**TERMS AND CONDITIONS**

**1) TRADING UNITS AND STAND PRICES**

i) Standard trading units can only be booked in complete 6ft linear lengths.

ii) Standard units measure a nominal 6'x5' (incl. standing space), but DO NOT include tables, which must be booked separately if required.

iii) For safety reasons, the Association **cannot** allow the use of 2 tables back to back in a standard trading unit as there would only be 1ft of space left in which to stand. If you wish to use 2 tables back to back, you must book a deeper stand (wall space) which has a minimum depth of 7ft. This would then give you a standing space of 3ft. These deeper `non standard' units are charged for by the square foot.

iv) The Association reserves wall spaces, in the first instance, for traders who book stands deeper than a normal standard trading unit (approx. 5ft). Traders who book and pay for standard trading units but request a wall space must realise that, once spaces for deeper trading units have been allocated, there is NO guarantee that any wall space will be left over available for those who have booked & paid for standard trading units.

Responsibility lies in full with the person making the booking to ensure that the required space is booked correctly in the first instance.

**2) TRADERS BADGES**

I) The Association works on the basis that a normal trade stand would not require more than two `staff' per linear 6ft booked, and the maximum inclusive badges will be calculated on that basis. However, we do understand that you may require less than this.

**3) DEPOSITS, PAYMENT OF OUTSTANDING BALANCES AND V.A.T.**

i) Full deposit is required as a minimum at the time of booking, as bookings will not be accepted without it.

ii) Balances outstanding after the payment of any deposit are due one month before the show date. The settlement date will also be detailed on your invoice which will be sent to you in receipt of your trade application.

iii) The Association reserves the right to withdraw any invitation should balances not be paid by the stated due date. In such cases, the Association will withdraw an invitation and arrange for the disposal of the trade stand booked - any deposit paid will be considered forfeit and non-refundable.

iv) The Association reserves the right to charge interest on all outstanding accounts, at 1% over the Bank of England’s current base rate.

v) The Association is willing to accept **post-dated** cheques for the payment of balances. If you decide to take advantage of this system, please ensure that you keep a record of any post-dated cheques sent. The Association will keep your cheque and will not cash it until the due date for settlement.

vi) As the Association is not VAT registered, all the prices quoted on the booking form have no VAT element.

**4) SHARING TRADE STANDS**

i) The Association has a policy of one trader per unit but understands that, on occasions, traders share their bookings with other traders. Under these circumstances, both traders' names should be notified by you when booking. This is mainly for insurance reasons and also to ensure that we have a comprehensive record of the traders attending each event. This would mean that any show guide produced would list every trader attending the event. Failure to inform the Association that a stand is being shared may lead to that traders' invitation being withdrawn (& also any future invitations) without the return of any deposit. If it is found that a trader is sharing a stand at any Association event without the Association having been notified, it will result in both parties being dismissed from the event, and the loss of any deposit paid.

**5) TRADE STAND SPACES AND PUBLIC WALKWAYS**

i) Any spaces left between trading units will have been left for a purpose. You must NOT use any such space to store or display goods and under NO circumstances should power leads be trained across these spaces unless previously authorised by the event electrician.

ii) Walkways must NEVER be obstructed by goods or displays in ANY way. This is a Health and Safety matter which, if not strictly adhered to, could result in the whole event being closed down.

iii) Your stand must be kept within the boundaries of the stand size or area you have paid for. You must NOT stray into a space that has been booked and paid for by another trader.

**6) POWER CONNECTIONS**

i) The Association provides power connections free of charge. However, you DO need to tell us that you actually WANT a connection when you complete the form. One other important item is to also tell us what the total power requirement (in Watts) of your stand will be. This is important when sorting out the distribution of power around the venue. All equipment must be RCD protected so please ensure that you bring one along.

**7) ACCOMMODATION**

The Association arranges accommodation for exhibitors and staff, usually all together in a reasonable hotel. Any specially negotiated rates will be passed on to the trade should you wish to use the same hotel. You are responsible for your own bookings.

**8) ACCESSIBILITY**

The Association wants to help as much as it can, so please let us know if you have any physical impairment that means you have difficulty in moving around. We will try to take any such information into account (as far as we can) when planning the layout of individual events. Also, if you prefer to be on the end of a block, or against anybody in particular, LET US KNOW when you complete the form, either by attaching a separate note or by making a note on the form itself - we will then try to accommodate your request, although you must realise that it will only be done if the layout of the show lend itself to it being done.

**9) And finally…. COVID-19**

Clearly the viability of holding the event for all concerned will be subject to the prevailing national Covid restrictions at the time and we will continue to monitor the situation in the coming months.