

Exhibitor Terms and Conditions

Payment Terms

Payment in full has to be made online at time of booking.

If payment is not possible at this time please email info@ecotrailtrekker.com and we will get back to you to discuss an alternative arrangement.

If funds are not paid on time then the organisers have the right to re sell the stand space without any refunds.

Badges

No one will be admitted into the Festival without an exhibitor's badge. A maximum number of two persons per stand are permitted. Those that require having more than two persons, prior permission must be obtained and names must be logged with the Event Organiser three days before the event.

Electricity

Electricity is made available at no extra cost, to all stands, but you are required to supply your own extension leads and adapters to reach the nearest supply point. Please ensure that the maximum output is no more than 3 amps per outlet. Please ensure that all electrical equipment is tested to EEC Regulations and protected by the circuit Breaker. Any appliances or extensions used should be in a good state of repair with no obvious defects and carry the appropriate fuse for the appliance.

All cables must be secured and taped up to prevent slips, trips and falls. All equipment should be PAT tested and carry the appropriate sticker.

Leaflets/Samples/Display Material

Leaflets, canvassing and samples must remain within the bounds of your stand area. There will be a designated area for leaflets. Please do not place leaflets elsewhere in the venue, including toilets. Fly posters are likewise not permitted unless previously agreed with the Event Organisers and will be removed if found. The use of blu-tak, Velcro, adhesive tape and drawing pins is not allowed on the fabric of the venue, costs incurred for damage to the building from the use of these fixings will be passed to the exhibitor concerned.

Exhibitors, Stands

Stands will be allocated when required by the Event Organiser in the interest of ensuring a well-balanced Event and requirements of the venue

Chairs are supplied 2 per stand – extras are available at the event and may be requested from the Organiser, use of tables extra to those supplied must be agreed with the event Organiser.

Subletting or sharing of stand space is only permitted with prior agreement.

The Organiser reserves the right to alter the venue plan at any time without consultation with the exhibitors.

Lighted candles or the burning of incense or tea lights may Not be used on any stand, either as decoration or to display – none lighted candles and burners can be displayed

Any liquid spillage must be removed as quickly as possible.

The Exhibitor is required to ensure that all banners, decorative furniture and equipment is secure and does not have adverse effects on fellow exhibitors and the general public visiting the event.

Unloading and Dismantling

There will be security staff to conduct the area designated for unloading of your vehicles. This area has a restriction as to the number of vehicles allowed and once unloaded, **please move your vehicle away from the entrance and if possible, park so as not to restrict local traffic or visitor access to the venue.**

Once the venue is open to the public and doors are closed on all other entrances and exits, access must be through the main entrance to the event and not through any other doors or fire exits for reasons of security and safety. Please Note all stands are for the two days unless otherwise agreed.

Dismantling the stands must not commence until the Event has closed on the Sunday and the premises must be vacated within 2 hours.

Parking

There is a car park available on the Leeds Armouries site and many other car parks within a short distance away. We suggest that you google Leeds Armouries Car Parks for more information.

Cancellation

Cancellations must be made in writing. Full payments are required if a cancellation is made within 6 weeks prior to the Expo. **We will exercise our right to claim interest and compensation for debt recovery cost under the late payment legislation if we are not paid according to the agreed terms.**

Exclusion

The event Organisers reserves the right to exclude any exhibitor without giving any explanation.

Insurance

The exhibitor shall take out adequate insurance in respect to all liabilities of the stand holders in relation to the festival. Stand holders are required to have minimum **£1 million-pound public liability insurance**.

While every effort will be made regarding overnight security, no responsibility is accepted for any loss or damage to any products, stock or equipment

Exhibitors are responsible for the safety of their stands and their own insurance cover for stock and equipment.

Traders who manufacture, mix or apply products must hold products liability and comply with the trading standards legislation – all exhibitors must comply with current labeling regulations, weights and measures legislation for any home-produced products,

The organisers have the right to seek proof of insurance and if not supplied exclude the trader from the event.

Conflict of Interest

To prevent conflict of interest, exhibitors confirm by accepting they will not hold a similar Event/s within a 50-mile radius of those planned by the the Event Organisers.

Removal of products and services

You may be requested to remove or withdraw any products and services, which are not listed, on the booking form.

All product and services offered must be listed on the booking form. (This enables us to have a well-balanced Event.)