### **SET UP**

Your set up times will be communicated to you prior to the fayre by the organiser.

All stands must be ready and dressed 15 minutes prior to the advertised start time of the fayre.

All erected stands and displays must be set up with accordance to the Health and Safety at Work Act.

All boxes, packaging, helium canisters and other such set up materials must be removed from the fayre space or neatly stored under tables before the advertised start time of the fayre.

Balloons and other such displays must not encroach on walkways, gangways or other exhibitor's stands. Escaped balloons must be recovered at the the end of the fayre or before the closing time if possible.

## **CLEAR AWAY**

No dismantling may commence until after the advertised closing time of the fayre unless agreed beforehand with the organiser. All exhibits must be removed completely within 90 mins of this time. All rubbish and waste must be completely removed from the premises and furniture provided by the organiser must be left in the condition it was found. Any damage to furniture provided by us will be charged to the exhibitor accordingly.

## **ELECTRICITY**

Unless requested on your application form, the organisers will not provide electricity. Exhibitors requiring electricity will need to provide their own extension leads, adapters & converters.

Electrical equipment used on exhibitor stands must be sufficiently PAT tested and must be set up in a safe manner including the use of hazard tape for loose cables.

All outdoor exhibitors requiring electricity must submit to their event manager their requirements including amp and voltage at least 14 days before the event. If an exhibitor is unable to connect to the electricity supply provided due to having incorrect leads or adaptors or having not notified the event manager of their correct requirements prior to the event, you will not be entitled to a refund.

All exhibitors using electricity must provide their own trip covers and/or hazard tape to safely run their electricity. Any electrical distribution which is deemed unsafe by the event manager will be asked to be removed and you will not be entitled to a refund.

## **VEHICLES & SELF CONTAINED UNITS**

Exhibitors with vehicles or self-contained units will be given an allocated space which has been agreed on prior to the fayre with the venue representative. No deviation from this space may be made unless health and safety risks have been identified. Exhibitors are responsible for clean-up costs should there be any spillage of fuel, oil or grease.

Outdoor exhibitors will need to be prepared for all weather conditions. The organiser takes no responsibility for the weather on the day of the event including any effect this may have on attendee numbers.

## **HEALTH & SAFETY**

All exhibitors must adhere to the fire and safety regulations of the venue they are exhibiting in. All exhibitors must also adhere to the risk assessment written by the organiser which will be circulated prior to the fayre.

All exhibitors have a duty to report any health and safety concerns, accidents, incidents and spillages to the organiser or their nominated health and safety officer which will be dealt with immediately.

All exhibitors should familiarise themselves with the location of fire exits and follow all instructions by the organiser should a fire occur.

All exhibitors should familiarise themselves with who the First Aider is for the fayre and contact them immediately should their assistance be required.

Gangways, aisles, fire exits and any other space in which other attendees and the public need access to should be kept clear at all times.

No children under the age of 15 may be present on the stand unless previously agreed with the organiser.

All stands and displays must be erected and secured safely. The organiser accepts no liability for incidents occurring due to poorly erected or secured stands or displays unless caused by the organiser's negligence. Exhibitors accept liability for all acts or omissions of themselves and their agents, visitors or contractors. Including any samples either sold or given away free of charge.

## **INSURANCE**

The organiser will not be responsible for the safety of any property brought to the fayre by an exhibitor or any other person on the exhibitor's behalf or for any loss or damage that may occur to such property, unless caused by the organiser's negligence. Exhibitors should provide their own Public Liability Insurance.

## **POSTPONEMENT & CANCELLATION**

The organiser will do everything possible to make sure a fayre is not cancelled but in the unlikely case that a fayre must be cancelled, we will not be held liable for any loss or damages caused by the cancellation of the fayre unless caused by the negligence of the organiser. If the fayre is cancelled we will make appropriate arrangements for the fayre to be rescheduled. If this is not possible, an appropriate refund will be arranged by the organiser.

## **GUARANTEES**

The organiser cannot make any guarantee about numbers of attendees at any fayre. We spend a substantial proportion of our budget on marketing but cannot guarantee attendance or booking especially in circumstances beyond our control including but not limited to adverse weather conditions. No assurance or guarantee of any kind is offered by the organiser and Lily Jones Events.

## **CONDUCT**

We reserve the right to stop any conduct of exhibitors which may cause annoyance to attendees or other exhibitors.

All business must be conducted from the exhibitor's own stand and not in any other location of the fayre unless previously agreed with the event manager on the day.

We do not permit the use of amplifying devices unless previously agreed in writing by the organiser.

## **DATA PROTECTION**

When collecting data at a fayre, exhibitors must adhere to all data protection guidelines in the Data Protection Act and must be GDPR compliant.

All data provided to you by the organiser before, during and after the fayre is for your personal use only and may not be sold, distributed, reproduced or shown to any other person/s.

When emailing in bulk, all exhibitors must put the recipient email addresses into the 'bcc' field in order to comply with data protection. Failure to do so is a data breach and failure to comply will result in legal action and exclusion from any future events.

## **GOODY BAGS**

Leaflets and samples for goody bags must arrive with the organiser no later than 7 days before the event unless they are food samples with a limited shelf life. In this instance we will contact you directly to arrange an appropriate collection or delivery date and time.

We reserve the right to exclude publicity material that is deemed unsuitable.

Should any questions or issues arise, the organiser's decision is final.

We reserve the right to amend these Terms & Conditions as necessary. In this event, we will forward the new Terms & Conditions to you as soon as reasonably possible.