

## **Festival Of Knowledge Stand Booking Terms and Conditions**

### **1. Definitions:**

In these terms and conditions, “organisers” means the Norfolk Chambers of Commerce; “exhibitor” means any person, company or organisation, and the staff or agents of that company taking display space; “event” means The Festival Of Knowledge 2024; “venue” means Norfolk Showground.

### **2. Contract:**

2.1 A completed booking form must be submitted for all bookings via website booking page. Completion of the booking form is binding confirmation of your company’s commitment to take the space booked and of your acceptance of these booking terms and conditions. You will receive an invoice upon booking.

2.2 Payment must be made within 7 days of the invoice being sent out.

2.3 By submitting the Booking Form, the exhibitor accepts without reservation the following:

2.3.1 The terms of the Booking Form;

2.3.2 All regulations contained in these terms and conditions and any reasonable instructions subsequently issued by the organisers;

2.3.3 All regulations laid down by the local authority applicable to the event;

2.3.4 All regulations laid down by the venue including but not limited to security, health and safety, fire and traffic;

2.3.5 All current Health & Safety regulations.

2.3.6 All promotional artwork must be received by the organisers by the date detailed in order to guarantee inclusion. Any artwork received after this date will not be guaranteed to be included.

### **3. Exhibition floor plan**

3.1 The organisers reserve the right to alter the layout of the exhibition at any time and in any respect.

3.2 Display spaces will be released for exhibitors to select themselves.

3.3 Display spaces may be released to several exhibitors at once and will be booked on a first come first served basis.

### **4. Health & Safety**

4.1 It is the responsibility of the exhibitor to ensure that any staff and any supplier/contractor working on their behalf, are familiar with and abide by all current UK and European health and safety regulations. The exhibitor is responsible for the health and safety of his/her stand during installation, use and dismantling.

4.2 In order to create and maintain a safe environment at all times, all exhibitors and contractors must abide by reasonable instructions from the organisers and/or the venue.

4.3 All electrical equipment must have an up to date/ in date PAT test and must be provided by the exhibitor.

4.4 It is the responsibility of the Exhibitor to ensure that gangways in front of the allocated stand are kept free from obstruction during the whole of the time the building is open for the purpose of the Exhibition.

### **5. Security/insurance**

5.1 Each exhibitor is responsible for the security and insurance of his own display and its contents.

## **6. Breakdown**

6.1 No items may be removed, or display breakdown commenced before the official closing time of the exhibition, unless told to do so by the organisers.

## **7. Stand fittings**

7.1 All materials and stand fittings must be non-flammable or impregnated with fire-proofing solution in a way as to comply with all current safety requirements.

7.2 All exhibitors must keep their display within the space allocated to them. Any exhibitors with a stand that exceeds these measurements cannot be guaranteed to be accommodated at the exhibition and risks losing the chance to exhibit. Any exhibitors exceeding their allocated space will be asked to remove the equipment outside of the agreed perimeter.

7.3 The organiser reserves the right to prohibit and/or remove any offensive, dangerous or inappropriate elements featured on the exhibitor stands. Please check with the organisers ahead of the event if you feel any of your exhibit/stand may breach this.

## **8. Damage**

8.1 Exhibitors shall not cause any damage to the venue and shall make good any such damage at their own expense.

8.2 All goods or exhibits brought onto the site are brought in at the exhibitor's own risk. Neither the organisers nor the site owners shall accept such items into their charge or control and shall not be liable for any theft, loss or damage in respect of such items.

## **9. Payment terms**

9.1 Payment is due within 7 business days of the invoice date.

9.2 In the event that an exhibitor fails to meet any of the payment obligations (whether as to the amount or dates of payments) then the organisers reserve the right to cancel the booking.

## **10. Cancellation by the exhibitor**

10.1 All cancellations must be submitted in writing to the organiser Shelley Rudling Events Manager – [events@norfolkchambers.co.uk](mailto:events@norfolkchambers.co.uk)

10.2 All bookings are subject to a cancellation fee of 50% of the cost of the stand, should the stand need to be cancelled, this only applies to cancellations received in writing within 4 weeks of the invoice date. After this time cancellation will require 100% of the cost of the stand to be paid.

10.3 If cancellation is received at any point after booking and should monies not, at the time of cancellation, already have been paid to the organisers, the cancellation fees stated above will still apply and will have to be paid in full.

## **10.5 Cancellation by Norfolk Chambers due to Unforeseen circumstances**

We reserve the right to cancel events, change venues (within the same town or city) and substitute exhibitors at our discretion. Where events are cancelled by Norfolk Chamber, stand holders would receive a full refund if alternative dates offered are not acceptable.

Please note: In the event of cancellation because of situations beyond our control, we will do our best to postpone this event to another date. In this instance your payment will automatically be transferred to this new date. If the event is cancelled and no other date is offered to you then we will transfer your payment to The Festival Of Knowledge event (date to be confirmed) in 2025. If you cannot make the proposed new date(s), then we will look at a refund on application.

### **11. Bankruptcy or liquidation**

11.1 In the event of an exhibitor becoming bankrupt or insolvent or entering into liquidation or having a receiver, administrator, sequestrator or trustee appointed over any of its assets, the organisers shall be at liberty to terminate forthwith the contract with the exhibitor and the terms and conditions relating to cancellation of space set out in clause 10 shall apply

### **12. Force majeure**

12.1 If the event is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the venue or any other cause not within the control of the organisers, the organisers may at their entire discretion, repay the space rental paid by the exhibitor, or part thereof, but shall be under no obligation to do so. The organisers shall be under no liability to the exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the exhibitor, as the result of the happening of such an event.

### **13. General**

13.1 Each exhibitor shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.

### **14. Quadrangle**

Your business must meet the following requirements for the Quadrangle

1.1 – Your business has 10 or fewer employees or a charity/CIC

1.2 – Norfolk based business