

Basingstoke Business Expo – Exhibitor Terms and Conditions

1. A completed booking form is required for all businesses wishing to exhibit at the Event. By completing a booking form you agree to these Exhibitor Terms and Conditions.
2. All bookings will remain provisional until full payment is made. Failure to complete payments by the due date will be treated as a cancellation and the Event Organiser will reserve the right to resell the exhibition space/stand.
3. All charges will be invoiced upon receipt of a completed booking form issued by the Event Organiser.
4. Payment for sponsorship, exhibition space or advertisements related to the Event must be paid before or on the due date as specified on the invoice, unless otherwise stated. Payment plans agreed with the Event Organiser must be adhered to. Again, failure to complete pre-planned payments by the due dates will be treated as a cancellation and the Event Organiser will reserve the right to resell the exhibition space/stand.
5. Exhibitor cancellation less than 6 weeks prior to the Event will be liable for the full amount of charges and cancellations between 9 weeks and 6 weeks prior to the Event will be subject to a 50% cancellation fee. All other stand/sponsorship cancellations made after our 14-day cooling off period will be subject to a standard £1000+VAT cancellation fee which must be paid in full within 14 days. Cancellations must be made in writing and cancellation is deemed to take effect on receipt of the cancellation letter or email sent to the Event Organiser.
6. In the event that an exhibitor or sponsor becomes bankrupt, goes into liquidation or in the event that a receiver is appointed, the Event Organiser reserves the right to cancel any stand, exhibition space or sponsorship without being under liability to refund or rebate any charges paid or due herein.
7. The Event Organiser and/or B2B Expos/Memo Events Limited reserve the right at any time to change, update or alter the floorplan if deemed necessary. Compensation will not be given.
8. The Event Organiser, nor B2B Expos/Memo Events Limited, accept accountability if an exhibitor stand is located next to or near another stand/exhibit that the exhibitor deems as a competitor. It is the exhibitor's responsibility to review the current exhibitor list on the website to ensure a stand's suitability in respect of location.
9. The Event Organiser and/or B2B Expos/Memo Events Limited reserve the right at any time to change the type of shell scheme or stand furniture as advertised if deemed necessary. Compensation will not be given.
10. The Event Organiser reserve the right at any time to change the date and/or the venue of the Event, or to cancel it altogether, if deemed necessary by reason of fire, flood, extreme weather conditions, acts of war or violence, malicious damage, explosion, earthquake, strike, civil disturbances, political unrest, riot, labour dispute, power cuts or any other cause beyond the Event Organiser's control; or if B2B Expos/Memo Events Limited for any other reason deem it necessary or advisable. In such cases, the exhibitor/sponsors waives any and all claims they might have against the Event Organiser for refunds, damages or expenses. In the event that the Event is cancelled, the Event Organiser will make every attempt to postpone or reschedule the Event. If an exhibitor decides to withdraw from the rescheduled Event, due to the changes to the original event venue/date/location, the exhibitor will only be entitled to a 50% refund at the discretion of B2B Expos/Memo Events Limited and/or the Event Organiser.
11. In the event that the Event is cancelled by the Event Organiser for commercial reasons, such as lack of support/interest, then all sums paid by the exhibitor/sponsors for the stand/sponsorship will be refunded in full. The exhibitor/sponsors agree that under these circumstances that they will have no further claims against the Event Organiser or B2B Expos/Memo Events Limited.
12. Exhibitors that fail to show up to the Event and that have paid in full, will not be entitled to a refund and will be liable for the full amount of charges.
13. The exhibitor must comply with the risk control measures that form the part of the risk assessment for the venue, under the Health and Safety at Work Regulations 1999.
14. Unless caused by our own negligence, the Event Organiser or B2B Expos/Memo Events Limited accepts no liability for damage to, or loss of, any property or articles or things whatsoever, placed or left at the venue or any part thereof, by an exhibitor/sponsor, or by any individual attending the Event.
15. The Event will be open to visitors during the advertised times and exhibitors must ensure that their stand is ready at least 30 minutes prior to the opening of the Event each day. Stands must be fully staffed and occupied for the visitor opening hours.
16. Exhibitors may place promotional material and merchandise on the stand walls, but are only permitted to use removable adhesive fittings, as detailed in the Exhibitor Handbook and Manual provided the Event Organiser.
17. The exhibitor must not alter or tamper with the structure of the stand, including carpet, shell scheme, fascia, electrical fittings or lighting. Failure to conform to this provision will render the exhibitor liable for any damage incurred. The Event Organiser or B2B Expos/Memo Events Limited reserve the right to remove any materials or literature considered to be of an obscene or objectionable nature and remove any exhibit it considers to be unsafe. Compensation will not be given.
18. The exhibitor shall make good and indemnify B2B Expos/Memo Events Limited, and the Event Organiser, for any damage to the venue/shell scheme by the exhibitor, their agents or employees.
19. At the end of the Event, exhibitors are responsible for removing any property used by them in connection with their participation with the Event. The exhibitor is liable for all storage and handling charges resulting from failure to remove all equipment from the venue.
20. The Event Organiser agrees to promote/advertise the Event to the best of their abilities to ensure a satisfactory amount of visitors pre-register to attend the Event, however The Event Organiser or B2B Expos/Memo Events Limited accept no responsibility for the footfall or volume of visitors on the day of the Event, without being under liability to refund or rebate any charges paid or due herein.
21. Exhibitors/sponsors agree to support the Event in respect of promotion to help raise the awareness of the Event, and agree to reasonably use all of the resources provided in the Exhibitor Handbook, Manuals and Media Packs to promote their attendance/stand/involvement with the Event.
22. B2B Expos/Memo Events Limited, nor the Event Organiser will accept delivery of any exhibitor products/equipment unless this has been pre-arranged with the Event Organiser. Exhibitors wanting to have items delivered to the event, prior to the event, must arrange this with the venue directly. The venue accepts no responsibility for the loss or damage to items shipped or couriered directly to the hosting venue.
23. Exhibitors are encouraged to arrange independent Public and Employees Liability for the Event. You can arrange exhibitor insurance with Event Insurance Online. This is optional, however the Event Organiser or B2B Expos/Memo Events Limited accept no responsibility to any damage or injuries that occur on an exhibitor's exhibition stand or within their exhibition space, especially if injury or damage is caused by an item or exhibit associated with their exhibition stand/space.
24. Canvassing for orders and the distribution or display of printed materials, except by the exhibitor on their own stand, is strictly prohibited. If the exhibitor is in breach of this provision they may be asked to surrender the display/printed materials and the right of removal may be exercised.
25. If an exhibitor would like to raise a complaint regarding the Event Organiser or the Event, they should forward their comments to B2B Expos/Memo Events Limited. Contact details for B2B Expos/Memo Events Limited can be found on the Contact Us page on the B2B Expos website.
26. B2B Expos/Memo Events Limited reserve the right to change or update these Terms & Conditions at any time, and you agree to abide by the most recent version of these Terms and Conditions. To access the most recent Terms & Conditions please visit our website.
27. These terms and conditions must be complied by all exhibitors, including staff and agents, and any dispute or enforcement shall be settled under English Law and referred to the Courts of England and Wales.