

## TERMS & CONDITIONS

Please read the following very carefully. By completing and signing the booking form you agree to adhere to and respect the Terms and Conditions set out in this document.

### 1. STANDS/PITCHES

Once you have chosen your stand via the NEW interactive map and booking form, your chosen stand space will be reserved, and your company logo and web address will be uploaded to the Show Map. You will then be sent confirmation of your reserved stand space along with an invoice outlining the terms and conditions for making payment.

### 2. PAYMENT AND SECURING STAND/PITCHES

All payment for stands/pitches **MUST** be paid for in full as per the pay terms and conditions stated on the invoice. Should payment of the invoice not be fulfilled in accordance with the payment terms and conditions, then the Chamber reserves the right to release the reserved stand/pitch back on sale to the general public. Please note that the Chamber is unable to hold any stands after the payment deadline date which may result in the preferred reserved stand/pitch no longer being available.

### 3. CANCELLATIONS

Any exhibitor that cancels a booked stand or pitch or, for whatever reason, fails to attend the Business Show, shall forfeit all fees paid and the organisers shall reserve the right to re-let such sites.

### 4. SETTING UP AND DISMANTLING OF EXHIBITS

Exhibitors are advised that the set-up time will be between 16:00 and 20:00 on Tuesday 10 October. Exhibits must not be dismantled until 15.00 on the day of The Business Show. Exhibitors will be invited to the After Show Drinks – details to follow.

### 5. SECURITY, LICENSING AND PUBLIC LIABILITY ETC.

All exhibitors exhibit at their own risk. All exhibitors should ensure that they are adequately insured on the date of the Show for Public, Product and Employees Liability and should send a copy of the relevant document with their application form. All exhibitors must ensure that they have the necessary licence(s) to legally conduct their business on the day. All Exhibitors must hold a Public Liability policy of insurance providing cover of at least £5,000,000, and this must be produced prior to the exhibition upon request. All Exhibitors are advised to effect their own insurance against all relevant risks. Please make sure that you complete a Devon Business Show risk assessment for your stand and return by **Monday 11 September 2023**.

### 6. HEALTH & SAFETY

All exhibitors have a responsibility to ensure the health, safety and welfare of themselves and others. The organisers shall not be held responsible by any exhibitor or their staff/agents or members of the public for any injury or loss due to negligence or unsafe displays. All exhibitors are required to have carried out an assessment of the potential risks associated

with their activities. Please complete the additional Risk Assessment Form and return by the **Monday 11 September 2023**.

## 7. FIRE SAFETY EQUIPMENT

Exhibitors must provide fire safety equipment appropriate to their activities. In particular, all exhibitors that cook on site must have adequate fire-fighting equipment including fire blankets. The organisers shall not be held responsible for loss or damage of stock or equipment during the Business Show.

## 8. ELECTRICITY

Limited electrical supplies are available. Additional electricity must be booked and paid for via the online booking form. Extension leads if required (from the supplied unit) are the responsibility of the exhibitor and are not available from the organisers.

## 9. EQUIPMENT

Exhibitors may **NOT** bring their own generators onto site. All electrical equipment must be certified and have a current PAT certificate. The certificate should be brought with you on the day. Please note that non-PAT tested equipment cannot be used under any circumstances. All gas equipment must be covered by a current gas certificate issued by a registered gas engineer.

## 10. FIRE ALARM

If the fire alarm is activated await staff instructions and follow emergency access out of the building and congregate in the car park.

## 11. WEBSITE

All exhibitors returning a completed booking form prior to the deadline of **Wednesday 6 September 2023** will be included in the Exhibitors List on the official Devon Business Show website <https://devonchamber.co.uk/devon-business-show/>. Each company will have a description of the business which you have provided to us in your booking form.

## PROGRAMME

As well as the listing for all exhibitors and sponsors we will also be offering full colour advertising within our programme hand-out to all visitors and exhibitors. All advertising must be supplied "print ready" in a PDF format, 300dpi images, CYMK colour, with 3mm bleed. Adverts in our brochures are available on a first come first served basis. Prices are shown in the booking form. To ensure the correct advert is to be used, the image must be received by **Thursday 7 September 2023**. Please email all artwork to [devonbusinessshow@devonchamber.co.uk](mailto:devonbusinessshow@devonchamber.co.uk).

## PARTNERSHIP OPPORTUNITIES

To increase your business profile further, you may be interested in partnering with us on an aspect of the Devon Business Show, if you would like to discuss partnership opportunities please email [devonbusinessshow@devonchamber.co.uk](mailto:devonbusinessshow@devonchamber.co.uk).