

Business EXPO25 Exhibitor Terms and Conditions



1. ACCEPTANCE OF TERMS

By booking a stand at the Business Expo, the exhibitor agrees to follow the below terms and conditions. These terms constitute a binding agreement between the exhibitor and the event organisers Kingston Chamber of Commerce.

2. BOOKING AND PAYMENT

2.1 Booking Confirmation: Your booking will be confirmed upon receipt of a completed booking form and full payment of the stand fee.

2.2 Payment Terms: Payment must be made in full within 10 days of the invoice date. Failure to make payment within this period may result in the cancellation of your booking.

2.3 Cancellation by Exhibitor: Any cancellations must be made in writing. Refunds will be provided on the following basis:

- **100% refund** if cancelled more than 30 days before the event.
- **50% refund** if cancelled more than 14 days before the event.
- **No refund** for cancellations within 14 days of the event.

3. ALLOCATION OF STANDS

3.1 Stand Allocation: Stands will be allocated on a first-come, first-served basis. The organisers reserve the right to rearrange the layout or relocate stands if necessary.

3.2 Stand Setup and Breakdown: Exhibitors may set up their stands from 1pm on October 29th and must have them ready by 8.30am October 30th. Stands must be dismantled and cleared by 4pm on October 30th.

4. USE OF STAND

4.1 Exhibitor Responsibilities: Exhibitors are responsible for the setup, maintenance, and removal of their materials at their stand.

4.2 Display and Marketing Materials: All promotional materials must be confined to the allocated stand space. Exhibitors must not obstruct walkways or other stands.

4.3 Stand Staffing: It is recommended, but not required, that stands be staffed throughout all event hours. The exhibitor is responsible for their stand, including any presence or absence of staff members.

5. HEALTH AND SAFETY

5.1 Compliance: Exhibitors must comply with all health and safety regulations, including fire safety rules and guidelines provided by the event organisers.

5.2 Insurance: Exhibitors are responsible for ensuring they have adequate insurance coverage. The Kingston Chamber of Commerce has Conference & Exhibition insurance, which includes public liability coverage.

6. LIABILITY

6.1 Event Organiser Liability: The event organisers will not be liable for any loss, damage, or injury to exhibitors, their staff, or their property, except where caused by the organisers' negligence.

6.2 Exhibitor Liability: The exhibitor is liable for any damage caused to the venue or other exhibitors' property due to their actions or the actions of their representatives.

7. Cancellation or Postponement of Event

7.1 Organiser's Right to Cancel: The organisers reserve the right to cancel or postpone the event for any reason, including but not limited to unforeseen circumstances, government regulations etc.

7.2 Refunds: If the event is cancelled or postponed, exhibitors will be offered a full refund or the option to transfer their booking to the rescheduled event.

8. EXHIBITOR CONDUCT

8.1 Professionalism: Exhibitors are expected to conduct themselves professionally at all times and to treat other exhibitors, attendees, and event staff with respect.

8.2 Prohibited Activities: Exhibitors must not engage in any activities that could cause harm, offense, or disruption to the event, event organisers or other participants.

9. INTELLECTUAL PROPERTY

9.1 Use of Logos and Trademarks: Exhibitors are encouraged to use the event promotional pack including logo and graphics in their communication following their official publication. No prior written consent is needed.

9.2 Copyright Compliance: Exhibitors must ensure that all materials displayed or distributed at their stand comply with copyright laws.

10. AMENDMENTS TO TERMS AND CONDITIONS

The event organisers reserve the right to amend these terms and conditions at any time. Exhibitors will be notified of any changes in writing.

11. GOVERNING LAW

These terms and conditions are governed by the Kingston Chamber of Commerce. Any disputes arising from these terms may result in the exhibitor being excluded from the event and barred from future collaborations.