



## **Exhibitor Terms and Conditions**

**Payment** – Payment is required in advance and in full to secure an exhibition stand. We're able to take payment on the telephone with a credit card when booking the Net XP Sussex Event. Sussex Pages Ltd and Network Xpress does not store your credit/debit card details on the website. This information is processed by WorldPay Zinc or direct bank transfer to Sussex Pages Limited.

**We do not accept payment by cheque or AMEX.**

**Advert Copy** – Advert copy for paid advertising received after 20.01.17 cannot be guaranteed space in the event programme, website or e-newsletter.

**Cancellations** – Cancellations must be made in writing. If a cancellation is made 3 months prior to the event, Sussex Pages and Network Xpress will endeavour to sell the space but should this not be possible, the exhibitor will be liable for the total charge.

**Allotment of Space** – Stand space will be allocated by the event organisers. Every endeavour will be made to meet the general wishes of exhibitors with regard to position, without causing unfairness to others. The event organisers reserve the right to reject any proposed entry, or to cancel an entry without being required to give a reason. In such cases the fees will be refunded.

**Sub Letting** – Sub-Letting of stand space is not permitted without specific agreement of Sussex Pages and Network Xpress.

**Health & Safety/Insurance** – All exhibitors are required to have as a minimum £1million public liability insurance. As such Sussex Pages and Network Xpress shall not be liable for any claims arising from death or bodily injury, damage to or loss of property caused by the exhibitor or any person or company acting on their behalf. Sussex Pages and Network Xpress shall be under no liability whatsoever for any loss or damage. The exhibitor's attention is drawn to the requirements of the Health and Safety Act 1974 with regard to their duties in connection with their work activities towards personnel employed on their stands and towards members of the general public.

**Fire Precautions** – Fire precautions on stands are the responsibility of the exhibitor. No use of gas cylinders (e.g. calor gas, propane, butane, helium, etc) are permitted at the event.

**Gangways & Fire Exits** – Under no circumstances will exhibits, stand dressings, tables and chairs etc be allowed to encroach into gangways. Please ensure you keep within your stand limits. Please also ensure that you do not obstruct any fire exits at any time.

**Security** – Sussex Pages and Network Xpress will not be responsible under any circumstances, for the safe keeping of an article exhibited or brought into the event by exhibitors.

**Electricity** – You will need to bring an extension lead if you have booked electricity for your stand. Any electrical appliance connected to a plug socket must have been tested by a competent person before it is plugged in and energised. The person or persons responsible for bringing the equipment to the exhibition are the person or persons responsible for ensuring this testing has been carried out. If applicable any lead should be FULLY unwound prior to use.

**Event Disruption** – If the event is cancelled, postponed or has to be abandoned for reason of war, national emergency, civil disturbance, inevitable accident, explosion, fire, storm, labour dispute, strike, lock-out, force majeure, the non-availability, either all or partially, of the Exhibition venue, or any other cause not within the control of the organisers, Sussex Pages and Network Express will 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 occurrence of any such events.

**Music/Undue Noise** – Exhibitors who play any form of recorded music for background purposes are required to check to see if they need to obtain a PPL licence. No exhibitor shall be allowed to shout or call attention to his goods, or use any equipment which may cause annoyance to other exhibitors.

**Exhibits & Displays** – Sussex Pages and Network Express does not provide shell schemes, tablecloths, stands, dressings or screens. Exhibitors must describe in full their business, product and services accurately and honestly, failure to do so may result in exhibitors being turned away from the site without refund or payment. All exhibitor display and/or activity must remain in the designated stand space. No screws or similar fixings may be used in any part of the exhibition building. Should any damage occur, the Exhibitor responsible will be liable for any repair charges incurred.

**Refuse Disposal & Packing Materials** – Specific refuse points will be advised. All exhibitors are responsible for disposing of their own refuse and to ensure no build-up of waste materials occur. No storage for packing cases or packing materials is provided within the exhibition halls. Any such materials must be removed from the exhibition halls before the exhibition opens.

**Arrival & Departure** – Set up and breakdown times can be found on the information sheet provided to exhibitors on receipt of booking confirmation. Exhibitors, their contractors and agents are required to man their stands at all times whilst the exhibition is open to the public and vacate the venue by no later than 4:00pm at the end of the day. Any costs incurred by Sussex Pages and Network Express for failure to vacate by this time will be passed on to the exhibitor. When unloading and loading exhibitor equipment by car, exhibitors are required to unload/load at the time specified and not to leave their cars parked in the loading area. Exhibitors must unload/load and immediately find an appropriate car parking space.

**Appeals Competitions, raffles etc.** – Companies/sole traders wishing to make appeals or run competitions must first write to obtain permission from the organisers.

**Charities** – All charities must produce a valid certificate of registration before booking to receive 10% discount.

**Dogs** – Only guide dogs for blind persons will be permitted.

**Smoking** – There is a strict no smoking rule within the exhibition halls.

**Exhibitors' Responsibilities** – Exhibitors will undertake to act in accordance with the law, and indemnify Sussex Pages and Network Xpress in relation to advice given and/or claims made in connection with a product or service they offer.

Registered Office and Information Centre

**Sussex Pages Limited / Network Xpress**

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w1: [www.netxp.mobi](http://www.netxp.mobi) (mobile only website)

w2: [www.netxp.co.uk](http://www.netxp.co.uk) (main website)

w3: [www.sussepages.co.uk](http://www.sussepages.co.uk) (parent website)

