

# NW Regional Conference 2019 - Terms and conditions for exhibition space, advertising and sponsorship.

## **1. Definitions**

In these terms and conditions, ORGANISER means the National Executive of the Labour Party. EXHIBITOR and SPONSOR means any person, company or organisation and the staff or agents of any such company or organisation to take stand space or arrange sponsorship. THE PREMISES means the SOUTHPORT THEATRE AND CONVENTION CENTRE, used by the organiser for exhibition purposes. THE HALL OWNERS means the venue owners. AUTHORITIES means the local authority, fire authority or any other relevant body or person having jurisdiction over the premises.

## **2. Security and insurance**

Each exhibitor is responsible for the security and insurance of his/her own stand and exhibits and for his/her own employees' insurance cover. Each SPONSOR is equally responsible for the security and insurance of adverts and branding. In no circumstances will the organisers or the hall owners accept responsibility or be liable for loss or damage whatsoever or howsoever arising.

## **3. Exhibition layout**

The organiser reserves the right to alter the layout of the exhibition at any time in any respect.

## **4. Final details**

Final arrangements concerning access, setting up times and stand numbers will be enclosed with the allocation pack.

## **5. Trading rights**

The sole rights of exhibiting merchandise and transacting business on the premises during the period of the exhibition are owned by the organiser who will, at their sole discretion, grant licenses to exhibitors on and subject to these terms and conditions. An exhibitor shall not without the written consent of the organiser assign the benefit of the license granted pursuant to these terms and conditions or any part thereof or any interest thereunto or share his/her stand with any person or persons whatsoever. Where consent is given to the exhibitor for the sharing of his/her stand with any person or persons whatsoever, the space rental charged to the exhibitor may be increased by an appropriate sum per person, company or organisation in addition to the rental charged to the exhibitor to cover additional cost. It shall be the duty of the exhibitor to inform any person, company or organisation sharing with him/her of all relevant information, including these terms and conditions. The exhibitor will be responsible for all work in connection with his/her shared stand, including catalogue entries for the person, companies or organisations sharing.

## **6. Insurance**

Exhibitors shall be responsible for arranging their own insurance and shall keep the organizer indemnified in respect of: (a) any loss or damage to any property of the organiser; (b) all claims and demands by third parties (including servants and agents of the organiser and the hall owners, other exhibitors and their servants and agents and members of the public) in respect of personal injuries or loss of or damage to property, caused by or occasioned by the exhibitor, or any of his/her employees or servants or agents or property, arising out of or in consequence of his/her occupation of the stand or exhibition of an article or process or thing or otherwise howsoever. The exhibitor will respect all risks of every kind whatsoever in respect of personal injuries to him/herself, his/her servants or agents, or of loss or damage to any of his/her property or property in his/her custody and the organiser shall be under no liability in respect of any such risks. The exhibitor shall make good any damage done by him/her, his/her servants or agents to the premises or any furniture or fixtures therein damaged by fire caused upon his/her site. The organizer reserves the right to request the sight of any insurance policy prior to the exhibition.

## **7. Opening hours**

Stands must be open for business during the published daily opening hours of the exhibition and remain open continuously until half an hour after the closing times.

## **9. Clearance of exhibits**

No stand, exhibits or materials may be removed before the official closing time of the exhibition. In the event

of the exhibitor failing to clear his/her exhibits and fittings by the prescribed times, a charge shall be made by the organiser. If the exhibitor has failed to do such work, the organiser may arrange for the work to be done and apply a charge thereafter.

#### **10. Stand spacing**

- a. Any Additional work an exhibitor may require on interior decoration and fitting out may be carried out by a contractor of the exhibitor's choice and at the exhibitor's expense.
- b. No part of any stand may overhang any gangway or exceed the allocated boundaries of the stand space. Exhibitors must not display their goods so that in the opinion of the organizer they distract the light or impede the view along open spaces or gangways, or inconvenience other exhibitors.
- c. No petrol, spirit or other hazardous spirit, liquid or vapour is to be brought into the conference premises unless previously approved in writing by the organiser.
- d. All materials used for building, decorating, draping or covering stands must be nonflammable or impregnated with fire-proofing solution in a way as to comply with the requirements of the authorities.
- e. Empty cases, cartons and packing must be removed from the premises for storage, or during the access period of the exhibition left in the gangways for clearance by the organiser's staff.
- f. Any changes space options on site may be subject to further charges.

#### **11. Conduct of exhibitors**

Any exhibitor displaying equipment operating a sound system of any type will demonstrate only at low volume and will, if required by the organiser, cease from playing. Likewise if it is considered that they are continually hindering or annoying other exhibitors.

#### **12. General**

- a. Each exhibitor is bound in all respects by these terms and conditions and, in addition, shall be bound by and comply with and be deemed to have full knowledge of the rules, conditions and regulations of the hall owners.
- b. The conditions of acceptance are that the Labour Party National Executive Committee (or organiser) will only accept organisations that recognise a bona fide trade union
- c. Each exhibitor must bring to the notice of all agents or contractors employed by him/her such of the provisions of these terms and conditions, and any claim arising from failure of the exhibitor to give such notice shall be the sole responsibility of the exhibitor concerned.
- d. Any complaint must be submitted in writing to the exhibition organiser or representative of the organiser within seven days of the exhibition. A complaint made or addressed in any other manner will not be considered.
- e. The organiser reserves the right to reject any advert, display or wording which is deemed offensive or not fitting for The Labour Party.
- f. The organiser reserves the right to waive, add to or alter any of these terms and conditions in the interest of the exhibition either generally or in any particular case.

#### **13. Stands**

Exhibitors must not occupy space outside their stand area. Any exhibitor wishing to build within the stand must submit a detailed plan, including height requirements, list of contractors and materials to be used and risk assessment not less than six weeks before conference.

#### **14. Regulations**

Exhibitors shall observe and conform to all rules, regulations, orders and bye-laws affecting the use of the Blackpool Imperial Hotel and with all requirements of the authorities.

#### **15. Payment procedure**

The rent of the stand spaces contracted by exhibitors, sponsors and advertisers is payable to the organiser as detailed on the application form.

- a. The deposit payment as detailed must accompany the application form, and this is non-returnable.
- b. The final settlement date will be 30 days from the date of the invoice, which will be forwarded on receipt of application.
- c. If the balance of money outstanding is not paid by the final settlement date, the organiser reserves the right to cancel the application, reallocate the stand and retain the deposit payment.
- d. An exhibitor applying for space within the 30 working days prior to the opening date of the exhibition will be required to remit the total cost of hiring the stand with the completed space application form

#### **18. Cancellation or reduction of stand space**

Any exhibitor cancelling or reducing his/her stand space after his/her application has been accepted by the organiser is liable for the total charge of his/her original booking unless stand space can be re-let. In such a case, a cancellation fee of 30 per cent of the total charge of the original booking will be payable to the organiser.

#### **19. Cancellation or reduction of sponsorship and advertising**

Any sponsor reducing or canceling advertising space within two weeks of the event will be subject to the full cost and 30% of cost if within 30 days from event.

#### **20. Cancellation of fringe meetings**

Any sponsor canceling a fringe meeting will be subject to £50 charge if canceled within two weeks of event. Sponsors of fringes are liable for any charges incurred with a third party for the event or with The Imperial Hotel.

#### **21. Refunds**

In the event of the abandonment of the exhibition or conference by the organiser, the organiser shall be entitled to retain or receive on account of working expenses, 25 per cent of the rent paid or contracted to be paid by the exhibitor. The balance shall be repaid by the organiser of the exhibition to the exhibitor.

#### **22. Cancellation of conference**

If for any reason the exhibition and/or conference cannot be opened and held at the site on the dates specified, the organiser may at his/her discretion: a) postpone the opening of the exhibition until such a date as in the circumstances of the case appear to them to be reasonable; or b) obtain such premises as in their opinion are suitable and hold the exhibition on the date originally specified; or c) declare the exhibition/event abandoned.

#### **21. Disclosure**

The hire of conference exhibition space and advertising represents a commercial service at a fair market value and is therefore not required to be disclosed under the PPERA. All sponsor:  
under the PPERA