

Terms and conditions for Exhibitors and Supporters

1. Definitions

In these terms and conditions, “organisers” means “KC Jones conference&events on behalf of BASES”, “supporters” means “any person, company or organisation and the staff or agents of that company or organisation taking supporter, exhibition or advertising opportunities”, “event” means the “BASES Conference 2023”, “venue” means “Coventry Building Society Arena”.

2. Contract

1. Completion of the application form is a binding contract of your company’s commitment to the package booked and of your acceptance of these booking terms and conditions including the cancellation policy. A completed contract must be submitted for all bookings.

2. Should the organisers agree to hold a provisional supporter booking, the organisers reserve the right to sell that package to another supporter should the first enquirer be unable to confirm their booking on request.

3. By submitting the supporter accepts without reservation the following:

1. the terms of the supporter contract;
2. all regulations contained in these terms and conditions, the supporter manual and any reasonable instructions subsequently issued by the organisers;
3. all regulations laid down by the local authority applicable to the event;
4. all regulations laid down by the venue including but not limited to security, health and safety, fire and traffic;
5. all current Health & Safety regulations.

3. Exhibition floorplan

1. The organisers reserve the right to alter the layout of the exhibition at any time and in any respect.

2. Display space will be allocated to supporters by the organisers. Requests for location will be taken into account where possible but cannot be guaranteed.

3. Exhibition displays must stay within the allocated floor space at all times.

4. Health & Safety

1. It is the responsibility of the supporter to ensure that his staff and any supplier/contractor working on his behalf, are familiar with and abide by all current UK and European health and safety regulations. The supporter is responsible for the health and safety of his stand during installation, use and dismantling. This includes provision of Risk Assessments, Method Statements and copies of public liability insurance where applicable

2. In order to create and maintain a safe environment at all times, all supporters and contractors must abide by reasonable instructions from the organisers and/or the venue.

5. Security/insurance

1. Each supporter is responsible for the security and insurance of his own display and its contents.

6. Breakdown

1. No items may be removed or display breakdown commenced before the official closing time of the exhibition.

2. Any supporter failing to vacate the venue of his stand and all other items by the prescribed times will be held liable to pay any penalties that may be imposed by the venue.

7. Staff identification

1. All supporter staff must wear the identification badges issued by the organiser at all times while onsite at the venue. Additional staff will be permitted access upon payment of the relevant registration fees and capacity.

8. Stand fittings

1. There will be no shell scheme for the stand, exhibition space will either be against a wall or display boards will be used to define the space

2. All materials and stand fittings must be non-flammable or impregnated with fire-proofing solution in a way as to comply with all current safety requirements.

9. Damage

1. Exhibitors shall not cause any damage to the venue and shall make good any such damage at their own expense.

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10. Payment terms

1. Payment is due at the time of booking or as per invoice terms, 30 days from date raised. Any supporter not having made payment by the time of the exhibition may not be permitted to exhibit.

11. Cancellation by the supporter

1. Notification of cancellation or non-attendance must be submitted in writing to the Organisers by emailing bases@kc-jones.co.uk

2. In the event that a supporter wishes to cancel the contract, full payment of the associated charges will still be required. In some cases the Organisers may be able to re-sell the package but this will be considered on a case by case basis..

12. Bankruptcy or liquidation

In the event of a supporter becoming bankrupt or insolvent or entering into liquidation or having a receiver, administrator, sequestrator or trustee appointed over any of its assets, the organisers shall be at liberty to terminate forthwith the contract with the supporter and the terms and conditions relating to cancellation of space set out in clause 11.2 shall apply.

13. Force majeure

1. If the event is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the venue or any other cause not within the control of the organisers, the organisers may at their entire discretion, repay the space rental paid by the exhibitor, or part thereof, but shall be under no obligation to do so. The organisers shall 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 happening of such an event.

2. It is recommended that supporters take out appropriate insurance against cancellation.

14. General

1. Each supporter shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.

Conference Materials

Please send through marketing materials as per package booked to ensure that you make the most of the opportunities available.

- The deadline for all digital materials to include logos and profiles, banners etc to be received ASAP and no later than: Monday 4 September 2023