

## Terms and Conditions

### Definitions

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| Exhibition | Wycombe Business Expo 2011 to be held on 28 <sup>th</sup> October 2011   |
| Exhibitor  | The person, company, firm or organisation to whom space at the Exhibition has been allocated by the Organisers. For the purpose of this agreement this shall also include any employees, agents, or sub-contractors of the Exhibitor |
| Organisers | Wycombe Business Expo (WBX)  |
| Venue      | Cressex Community School   |

This agreement is between the Organisers of the Exhibition and the Exhibitor

1. Any business or organisation with an interest in the High Wycombe area may apply to become an exhibitor.
2. The Organisers have sole discretion as to whether to allow an application to become an exhibitor. If the Organisers refuse such application to become an exhibitor they may, at their discretion, provide a reason for this in confidence to the applicant. The decision of the Organisers is final and may not be appealed. No application will be unreasonably refused.
3. Only the Exhibitor may exhibit at the Exhibition. No substitution will be allowed and the Organisers reserve the right to refuse entry for entities that are not named as the Exhibitors.
4. The exhibition will have a maximum of 90 Exhibitors. Once these places have been allocated bookings will be closed. After this time if potential Exhibitors wish to register themselves for the reserve list they may do so. The reserve list will be allocated on a first come first served basis.
5. The cost of Exhibiting is £475 plus VAT (before any discounts offered)
6. Bookings will only be confirmed upon full payment of the Exhibition fees. Stand space will not be secured without payment in full.
7. Cancellation fees will be charged for Exhibitors withdrawal from the Exhibition as follows;
  - a. More than ten weeks prior to the Exhibition – No fee
  - b. Between 5 and 10 weeks prior to the Exhibition – 50% of the fee
  - c. Less than 5 weeks prior to the Exhibition 100% of the fee.
8. Cancellation of the Exhibition by the Organisers will result in a full refund or the re-scheduling of the event.
9. Cancellation by the Venue or due to Force Majeure will result in a full refund or the re-scheduling of the event.
10. Notice of cancellation must be given by email to [info@wycombebusinessexpo.com](mailto:info@wycombebusinessexpo.com)
11. Each Exhibitor will be entitled to a stand space of 2m by .5m.
12. The price of the stand will include;
  - a. A stand of 2m by .5m

- b. 3 Banner stands which the Exhibitors keep after the Exhibition.
  - c. The use of a table and table cloth.
  - d. Exhibition training the day before the Exhibition
  - e. Attendance at the Networking Breakfast event for 2 people
  - f. 4 drink tickets for the café.
  - g. 20 pre-formatted entry tickets to give to clients and contacts.
  - h. A listing in the Exhibition Guide
  - i. A listing on the Exhibition Website ([www.wycombebusinessexpo.com](http://www.wycombebusinessexpo.com))
  - j. One reserved parking space in the Exhibitors Parking Area.
13. No electricity is provided to the stands with the exception of those stands in the outer circle (as shown on the attached plan)
  14. Exhibitors must confine their marketing materials to their stands unless otherwise agreed with the Organisers. The distribution of marketing materials outside the Exhibition or on other Exhibitor's stands may result in expulsion from the Exhibition. This does not apply when distributing marketing materials to the other Exhibitors directly.
  15. The booking of a stand does not entitle the Exhibitor to speak at a seminar.
  16. Set up of the stands will be allowed between 4pm and 7pm the day before the Exhibition and between 8am and 9am on the morning of the Exhibition. No set up of the stands will be allowed outside these times.
  17. Only the Banner Stands provided by the Organisers will be allowed to be displayed. The use of alternative Banner Stands is prohibited. Banners used at the 2010 Expo may be used with prior agreement of the Organisers.
  18. Banner designs should be sent to [ivan@thamesgraphics.com](mailto:ivan@thamesgraphics.com) by 30<sup>th</sup> September 2011 unless otherwise agreed with Thames Graphics. If designs are not with [ivan@thamesgraphics.com](mailto:ivan@thamesgraphics.com) by that time then no guarantee will be given that the banners will be produced in time for the exhibition.
  19. Once the Banner Stands and tables have been put into place by the Organisers it will be the Exhibitors responsibility to make sure that they continue to be safe.
  20. The banner stands and the tables will be set up in advance by the Organisers. As shown in Annex 1. No changes to this layout will be allowed without the authorisation of the Exhibitors.
  21. No food or drink will be allowed on the stands with the exception of a bowl of confectionary unless agreed in advance with the Exhibitors.
  22. No loud mechanical or electrical noise will be allowed on the stands.
  23. The location of each stand will be decided by the Organisers. The Organisers will do their best not to place Exhibitors near any obvious Competitors. If Exhibitors wish not to be next to or near certain other Exhibitors they should provide a list of such people in advance to the Organisers who will then do their best to avoid such proximity.
  24. The Organisers accept no responsibility for the loss or damage of Exhibitor's property whilst at the Exhibition.
  25. The Exhibitors take part in the Exhibition at their own risk and should make sure that they are covered by the appropriate insurance.

26. Exhibitors must remove their banners and any materials at the end of the Exhibition.
27. Exhibitors must not break down their stands before 4.30pm on the day of the Exhibition unless authorised by the Organisers.
28. Standard information to be used on the Exhibition Website;

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| Company Name                                |  |
| Company Sector                              |  |
| Contact Name                                |  |
| Postal Address                              |  |
| Telephone                                   |  |
| Email address                               |  |
| Website address                             |  |
| Business description<br>(maximum 150 words) |  |

29. These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales