



**BabyExpoUK**  
**Surrey**  
**November 24 2013**

at Surrey Sports Park, Guildford

**EXHIBITOR HANDBOOK**

As organised by



[www.whatson4.co.uk](http://www.whatson4.co.uk)

**We are delighted that you have chosen to join us in November for BabyExpo Surrey (BES) at Surrey Sports Park, University of Surrey, Richard Meyjes Road, Guildford Surrey GU2 7AD - the Region's Biggest & Brightest Babyshow and Family Fun Day.**

**We would like to take this opportunity to thank our Headline Sponsors Care.com, Swim time & Bright Horizons.**

Please note while every effort has been made to ensure the information within is complete and accurate, amendments and adjustments may be made to the content between now and the Show. By participating in the Show you agree to accept all the terms and conditions and rules and regulations within and online.

We have put together an event welcoming national brands alongside many exciting and innovative new products for this blossoming market. Surrey Sports Park is a very prominent venue with family-friendly facilities and ample free visitor and exhibitor parking, as well as easy loading and unloading options. We are working very closely with the venue team to ensure all visitor and exhibitor requirements are met on the day. Once again we are making a very nominal entrance charge. This is to hopefully avoid any overcrowding issues and the proceeds will go to supporting the presence of our nominated charities. We are forwarding 'free ticket' links to all exhibitors, sponsors and supporters. There will be appropriate catering, very good coffee and lots of fun activities to ensure parents and children are keen to attend and to stay. The date has been specially selected to avoid school holidays and other key events taking place in the area and the sector at this time.

#### **What next?**

Our aim is to make your experience at BES as easy as possible. This handbook has been designed with this aim in mind. By taking the time now to read it your journey to BES should be smooth and trouble free. Please note if deadlines are missed, contractors may be forced to levy a surcharge on services and you could miss out on important press and promotional opportunities. If however you need further advice regarding any element of your participation, please don't hesitate to contact us and we will do all we can to assist.

**Finally....thank you and.....we look forward to meeting you in November!**

Suzanne Borrell  
Director  
07714 486 494

Mel Wink  
Sales Manager  
07730 094 670

What's On 4 Limited  
Email: - [suzanne@whatson4.co.uk](mailto:suzanne@whatson4.co.uk) / [mel@whatson4.co.uk](mailto:mel@whatson4.co.uk)  
Web: - [www.babyexpobabyshow.co.uk](http://www.babyexpobabyshow.co.uk)

#### **General Exhibitor Information**

##### **HOW TO GET TO BABYEXPO SURREY 2013**

**Surrey Sports Park, University of Surrey, Richard Meyjes Road, Guildford Surrey GU2 7AD** - Surrey Sports Park is based close to the Guildford mainline train station and within a short walk of the town centre across the A3, near the Royal Surrey County Hospital. Guildford is easy to reach in around 30 mins by rail from London & there are regular direct rail services from a number of key regions. See [www.nationrail.co.uk](http://www.nationrail.co.uk) or [www.traveline.info](http://www.traveline.info) for full transport options. See below for full directions or plan your route using the [AA route planner](#). There will be 'AA' directional signage on the day to the event and there is existing venue signage from major routes.

## Directions to the venue

### By Car

Guildford is 30 miles south-west of London, on the A3 London-Portsmouth road. If approaching from London or the M25 (Junction 10), remain on the bypass (A3) until you reach the exit signed to the Cathedral and University. At the roundabout take the third exit signposted Royal Surrey County Hospital and University, Manor Park. Simply follow the signs to the Royal Surrey County Hospital for approximately a mile, and approach Surrey Sports Park on the left. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.

If approaching on the A322 or A323 from Bagshot or Aldershot, at the A3 roundabout take the exit signed to Portsmouth, and then turn off the A3 at the first exit (signed to the Cathedral and University). At the roundabout take the third exit signposted Royal Surrey County Hospital and University, Manor Park. Simply follow the signs to the Royal Surrey County Hospital for approximately a mile, and approach Surrey Sports Park on the left. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.

If entering Guildford from Horsham (A281) or Godalming (A3100), leave the central gyratory system at the exit signed for Farnham (A31). After approximately 200 yards, at the mini-roundabout, take the first turning right into Guildford Park Road, and continue along Madrid Road and The Chase for a mile. At the next roundabout, take the first exit and follow the signs to the Royal Surrey County Hospital for approximately a mile. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.

### Official Hotel

#### **Holiday Inn Guildford hotel, near Surrey Research Park and Guildford city centre**

The spacious Holiday Inn Guildford is situated on a tree-lined drive, off the A3 road and with plenty of complimentary parking and wireless Internet and a few minutes walk from the venue. London Heathrow and London Gatwick airports are 25 miles away, and trains run into and out of central London in 30 minutes from Guildford rail station, 1.5 miles away.

We have negotiated a special BabyExpo VIP Rate - just call +44 (0) 1483 784413 or click [here](#) to visit the website. Rooms can be booked from £80 B&B if you quote the reference WO2 and calling the above number.

You may also want to try [www.visitSurrey.com](http://www.visitSurrey.com) for further options

**Taxis** - To pre book a taxi please call 01483 565656 or 01483 300066

**Why not make a weekend of it?** The city offers an excellent choice in entertainment, shopping, cultural attractions, visitor attractions, sport, leisure, a rich and varied heritage and beautiful parks. Visit [www.visitSurrey.com](http://www.visitSurrey.com) for more information.

## EVENT SCHEDULE

<b>Build-up</b>	Saturday 23 November 2013 15:00 hours – 18:00 hours 24 November 2013 07:45 hours – 09:15 hours
<b>Baby Expo Surrey Show Times</b>	Sunday 24 November 2013 10:00 hours – 16:00 hours
<b>Break-down</b>	Sunday 24 November 2013 16:00 hours – 18:30 hours

### Access and Parking

Access to the site during build-up is very straightforward. Please follow the road round and there will be signage/ushers to direct you. Exhibitors can unload at the door closest to their stand. Please make sure you are aware of which hall you are located and your stand number. Signage will assist with this. Once exhibitors have unloaded, vehicles should be swiftly moved to the lower parking area.

**PLEASE NOTE FOR HEALTH AND SAFETY REASONS, ACCESS TO EXHIBITOR DROP OFF WILL BE CLOSED FROM 9AM ON NOVEMBER 24. PLEASE ENSURE YOU ARE WITHIN THE COMPOUND BY THIS TIME OTHERWISE YOU MAY HAVE TO UNLOAD FROM THE VISITOR'S PARKING AREA**

Once the show is open you may re-stock from your vehicle but please be aware that vehicles will not be permitted to move into the show area once we are open to the public.

### Access, Badges and Passes

Each exhibitor will receive an entry/catering/parking pass to display when you arrive to gain access to the site and allow you to move freely until you have your stick on passes. (Please see page 23.) You can also download this from the Exhibitors Online area.

For security purposes and ease of access to and from site, exhibiting stand personnel will be required to wear stick on passes for the duration of the event including build-up and break down.

These will be given to you upon arrival – please head for the Show Management/Registration area which is immediately to the left as you enter the centre. Or you can ask a member of the team – just look out for the red or pink aprons!

### Publicity

If you need flyers and posters please email [Suzanne@whatson4.co.uk](mailto:Suzanne@whatson4.co.uk) asap. All those exhibitors who requested a pack when booking will be sent one as standard. If you need further copies, larger posters or an allocation please just let us know.

Please help us raise the profile of the event by mentioning BabyExpo in your email sign off, on your website with a link to [www.babyexpobabyshow.co.uk](http://www.babyexpobabyshow.co.uk) within any blogs and via your twitter/facebook following.

You can download the banners (as seen below) and a poster from the website – see <http://www.babyexpobabyshow.co.uk/exhibiting/exhibitingexhibitors-area-and-qandasurrey/> or from within your confirmation email.



You can post on our facebook page – see <https://www.facebook.com/babyexpouk> and follow us on twitter see @babyexpouk - Twitter #tag is #surreyexpo Want to contribute to our blog – please just send [chelle@socialsparkle.co.uk](mailto:chelle@socialsparkle.co.uk) your copy and images – and ensure you put 'BE blog' in the email subject line. Surrey Sports Park twitter is @surreysportpark.

### **Sponsorship and Promotion**

There are some amazing and original sponsorship opportunities at BES so why not really make an impact with the audience and brand yourself prominently at the show? You will be surprised by the value of our sponsorship, it is not only an extremely successful form of marketing but it is affordable too! There are **very** limited opportunities remaining from £300 to include:

- **Main Stage – branding and exposure on the day from the high profile main stage as well as online**
- **Breast-Feeding – purpose built area within the main exhibition**
- **Visitor tickets – your brand message sent to every ticket holder as they book**

Contact Suzanne to discuss these opportunities and price options either on 01273 422871 or email [mel@whatson4.com](mailto:mel@whatson4.com) or call 07730 094 670

If you need roller banners or materials for your stand you may wish to visit [http://www.bannershop.co.uk/cats/roller\\_banners.htm](http://www.bannershop.co.uk/cats/roller_banners.htm)

### **The Show Guide – DEADLINE FAST APPROACHING!**

The BabyExpo Show Guide / Parent's Resource Guide will be a colour, glossy A5 publication featuring the exhibitors list, the floor plan and full information on the day's programme of events.

Contact: Mel Wink as previous

Over and above your basic listing, the Show Guide will offer a range of cost effective and exciting options to raise your profile to visitors. You can upgrade from as little as £29 + vat to include your website, email / phone number.

**Please email Mel for the limited opportunities remaining and the prices.**

As part of your exhibitor's package, the Show Guide will automatically include your company name + stand number. These details will be as per your booking form and as per the online listing.

**PLEASE VIEW YOUR LISTING here - <http://www.babyexpobabyshow.co.uk/exhibitor-list/exhibitor-listsurrey/> NOW.**

**THE LISTING IN THE SHOW GUIDE/PARENT'S RESOURCE GUIDE WILL BE BASED ON THIS ONLINE ENTRY AND IF YOU HAVE ANY AMENDMENTS PLEASE ADVISE US BY OCT 20 2013.**

**THE ORGANISERS WILL NOT TAKE RESPONSIBILITY FOR ANY INACCURACIES WITHIN. PLEASE NOTE YOUR ENTRY WILL NOT APPEAR UNLESS FULL STAND PAYMENT HAS BEEN RECEIVED**

## SOCIAL MEDIA

Please note the event will be photographed and there will be live bloggers onsite and press during the day - you may well be approached to be interviewed.

We are delighted to be working with [Social Sparkle](#)



Social Media Support & Management, Blogging for Business, Virtual Assistants and other services for business success! We are delighted to be working with the Social Media Queens @ Social Sparkle once again. Social Sparkle will also be offering exhibitors a special social media package and to include tweets, facebook links as well as the opportunity to write a guest post in the lead up to the show for Baby Expo (also publicised with 2 tweets and 1 fb) or run a competition on their blog.

Social Sparkle will also offer any local business a spot on Brighton Mums wall of fame if appropriate.

## Press and PR

We have a PR agent in place working exclusively on the show so if you have anything newsworthy to promote DO let us know and email [suzanne@whatson4.com](mailto:suzanne@whatson4.com) – subject line 'news!' Make sure you take advantage of our special press release deal we have negotiated with kids4media.com for you – just email [Lauren.Taylor@kids4media.com](mailto:Lauren.Taylor@kids4media.com) for more.

## Catering

Onsite catering will be supplied by the venue - wherever possible we have requested 'family-friendly' options which will appeal to parents and children alike. Your pass at the end of the handbook ensures exhibitors a 10% discount on venue catering.

## Official Photographer

To be announced

**WI-FI** - Wi-Fi access is available from when you arrive onsite. Each exhibitor will receive a code upon arrival.

**Please however DO ensure you set up any technical equipment as soon as possible upon arrival in order that we have ample time to address any issues which may arise. Neither the organisers nor the venue will be held responsible should there be a breakdown in wi-fi supply, power or phone signal.**

**CLEANING OF STANDS** - A full clean and basic stand clean is carried out towards the end of build-up and the public areas will be cleaned throughout the Exhibition open period. Stand cleaning may either be carried out by the Organiser's official contractor or via arrangement between the Organiser and SURREY SPORTS PARK. Please ensure you do not block aisles or gangways with any rubbish from your stands and dispose of this appropriately well in advance of the show opening and then post show. All onsite rubbish must be disposed of.

**Furniture** - If you have ordered furniture, a package of a table and 2 chairs will be delivered to your stand in advance of your arrival. The standard trestle table size is approx. 60cm by 1.8 metres. Stands too small to accommodate 'trestle' sized tables will be offered alternatives. **YOU ARE STRONGLY ADVISED TO BRING YOUR OWN COVER OR CLOTH FOR THE TABLE in keeping with your branding/preferred colours etc. PLEASE NOTE IF YOU HAVE NOT ORDERED FURNITURE THERE WILL NOT BE THE OPTION TO SUPPLY ON THE DAY AS THIS HAS TO BE FREIGHTED IN. THERE ARE NO SPARE TABLES AT THE VENUE.**

## **FORWARDING OF INFORMATION/GOODIE BAG INSERTS**

Exhibitors taking goodie bag inserts should send them to arrive from November 20 arriving no later than November 22 . This information should be clearly labelled as below. Neither the venue nor the organisers will be held responsible for the safe arrival of materials. PLEASE ENSURE THEY ARE MARKED CLEARLY WITH YOUR COMPANY NAME AND STAND NUMBER and 'GOODIE BAGS'

**BabyExpoUK - Surrey Event**  
**Suzanne Borrell**

**C/O Rob Mitchell**  
**Surrey Sports Park Ltd, University of Surrey**  
**Richard Meyjes Road**  
**Guildford, Surrey**  
**GU2 7AD**

## **Emergency Procedures**

First Aiders will be onsite throughout the day. If you witness a breach of security on the day or an issue of health and safety concern onsite please DO NOT HESITATE to contact the organisers on 07714 484 494.

Luigi Mansi is the venue representative responsible for all H&S matters.

## **INSURANCE**

**IMPORTANT NOTICE TO ALL EXHIBITORS - In participating in the event you accept it is your responsibility to ensure you have the necessary insurance. As per your contract / our terms and conditions it is your responsibility to ensure that you are adequately insured and this is especially important if you will be engaged on the day in any activity which could endanger the visiting public or your fellow stand holders for example if you are distributing consumables, have running machinery or functioning equipment on your stand or if you are inviting participation in an activity session/demo.**

**Public Liability Insurance** is *not* the same as **Employers' Liability insurance** which is mandatory in the UK. You may already have Public Liability cover, however it is important to note that not all business policies offer cover for organised events taking place outside your business premises. There are insurances packages available that offer the following covers that we suggest that you consider as part of your participation in the event

- **Legal Liabilities.** This provides financial protection if you face a legal claim from a member of the public for injury or property damage (public liability) or an employee for injury sustained at work (employers' liability).
- **Cancellation and abandonment.** This insures against the loss of expenses if the event has to be cancelled, abandoned, postponed or relocated. This may be extended to include terrorism cover, but does not automatically include it.
- **Property Damage.** This insures against the physical loss or damage to your property, including loss of property in transit to or from the event.

"UK Financial Conduct Authority regulations do not permit us to advise you on any insurance matter however if you need any advice please feel free to contact our own insurance brokers, InEvexco on 01732 424286. They will be able to advise you on the options available to you."

Any participants / exhibitors deemed to be a potential risk to visitors will require insurance and possibly a risk assessment/method statement. It is the responsibility of all participants / exhibitors to ensure they have the necessary insurance and by participating in the show you confirm you accept these terms.

## **Technical, Health & Safety and Venue Information - Shell scheme and Space only options.**

**Please ensure you have ordered correctly – shell scheme** includes your panels, power and name sign. **Space only** is exhibit floor space which will be marked out for you upon arrival. It is the exhibitor's responsibility to ensure they have adequate materials to fill/dress the area. **For the Space Only option you will not have walls between you and your neighbouring stand. Your stand space will generally back onto the venue/hall wall. This wall could include a window, have venue signage upon it or be plain therefore please ensure you have the resources to dress the back wall accordingly. If unsure please check with the organisers.**

**Stand space – please ensure the size of the stand is suitable for the purpose and the stock you intend to display. If you are new to exhibiting you may want to measure out the space on the floor of your office or premises and plan how the space will work on the day. Please be aware babies, buggies and pregnant people can take up a lot of room!**

### **Shell Scheme / Electrical Providers**

Xhibit Solutions Ltd, Exhibition Display Solutions  
Unit 10, Hall Court Farm,  
Ripe, Lewes  
BN8 6AY      Tel: 01323 811 406 Fax: 01323 811 416 email: [info@x-hibit.com](mailto:info@x-hibit.com)

### **Shell Scheme Stands**

Shell scheme stands will be supplied with fascia (name) board as standard. The name featured will be as per your booking form. PLEASE CHECK YOUR NAME IS AS YOU WOULD WANT IT TO APPEAR ONSITE.

Our shell scheme is approx. 2.5m high and comes with a grey Velcro compatible walling and blue fascia system. Please see [here](#) for more information on the Shell Scheme spec or below. There will be coloured boards for mumandworking FWZ, Natural Parenting Zone and Innovation Alley.

### **SHELL SCHEME SPECIFICATIONS**

Shell Scheme is the AVEX system, complete with fascia. This will be automatically supplied for all stands unless you cancel this item.

The shell scheme consists of 2400mm high panels covered in grey tweed material.

Walls comprise of 960mm wide panels linked with a 40mm wide post section.

The AVEX shell scheme accepts graphics fastened with hook Velcro. This is the only method of fixing display material to the panels, supplies are available from the Exhibition Contractor.

On no account must nails, screws or blue tack be used. Any damage caused to the shell scheme will be the responsibility of the exhibitor and will be charged accordingly.

The fascia is 300mm deep, covered in Royal Blue loop nylon material.

Corner stands are open on two sides and fascia longer than 4m will usually require a support pole.  
A single name and number will be supplied as part of the stand.

Name boards are printed in blue type on a white background and the font style is "Helvetica Medium" unless indicated otherwise.

In all cases upper case letters will be used.

Additional lighting and power may be ordered from Xhibit Solutions Ltd using the relevant exhibitor order form.

No furniture is included. Furniture can be ordered from us, Xhibit Solutions Ltd using the relevant exhibitor order form or brought with you.

Exhibitors are responsible for their stand and are strongly advised to take out insurance to cover any loss or damage to the stand you are hiring and to cover public liability.

Please note: **Under no circumstances can panels be moved or removed after the build otherwise insurance cover could be compromised.**

**Power** - The supply will be 500 watts – laptops / lights / credit card machines - The power supply will not be suitable for appliances which require high consumption – heaters / kettles etc. 500 watts should not be exceeded therefore.

It is the stand holder's responsibility to ensure they have sufficient power for their needs.

Please note: power from the permanent sockets are for the venue use only unless otherwise agreed.

**Corner Plots** - All corner/island stands will be built with as many open sides as health and safety restrictions permit, **as standard**, to ensure maximum visibility. If you do NOT want open sides please advise us asap.

**Pillars** – there are no pillars to restrict the build

**FIXINGS** - Please note, exhibitors will be liable for any damage caused to the walls or floor of the venue or the Shell scheme panelling as supplied. 'Hook' side Velcro only should be used on shell scheme panels. Hook Velcro is also available from stationers and high street stores.

**Stand numbers** -Stand numbers can be subject to change up until and including the day of the show. The organisers will do all they can to avoid any amendments if at all possible but will make changes if these are deemed necessary for the benefit of the event as a whole.

**Credit Card Machines and Cash Points**- There is a cash machine in the Tesco Superstore which is a 5-7 minute walk away

**Mobile Terminals** - To hire a credit machine for use on site please contact **Mobile Terminals** - 0845 459 4601

[www.mobile-terminals.co.uk](http://www.mobile-terminals.co.uk) – the simple Low Cost Solutions for Short Term Terminal Hire for any Event or Show. All hire includes

- Setting up and logging onto the merchants account.
- Sim card hire and calls
- Shipping
- Paper Rolls

Fixed price terminal hire without the fuss – up to one week Hire £79.95 plus vat. Merchant Processing Accounts, long and Short Term Terminal and Purchase & Pre Pay Options. Please contact Mobile Terminals direct and quote the reference 'BabyExpo'.

You are of course free to use any other provider.

**Please note the organisers will not be responsible for any issues or disputes which may arise exhibitors and ANY external contractors.**

**9between**

## **HEALTH AND SAFETY, RULES AND REGULATIONS AND TERMS AND CONDITIONS**

Please note that all areas are lockable and alarmed and will be made as secure as is possible. We do not have 24hr security on site however and neither venue nor What's On 4 will be held responsible for loss or damage to exhibitor property.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the venue, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the venue managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises or any part thereof.

Please note that there is limited parking at the venue (e.g. parking directly outside the building); all exhibitors needing to unload will be directed by the parking attendants so everyone has the chance to get as close to the venue as possible to unload and then they will then be required to park their vehicles in the general parking area to allow others to park and unload. Cars may be left on site overnight at the owner's responsibility.

Rubbish clearance: All exhibitors are responsible for clearing their 'pitch' and putting all waste in the designated rubbish & waste areas.

**Canvassing** - All distribution of literature and approaches to visitors must take place from your stand and NOT in the aisles or any other area of the exhibition. – IF YOU SEE ANY NON-EXHIBITORS DISTRIBUTING MATERIALS OR HANDING OUT LEAFLETS IN THE AISLES/TOILETS/OUTSIDE SPACES PLEASE ADVISE THE ORGANISERS IMMEDIATELY WHO WILL ENSURE THIS INDIVIDUAL IS REMOVED.

**Children/ Students** - Children under 16 years of age are not permitted in either internal or external areas where work is taking place on build up or breakdown of any event without the organiser's agreement.

**Conduct** - WHAT'S ON 4 LTD Ltd reserve the right to stop any work being carried by any person or persons where the work is in the reasonable opinion of the Organiser's Representatives or any Health and Safety Adviser employed by the venue/organiser, being carried out in breach of any requirements stated in this document, any statutory requirements or in an unsafe manner. Any offending person or persons may be required to stop work immediately and may be required to leave site. Such action will also apply to any person or persons behaving in an irresponsible manner so as to threaten the safety of, or cause injury to others, or cause unnecessary damage. The decision of any such personnel employed by or for WHAT'S ON 4 Ltd to deal with these matters is final and irrevocable.

**COSHH** - All substances of a hazardous nature must be stored, controlled and used as required under the Control of Substances Hazardous to Health Regulations (COSHH).

**Security** - Each exhibitor is responsible for the security of their stand and should not leave it unattended at any time, including during the build up and breakdown period. Neither the organisers nor the venue will accept any liability for any loss or damage to stands or any items/ equipment/ materials within at any time. PLEASE KEEP VALUABLES OUT OF SITE.

**Venue Health & Safety Advisor:** Luigi Mansi

**PLEASE NOTE FOR ALL SHELL SCHEME AND SMALL 'SPACE ONLY' EXHIBITS, MUCH OF THE FOLLOWING (to 'Terms and Conditions) MAY NOT NECESSARILY BE APPLICABLE, HOWEVER ALL EXHIBITORS SHOULD ENSURE THEY ARE AWARE OF THE REGULATIONS AND RESTRICTIONS WITHIN THIS SECTION**

**Stand Construction & Design Regulations** – The regulations in this Section must be observed by you and your Contractors.

### **Construction and Finishing**

The construction of stands, signs & fascias shall be of the following materials:

1. Non-combustible Material (in accordance with the tests prescribed in the current BS 476: Part 4).
2. Inherently non-flammable material - the standard "flameproof" in accordance with the provisions of BS 5438: 1976 or the standard of Class 1 when tested in accordance with the provisions of BS 476: Part 7: 1971.
3. All painting must be carried out with, water based paints. Finishes having an oil or cellulose base are not permitted to be prepared on site.
4. Plywood, hardboard, pulp board or fireboard rendered flame-retardant by a process of impregnation acceptable to the Licensing Authority and bearing a distinguishing brand mark to indicate that it has been so impregnated.
5. The use of plastic of a grade less than Class 1 whether in standard construction or display arrangements is prohibited.
6. Durably, flame proofed fabric (flame proofed fabric which after being submitted to a washing treatment remains flameproof as determined by the method of test prescribed in BS 5438).
7. Doors & gates forming part of an escape route should open in the direction of escape, clear of any steps, landings or public way, and should if necessary, be recessed so as not to obstruct the required width of the gangway. All doors must have vision panels.

### **Platforms & Edges of Stand**

The general height permitted for platforms on stands is 100mm but areas may be super-elevated for display purposes. Details of super-elevated platforms above the height of 600mm to which persons have access must be submitted to the Organisers for approval along with the relevant calculations.

Flooring must be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of the floors. Any Stand featuring an overall platform should ideally have a gently sloping; non-slip ramped edge to avoid any trip hazards.

**Bolting** - Please note that bolting to the Hall floors is prohibited in the Venue.

**Electrical Installations & Supplies** - All electrical work will comply with the Regulations of Venue and the 16<sup>th</sup> edition IEE wiring regulations.

Power from the permanent sockets in the Halls are for The Venue / Organisers use only.

All portable mains powered electrical equipment brought into the Show for display purposes must have been inspected and tested by a qualified electrician and must comply with all Health & Safety & Electrical Requirements & Standards. Proof testing may be requested prior to a supply being made available. SURREY SPORTS PARK has the right to refuse use of any equipment failing to meet approved standards and exhibitors may be held responsible.

Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials. All appliances for heating purposes (including kettles, cookers or heaters) must be thermostatically controlled.

All electrical equipment must be suitably guarded with proper consideration for its use.

**Stand switch fuses and distribution boards must be accessible at all times and must not be constructed of plastic materials.**

### **Stand Construction & Design Regulations – Space Only**

Space Only sites are floor space only. When planning your Exhibition you must conform to the following regulations:

#### **Height Restrictions**

All height restrictions written in this manual must be strictly adhered to. The height restrictions are as follows:

#### **PLEASE NOTE THE FOLLOWING CEILING HEIGHTS APPLY: 7.65m**

Where the ceiling height permits however NO Stand shall be over 2.5m in height unless prior written permission has been obtained from SURREY SPORTS PARK.

#### **Ceiling Hanging Facilities**

Rigging of any kind, must be approved by SURREY SPORTS PARK at least 2 weeks prior to the event before permission will be given.

#### Stand Structures.

All stand structures, signs, notices, lighting etc must be confined within the area allocated and will not project in or over the gangways. Under no circumstances may any stand fitting, nails, screws or pins be fixed to any part of the Venue or into any furniture, fittings or fixtures therein. Nothing may be placed on or fixed to the outside or inside the Venue without the specific permission of SURREY SPORTS PARK .

#### Stand Construction & Design Regulations –Space Only Stands.

#### Enclosed Stands

The approval of SURREY SPORTS PARK must be obtained for partially enclosed stands. Walls should have natural breaks. These should be placed at regular intervals to ensure that there is no more than a 5m run of solid walling and that at least one third of each open side is kept open.

#### **Stand Design Approval, Risk Assessment and Method Statements**

**A risk assessment and method statement must be provided by all those exhibitors who may pose a risk to public safety. The organisers must receive plans for all 'Space only major build' exhibits in advance of the event to ensure the stand complies with Health & Safety, Local Authority & Venue Rules & Regulations.**

PLEASE SUBMIT YOUR DRAWINGS AT LEAST 2 WEEKS PRIOR TO THE EVENT, IN ENGLISH AS FOLLOWS:

The drawings must include a plan and elevation views showing the position of all major exhibits, logos, all walling, AV equipment and any other features on the stand. Please also show the orientation of the stand.

#### Scaffolding

Proper scaffolding must be used during the construction of any buildings within the Halls; any tower scaffold in use must be properly stabilised. Any scaffolding, which is built, must not be used until a final test and inspection certificate has been issued.

#### Stand Construction & Design Regulations – Space Only Stands.

#### Stand Contractors.

Must comply fully with all legal requirements that are relevant to their operations, and in particular:-

Health & Safety at Work Act 1974

Construction (Health, Safety & Welfare) Regulations 1996

Provision and Use of Work Equipment Regulations 1992  
LOLER (Lifting Operations and Lifting Equipment Regulations)

Compressed Air & Gases

The use of compressors in respect of gas and compressed air is prohibited by Exhibitors, their Contractors, Subcontractors, Servants & Agents.

Demonstrations & Working Exhibits

In order to offer some guidance to those Exhibitors planning to demonstrate equipment at the Show, the following notes have been prepared:

All running machinery and other working apparatus shall be efficiently guarded to the satisfaction of the Authorities to prevent injury to any person.

Exhibits must be positioned so that at no time will they intrude onto the gangway or hazard visitors.

Any exhibits or process, which generates noxious or toxic fumes, exhausts or smoke of any kind shall be so arranged as to have an effective exhaust system to the outside atmosphere.

SURREY SPORTS PARK or their agents reserve the right to terminate an equipment demonstration at any time.

All Stand Personnel should acquaint themselves with the rules & regulations referring to Fire Precautions and ensure they are fully conversant with the fire extinguishers provided.

Damage/Flooring

Any damage incurred to the Venue during the event will result in the cost of the repair or of the specialist clean being charged to the Exhibitor.

Storage Arrangement

No storage is allowed in areas behind stands, in gangways, under stairs or obstructing fire exits.

Please make adequate Insurance arrangements concerning any articles placed in temporary storage at the Venue. SURREY SPORTS PARK nor What's on 4 Ltd accept no responsibility for any lost or stolen articles from the venue.

**Additional Regulations & Information – All Stands**

**Fire Extinguishers** - The Organiser will provide fire extinguishers in accordance with the Rules and Regulations of the Show.

**Fire Precautions / Pyrotechnics and Smoke** - Fire Points, Fire Alarms, Hydrants, Exit Signs etc. must not be masked or obstructed. Under no circumstances are Pyrotechnics or naked flames allowed in the Venue unless approved in writing before the Show by the Venue and the Local Fire Authority.

**PUBLIC ADDRESS SYSTEM** - The Public Address System in the Show Halls is for use by SURREY SPORTS PARK for Official and Emergency Announcements only. It is not available to Exhibitors for publicity purposes.

**SECURITY and INSURANCE** - Whilst every precaution is taken, neither SURREY SPORTS PARK nor the Organisers can be held responsible for any loss or damage, which may befall the person or the property of the Exhibitor. It is advised throughout Build Up, when the Show is Open and during Breakdown that if you have small valuables which you wish to leave on your stand that you should provide yourself with a lockable steel cabinet and take out adequate insurance. Please do not leave briefcases, handbags, mobile phones, laptops etc lying around on your stand when unattended or at any other time. All Exhibitors must make sure that they and their contractors are fully covered by Insurance. Neither SURREY SPORTS PARK nor the organisers accept responsibility for any lost or stolen articles.

**HEALTH & SAFETY: RESPONSIBILITIES & POLICY**

The Build-up, Open period & Breakdown of the Show is covered by these mandatory requirements:

**The Health & Safety at Work Act 1974**

**The Management of Health & Safety at Work Regulations 1992**  
**The Health & Safety (Display Screen) Equipment Regulations 1992**  
**The Manual Handling Operations Regulations 1992**  
**The Personal Protective Equipment at Work Regulations 1992**  
**The Workplace (Health, Safety & Welfare) Regulations 1992**  
**The Provisions and Use of Work Equipment Regulations 1992**  
**The Control of Substances Hazardous to Health Regulations 1992**  
**The Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1985**

#### **HEALTH & SAFETY: EXHIBITORS RESPONSIBILITIES & CHECKLIST**

It is a condition of entry into the Show that every Organiser, Exhibitor, Contractor, Sub-contractor, Supplier and their agents comply with the Health and Safety at Work Act etc 1974 and all other legislation covering the Venue.

The Organiser & Exhibitor accepts that it is their legal and moral responsibility to ensure that due thought and consideration is given to their own, and others, Health, Safety and Welfare throughout the Show, and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

Where relevant, your Health & Safety Supervisor will be responsible for ensuring that the following conditions will be met:

1. The Exhibitor will ensure that its principal Contractor has undertaken a Risk Assessment of this Show in accordance with the Health and Safety at Work Act, etc 1974 and he has trained and notified his staff and sub-contractors in all areas identified as being of risk.
2. The Exhibitor will ensure that its principal Stand Contractor has a suitable and sufficient Method Statement prepared for the Show and that this Contractor has satisfied you of his competence to undertake the tasks required of him.
3. The Exhibitor will ensure that its Stand staff will be sufficiently instructed and trained in matters relating to Health and Safety in order to carry out their tasks competently.

#### **HEALTH & SAFETY: RISK ASSESSMENT**

Where relevant, your Health & Safety Supervisor must undertake a Risk Assessment, identifying the hazards present onsite and ways in which you will then minimise and control those risks.

#### **Hierarchy of Responsibility on Space Only Site**

##### **EXHIBITOR**

Must ensure that all contractors they use are competent; must obtain copies of Risk Assessments and Method Statements from all parties who undertake work on their stand where relevant; Must train all their stand staff and notify them of the Emergency Procedures.

↑

##### **STAND DESIGNER**

Must be competent; has duty to ensure that erection and maintenance of the design can be carried out safely by the contractor, and that the stand will be safe to use.

↑

##### **HEALTH & SAFETY SUPERVISOR**

Must undertake full Risk Assessment; must obtain suitable and sufficient Method Statements from

principal contractor; Must prepare a Health & Safety file and plan on all working practices, schedule a late working rota to prevent accidents where relevant.



## **PRINCIPAL CONTRACTOR AND SUB-CONTRACTOR**

Must provide Method Statements; Must be competent; Must co-operate with each other and employees/Exhibitors/Organisers; Must train all their staff; The principal contractor is responsible for all sub-contractors.

### **HEALTH & SAFETY: METHOD STATEMENT – for those exhibitors who pose a risk to the visiting public and stand personnel -**

It is vital that you undertake a suitable Method Statement for your event, and it is essential that a suitable Method Statement be sought from your principal stand contractor.

### **The legal requirement to produce a Risk Assessment will assist exhibitors to also prepare a Method Statement, which should outline:**

#### The Named Responsible Person:

The employee who will be responsible for the construction and breakdown of your stand.

Details of the stand: Loadings, dimensions, location, unusual stand features.

Access: Details of the entry point into the halls and the route to the final position.

Erection: The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.

Stability: Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer.

Lifting: Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operatives current licences or certificates of competence,

Scaffolding: Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out.

**COSHH: Control of Substances Hazardous To Health:** Any proposed use of hazardous and toxic substances must be advised to the Venue. Outline the protection provided for employees and workers on adjacent stands.

Environment: Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided.

Services: Note where electrical work will be carried out, welding, water or waste services will be brought onto site.

Safety Features: Identify the safety equipment and precautions that you will be providing on-site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted from your Risk Assessment.

Bring the finished Method Statement on site with you, as it should be the reference document from which you plan your work activities on site form.

#### HEALTH & SAFETY: KEY RISK AREAS

**This is by no means a comprehensive list - but they are matters to which you must give due thought and consideration, before and during your time on site:**

1. Any fire extinguishers placed on your stand by the organisers shall be under the full control of your Stand Health & Safety Representative. Each extinguisher shall be maintained unhindered from obstruction in the position in which it was placed for the entire duration of the Show.
2. The understanding of Fire Emergency procedures of the premises and the location of the Medical Facilities in the Venue.
3. The need to maintain specific emergency gangways, during build-up and breakdown.
4. The need for operatives to wear suitable protective clothing relevant to their job, which includes eye, head, hearing, foot and hand protection.
5. The work area must be maintained free from general waste materials, which could hazard operatives. All waste should be disposed of in the correct manner.
6. Ensuring that all portable and static power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
7. That portable power tools and equipment are used with the minimum length of trailing leads, and that this trailing lead is protected mechanically and visually from damage. Such equipment must not be left unattended with power supplied to it. Please do not create a floor hazard at any time.
8. Fork lift, hoists, lifts and any machinery or power equipment are not to be used by any other than fully trained and qualified personnel.
9. That proper scaffolding must be used during the construction of structures within the halls, and safety features of the scaffolding are provided. Any tower scaffold in use must be properly stabilised and propped.
10. That all overhead rigging work is carried out by properly trained operatives, and that any such person will use approved and tested safety harnesses and equipment. Any restrictions on portable or mobile equipment, which may be carried/used in such circumstances as over head working is known to them and complied with.
11. Schedule a late working rota to prevent tiredness and accidents.
12. During build up and breakdown, hard hats are to be worn when in the vicinity of overhead work and steelwork.
13. Edge protection must always be incorporated in the stand design in those stands that have a raised floor of 1metre or above in order to prevent items falling from this level onto third parties below. Temporary handrails or warning barriers must always be used if working at height.

#### **STAFF AND PROPERTY**

The organisers shall NOT be responsible otherwise than through negligence howsoever caused in anyway for:

a) Personal injury to the exhibitor or its employees, agents, contractors or invitees.

b) Loss or damage to exhibits or other property of the exhibitor, employees, agents, contractors or invitees.

PLEASE NOTE: The terms and conditions of the contract must be adhered to at all times. Whilst every care has been taken in its preparation, What's On 4 shall NOT be liable or responsible to any Organiser, exhibitor or any other person in respect of any inaccuracy or omission in the information contained herein.

**All exhibiting/attending companies, sponsors, supporters and associates must adhere to the terms and conditions as below.**

### **Terms and Conditions – IMPORTANT PLEASE NOTE**

The following terms and conditions apply to all companies and/or persons and/or other entities that are exhibiting (“Exhibitor(s)” or “you”) at any event organised by What’s on 4 Limited (company number 05701576) of White Cottage, Bramley Green, Tadley, Hampshire, RG26 5AJ (“us” or “we” or “What’s on 4” or “the Organiser”). By submitting the Contract Form and clicking on the button marked "I Accept" or by signing the Contract Form you agree to these terms and conditions. Please note that if you do not agree to the following terms and conditions, you will not be able to submit the Contract Form. In the case of any inconsistency between these terms and conditions and any content on our website, these terms and conditions shall prevail. You should print a copy of these terms and conditions for future reference.

Please ensure you have read and understand the following:

#### **PAYMENT TERMS, INSURANCE AND CANCELLATION POLICY**

##### **PAYMENT TERMS**

- The first invoice of 40% of the Total Cost (as set out in the Contract Form) will be payable to What’s on 4 upon signing or submitting the Contract Form. You may pay either by paypal or by direct bank transfer, the account details for which are set out below.
- The second payment of 60% of the Total Cost will be invoiced at any time on or after 15th April 2014 for Brighton and 15th August for Surrey and is payable within 14 days of the date of the invoice date.
- Notwithstanding the above, Exhibitors booking Stand Space after April 15 2014 for Brighton and 15th August for Surrey must pay the Total Cost in full within 14 days of the date of the invoice or by the date stated on the invoice, whichever is the soonest. All payments must be made in full prior to the exhibition opening. If payment is not received by the due dates your reservation will be cancelled and the payment of any refund will be at our complete discretion.

Bank transfer - If you wish to make payment by bank transfer the account details are:  
sort code 309053, account number 03008374

##### **INSURANCE**

By signing/submitting the contract and/or in attending the event you confirm that you have been advised by What’s on 4 to take out and maintain at all time, public liability and employer liability insurance against personal injury, death and damage to or loss of property for a limit of indemnity not less than £5 million. You accept that it is your responsibility to ensure that your own insurance is adequate and that any stand sharers have the same level of cover. What’s on 4 will not be responsible should you fail to ensure that you and/or your stand sharers are adequately insured for public liability and employer liability insurance against personal injury, death and damage to or loss of property. Neither What’s on 4 nor the venue will be held responsible for any loss of property or stock left in the building during the previous night or indeed on either day of the event or the night during. Adequate insurance cover is strongly recommended. Your current insurance policy may well be sufficient however please ensure you seek the advice of your insurance provider. For further details and information on event insurance providers please contact What’s on 4.

##### **CANCELLATION OR REDUCTION OF SPACE**

You may cancel or reduce the Stand Space at any time prior to the date of the relevant event by notice 17

in writing to What's on 4 at [suzanne@whatson4.co.uk](mailto:suzanne@whatson4.co.uk) . The following cancellation fees will apply:

- 40% of the Total Cost of the stand (as set out in the Contract Form) (or 40% of the cost of the number of m<sup>2</sup> of stand space by which your originally requested stand space has been reduced) if the written notice of cancellation is received by What's on 4 on or before April 15 2014 for Brighton and on or before 15th August 2013 for Surrey; and
- 100% of the Total Cost of the stand (as set out in the Contract Form) (or 100% of the cost of the number of m<sup>2</sup> of stand space by which your originally requested stand space has been reduced) if the written notice of cancellation is received by What's on 4 after April 15 2014 for Brighton and 15th August 2013 for Surrey

What's on 4 will refund the amount paid by you up to that date for the relevant event less the applicable cancellation fee within 30 days of receipt of your notice of cancellation.

If upon booking none of your preferred stands as requested by you on your Contract Form are available, you may notify What's on 4 of this and your desire to cancel by emailing [suzanne@whatson4.co.uk](mailto:suzanne@whatson4.co.uk) within 7 days of the date of your booking and a full refund will be made, subject to the terms below.

Notwithstanding the above, on receipt of your notice of cancellation, What's on 4 may charge you an administration fee of up to 10% of the total cost payable for the requested stand(s)/Stand Space.

You may cancel this agreement within 14 days of you signing or submitting the Contract Form by notice in writing to What's on 4 at [suzanne@whatson4.co.uk](mailto:suzanne@whatson4.co.uk) (provided that such notice arrives with What's on 4 no later than April 15 2014 for Brighton or 15th August for Surrey) in which case no cancellation charge will be applied and a full refund of all monies received by What's on 4 up to that date will be provided.

Other than as provided in this section entitled "Cancellation or reduction of space" and clause 16a below, you shall not in any circumstances be entitled to any refund of the amount paid by you.

#### DATA PROTECTION LEGISLATION

What's on 4 will communicate with you using the contact details provided on the Contract Form for the purposes of the relevant event. What's on 4 shall be entitled to pass on all contact details to the event contractors and to third parties who provide goods and services that may be of interest to you. You should contact What's on 4 in writing at [suzanne@whatson4.co.uk](mailto:suzanne@whatson4.co.uk) if you wish to opt out of having personal contact details used in any of the ways listed above.

#### FILM, IMAGING AND PHOTOGRAPHY

The organisers reserve the right to capture audio, video and photographic media of the event, its exhibitors and attendees and to use such media in promotions either for the event itself or for any other company promotions now or in the future. The company also reserves the right to edit and/or manipulate such media as the company sees fit.

All media captured is the sole property and copyright of the organisers.

If you do not wish to be included in such media or you do not wish for media containing images of you or your company logo and/or products to be used then you must notify the organisers in writing within 7 (seven) working days of the end of the event. If you do not notify the company within the allotted time then this will be deemed to be full acceptance of these terms.

By signing the contract / purchasing a ticket you agree to these terms.

## RULES AND REGULATIONS

### 1. Acceptance of Contract

Once the Contract Form has been submitted or returned by the Exhibitor, the terms and conditions set out herein will be deemed to have been accepted by the Exhibitor.

### 2. Space Allocation

The Organiser reserves the right to revise the floor plan and to locate or relocate the Stand Space for an Exhibitor as may be required. If a stand relocation is necessary the Organiser will notify the Exhibitor in writing at any point prior to the date of the event. Floor plans made available to the Exhibitor are for information purposes only and do not guarantee that an Exhibitor will be located in the area shown on the floor plan or that a particular company will be located next to or near to an Exhibitor.

### 3. Stands not occupied

In the event of an Exhibitor not taking up his Stand Space at least 1 hour before the Exhibition opening time on the opening day of the event, the Exhibitor will be deemed to have cancelled his Stand Space and the Cancellation Fee (as set out above) will be payable and the Organiser shall be entitled to reallocate the Stand Space, as it considers appropriate.

### 4. Stand Sharers

If Exhibitors wish another company, person or entity to share their Stand Space this must be agreed in advance with the Organiser. The Exhibitor shall not assign, sublicense or underlet or divide any Stand Space without the prior written consent of the Organiser.

#### 4b. Exclusivity

No exhibitor has 'exclusivity' over any other regarding the showcasing of a particular brand or product unless this has been agreed in writing in advance by the Organiser. The Organiser endeavours where possible to ensure similar companies are not positioned in close proximity to each other but this is not guaranteed and is dependent on the company information the Organiser has at the time of allocation.

#### 4c. Floorplan & Exhibitor List

The Organiser will not be held responsible for any inaccuracies or omissions within the floor plans or exhibitor lists as supplied or published.

#### 4d. Show Guide

The Organiser takes no responsibility for any errors, inaccuracies or omissions within the 'Show Guide'.

### 5. Exhibitors Handbook

The Organiser will produce an Exhibitors Handbook providing technical and publicity details for the event. The Exhibitor accepts that he will be bound by any rules and regulations set out in the Exhibitors Handbook, and by the amendments and additions which may be made by the Organiser at any time. The Organiser takes no responsibility for any errors, inaccuracies or omissions within the 'Handbook'.

### 6. Health and Safety Regulations and Health & Safety at Work Act

The Exhibitor must ensure that all of its employees, contractors, sub-contractors and agents comply with the regulations of the Health & Safety at Work Act 1974.

There will be event managers present onsite at the event who will ensure that a safe working environment is created from the start of the exhibit build-up through to the exhibit break-down and including the show opening period. The Exhibitor and its employees, contractors, subcontractors and agents must comply with all requests from the event manager/organisers and failure to do so will result in the Exhibitor and/or contractor being asked to leave the exhibit area. No equipment of a hazardous or dangerous nature is to be used or employed without the consent in writing of the Organiser, the venue and where appropriate the local authorities. The Organiser accepts no responsibility in the event of failure to give the necessary permission. Fireworks, matches, harmful substances, explosives, detonating equipment and primings must not be brought to the event. The Exhibitor must comply with the fire regulations of the local and exhibition authorities and with building regulations.

#### 7. Exhibits

Exhibitors must ensure that exhibits and equipment keep within the stand boundaries and do not obstruct gangways. Exhibitors are not permitted to distribute literature beyond the boundaries of their stand space or in any other part of the venue. No exhibit of any kind, which in the view of the Organiser, will become a nuisance to other exhibitors or visitors will be permitted. Exhibitors must stop immediately at the request of the Organiser any act which in the opinion of the Organiser contravenes this condition and may be a nuisance to other exhibitors or visitors. Any failure to comply with any such requests by the Organiser shall entitle the Organiser to close the stand. The Exhibitor shall be liable to the Organiser for all expenses incurred and any loss resulting. The Exhibitor is also responsible for the removal of rubbish and waste materials on or around its stand, both pre-show and as break down commences.

#### 8. Build-up, Exhibiting, Breakdown

Build-up, exhibiting and breakdown hours will be specified by the Organiser. Exhibit breakdown shall not begin before the close of the Exhibition and must be completed by the end of the Breakdown period. The Exhibitor shall be liable for all storage and handling charges for failure to remove exhibit material or property belonging to the Exhibitor by the end of the Breakdown period.

#### 9. Damage to Venue and Exhibit Hall

The Exhibitor is liable for any damage caused by it, its employees, its contractors, sub-contractors and agents to the exhibit hall or other areas of the venue including outside areas, and all inside walls, flooring, fixtures and fittings.

#### 10. Space Only Designs and Height Limitations

Exhibitors must submit designs for space only stands or those stands that they wish to build higher than 2.5 metres by 30 April 2013 or by 30th August 2013 for Surrey for the Organiser's approval and consent. All stands must comply with local authority and venue owner requirements and be without detriment to neighbouring exhibitors.

#### 11. Exhibition Contractors

Exhibitors should ensure that only those contractors listed in the Exhibition Handbook may be used unless the Organiser's prior written consent has been obtained.

#### 12. Electrical / Telephone Installations

Only the electrical contractor appointed by the Organiser may fit or connect electrical installations. The Exhibitor shall contract directly with an electrical contractor. The Organiser does not accept any responsibility for failure of the electrical equipment, installation or supply. Items requiring an electricity supply may not

be brought to the venue without the prior written consent of the Organiser. Neither the organisers nor the venue will be held responsible should there be a breakdown in wi-fi supply or mobile phone signal during the event. All electrical appliances must be PAT tested in advance.

### 13. Phonographic Performance and Performing Rights

Exhibitors that play music on stand are advised that the Organiser does not hold a licence for the performance of music and under the conditions of the 1988 Copyright Designs and Patents Act. Exhibitors must apply for licences from both Phonographic Performance Ltd and The Performing Rights Society or contact the venue directly.

### 14. Intellectual Property Rights

The Organiser may list exhibitors in printed material prepared and distributed prior to or at the event. The Organiser is not liable for errors or omissions contained in such information. Unless otherwise stated, the copyright for any such publications belongs to the Organiser and may not be reproduced in any medium without the written consent of the Organiser. The Organiser may wish to photograph exhibit stands or features and reserves the right to do so for the purposes of promoting future events. Exhibitors wishing to photograph stands or features may do so with the consent of the Organiser.

### 15. Force Majeure

If the Organiser decides for reasons beyond its control that an event needs to be cancelled, postponed or suspended, due in whole or part to the venue becoming unavailable, war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance or any other matter beyond the control of the Organiser, the Organiser will not be held responsible for any direct, indirect or consequential loss incurred by the Exhibitor. All monies received or due from the Exhibitor and all other exhibitors will be applied by the Organiser in discharge of all expenses incurred by the Organiser in connection with the promotion and/or proposed holding of the event (to the extent that the Organiser is not reimbursed by an insurance against such risk) and any balance will be returned to the Exhibitor (pro-rata to the amount paid by each exhibitor) but the Organiser will have no other liability to the Exhibitor.

### 16a. Cancellation of Event

If the Organiser determines that there is insufficient support for an event, it has the right at all times to cancel or suspend the event without notice. In the event of such a cancellation the Exhibitor shall receive a full refund for the cost paid by the Exhibitor for the stand. Any liability of the Organiser shall be limited to such refund. The Organiser shall not be responsible for any losses (whether direct, indirect or consequential) incurred by an Exhibitor as a result of such cancellation.

### 16b. Amendment to venue, time and date of event

The Organiser reserves the right to change the venue, time and date of any event as it sees fit for any reason. The Organiser shall not be liable to provide you with a refund in the event of such a change, nor shall it be liable for any losses (whether direct, indirect or consequential) incurred by the Exhibitor as a result of such change.

### 17. Limitations of Liability and indemnity

Whilst every reasonable precaution is taken by the Organiser to ensure security and safety at the event, the Organiser shall not in any way be liable for any loss or damage sustained or occasioned from any cause whatsoever in relation to the event, save that nothing in this contract shall be deemed to limit the liability of any person for death or personal injury caused by negligence.

Notwithstanding the foregoing, any claim against the Organiser arising from an event or its conduct

must be notified in writing to the Organiser within six calendar months from and including the last day of the relevant event and the Organiser shall not be liable to the Exhibitor:

(a) for any purely economic loss for consequential or indirect losses or for any loss of profit or opportunity;

(b) for any loss which the Organiser is unable to recover from any third party (in circumstances where it was the act omission negligence or default of that third party which gave rise to the claim against the Organiser) or from any insurer (where the claim is insured); and

(c) for any loss exceeding a sum equal to the Total Cost (as set out in the Contract Form) paid by the Exhibitor.

The Exhibitor will indemnify the Organiser and hold the Organiser harmless, against and from any and all losses, damages, costs and expenses incurred by the Organiser resulting from (i) any claim made in respect of damage to persons and property caused by the Exhibitor, the Exhibitor's stand, installation, furnishings exhibits or staff or contractors or subcontractors or agents, (ii) any breach of the terms and conditions of this contract by the Exhibitor, (iii) any claim for copyright infringement, for which the Organiser may be sued or held liable, (iv) for any acts of omissions of the Exhibitor or its staff or contractors or sub-contractors or agents in connection with the event during the period of occupation or otherwise. The Organiser similarly does not accept any responsibility for Exhibitor's failure to arrange sufficient insurance cover.

#### 18. The Venue

If required by the Organiser, the Exhibitor will comply with all reasonable requests of the Organiser to satisfy any requirement of the venue owner.

#### 19. The Venue Rules

The Exhibitor agrees to be bound by any rules and regulations imposed by the venue owner when attending the Exhibition (including during 'Build Up' and 'Break Down').

#### 20. Governing Law

The validity, construction and performance of the contract and these rules and regulations shall be governed by English Law and the Exhibitor hereby submits to the jurisdiction of the English Courts.

December 2012



# **BABYEXPO SURREY**

## **Nov 23/24 2013**

# **EXHIBITOR/ASSOCIATE OFFICIAL PARKING/ACCESS /CATERING PASS**

Surrey Sports Park - Surrey Sports Park, University of Surrey, Richard Meyjes Road, Guildford Surrey GU2 7AD.

Set up from 3pm Saturday 23 November. There will be drop off areas, exhibitor parking and overnight parking available at exhibitor's own risk on the Saturday night. Access on show day from 0745. PLEASE BE UNLOADING BY 0815 ON THE MORNING OF THE SHOW AT THE VERY LATEST. DIRECT VEHICLE ACCESS TO THE HALLS WILL END BY 0900 FOR HEALTH AND SAFETY REASONS. AFTER 0900 YOU WILL BE REQUIRED TO PARK IN GENERAL PARKING AND CARRY YOUR STAND STOCK/MATERIALS IN.

PLEASE BE AWARE THERE WILL BE USHERS, SECURITY STAFF AND OUR TEAM ON HAND TO ASSIST

You may find it helps to make a note of your stand position here for when you arrive for drop-off

**Company name.....Stand number.....** sb26/9 23