

Wellbeing Showcase Terms and Conditions

Definitions

“The Organiser”

Wellbeing Showcase (Soul’s Compass), 17C Essex Road Enfield EN2 6TZ

“The Exhibitor”

The person who hires an Exhibition stand/space/gives a talk, demonstration or workshop. The Hirer must be 18 years of age or over at the time of the booking.

“The Booking”

An application (reservation) to hire an Exhibition Stand/provide a service at Wellbeing Showcase event(s) upon receipt of full payment prior to the booking deadline:

Borough	Venue	Booking deadline
Enfield	The Dugdale Centre, Thomas Hardy House, London Road, Enfield, EN2 6DS	1 st September 2019
Hackney	The Redmond Community Centre, Kayani Avenue, Woodberry Down, Hackney, N4 2HF	1 st September 2019

“The Event(s)”

- (i) Enfield Wellbeing Showcase at venue: Dugdale Centre, Thomas Hardy House, London Road, Enfield Town EN2 6DS. The current terms and conditions of hire are as follows to which the booking is subject.
Live date(s) & Public opening times: Saturday 2nd November 2019, 11.00 am – 17.00 pm
- (ii) Hackney Wellbeing Showcase at venue: ccccc
Live date(s) & Public opening times: Saturday 9th November 2019, 11.00 am – 17.00 pm

Confirmation & Payment

Invoice will be sent after confirmation of Exhibitor requirements payable immediately. Confirmation of payment will be made via email. Only those goods and services entered on the application form may be displayed at the event. The Organiser reserves the right to decline an application to exhibit if, in the Organiser’s opinion, the applicant/application is deemed unsuitable for the event(s). Payment is to be made in full to guarantee a place. Early bird discounts finish midnight 30th June 2019.

Cancellations

Withdrawal by an Exhibitor (for whatever reason) must be made in writing to the Organiser and received by recorded delivery. Confirmed cancellation will be made in writing/email by the Organiser. The Organiser reserves the right to resell the space without prejudice. In the event of non-compliance or non-payment the Organiser may at its sole discretion cancel the booking without return of monies paid, relocate the stand to another position and/or alter the size of the stand.

In the event of a cancellation by the Exhibitor the cancellation fees are as follows:

Enfield Wellbeing Showcase	<ul style="list-style-type: none">• 30% if cancelled on or after 1 July 2019• 70% if cancelled on or after 1 August 2019• 100% if cancelled on or after 1 September 2019 Cancellations and refunds will incur a £10 administrative charge . No show, no refund policy.
Hackney Wellbeing Showcase	<ul style="list-style-type: none">• 30% if cancelled on or after 1 July 2019• 70% if cancelled on or after 1 August 2019

	<ul style="list-style-type: none"> • 100% if cancelled on or after 1 September 2019 <p>Cancellations and refunds will incur a £10 administrative charge. No show, no refund policy.</p>
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Advertisements in the programme are non-refundable once the copy deadline has been reached.

Alterations to bookings

In the event an Exhibitor wants to change or alter listings on the application form or directory listings or in any way change or alter goods and services as listed between the time of application and the event itself, they must notify the Organiser in writing. **A £10 administration fee will be charged per alteration.** Should an Exhibitor wish to change the stand option or location as listed on the application form this change must be agreed prior to the event in writing and confirmed by the Organiser if increasing stand option to a higher priced package, the difference between packages must be paid with immediate effect plus administration fee. All changes are at the Organiser's discretion and incur a £10 administration charge per alteration.

Under no circumstances will a stand be sublet, shared or transferred without prior approval and consent of the Organiser. All requests to share or transfer stands must be made in writing via recorded delivery. The Exhibitor will still be held liable for the full cost of the stand, will be responsible for collecting any monies if stand is shared or transferred still owed to the Organiser and ensure any insurances, proof of qualifications and professional registered bodies as required by the Organiser are supplied in advance. All changes, transfers or sublets will **incur an additional £20 administration fee** paid on advance of the change to the Organiser

Alterations to the programme and advertisements prior to copy deadline will incur a £10 fee. No changes may be made once the copy deadline has been reached.

Time of Event(s)

The Event(s) will take place as listed:

- (i) Enfield Wellbeing Showcase at venue: Dugdale Centre, Thomas Hardy House, London Road, Enfield Town EN2 6DS. The current terms and conditions of hire are as follows to which the booking is subject.
Live date(s) & Public opening times: Saturday 2nd November 2019, 11.00 am – 17.00 pm
Set up & clearing times: access to venue from 10.00 am it is required that Exhibitors are set up and ready by no later than 11.00 am unless otherwise agreed with the Organiser, the venue must be cleared by 17.30 pm unless otherwise arranged with the Organiser.
- (iii) Hackney Wellbeing Showcase at venue: The Redmond Community Centre, Kayani Avenue, Woodberry Down, Hackney, N4 2HF
Live date(s) & Public opening times: Saturday 9th November 2019, 11.00 am – 17.00 pm
Set up & clearing times: access to venue from 10.00 am it is required that Exhibitors are set up and ready by no later than 11.00 am unless otherwise agreed with the Organiser, the venue must be cleared by 17.30 pm unless otherwise arranged with the Organiser.

Dependant on venue: time slots for unloading will be arranged before the event, and there will **not** be assistance available for unloading and loading.

If disabled access is required, please notify Organiser at least two weeks in advance.

Exhibition Rules

The cost of the stand includes floors space, table and chair, two Exhibitor badges and one online directory listing. The **cost of stand excludes** parking, insurance, professional body registration fees, table decorations and covers and any other costs as may be required by the Exhibitor to exhibit.

Advertising by the Exhibitor will only be possible as agreed with the Organiser – please check regarding placement of pop-banners at the event. Exhibitors will respect the boundaries and spaces of other exhibitors. Exhibitors may not block the walkway or aisles in such a way as to prevent the public walkway or other exhibitors to be obstructed.

Exhibitors will be provided with two 'Exhibitor Badges' any further badges will **incur a £5 administration fee per badge** per staff. Stands must be staffed at all times during the day. Exhibitors must visibly wear badges and their staff at all times during the event. Persons wearing Exhibitor badges will have permission to distribute flyers and promotional material on the exhibition floor. Any persons **not** wearing Exhibitor badges and found to be distributing promotional material without permission will have their material confiscated and will be asked to leave the premises.

Exhibitors providing foods or drinks of any kind must be in possession of valid food safety and hygiene certification. Any fees associated with obtaining valid certification will be at the responsibility and cost to the Exhibitor.

No photography is to be published/printed without the Organisers prior permission. Any photography or data collection must be done within legal regulations.

There will be only one stand of each of the MLM/Network Marketing (or similar) companies allowed and applications will be operated on a first come first served basis.

The Organiser prior to the Event will set up the stand spaces and tables. The Exhibitor cannot dismantle or move the stand during the Event, without the Organiser's permission.

Loud noise (of any kind) by the Exhibitor is prohibited unless agreed with the Organiser prior to the Event.

Stands may be shared with prior permission, requests are to be made in writing and sent via recorded delivery to the Organiser. The person signing the agreement to terms and conditions has responsibility for the stand, insurance and all other requirements as listed above in the **Alterations to Bookings** section. There will only be one business name on the programme.

Publicity may only be handed out on the Exhibitor's own stand or in a talk given by the Exhibitor. Marketing materials may be left on the table for that purpose in the reception area dependant on venue.

No part of the stand may exceed the agreed limits, both for the sake of safety and fairness to other Exhibitors. The Exhibitor is responsible for organising the stand so that all exhibits can be examined & demonstrated within the stand limits (unless stage time has been purchased by the Exhibitor).

Exhibitors must keep their stand open for the full duration of the Event unless the Organiser agrees the closure

Participating Exhibitors relinquish all claims in the event of an accident or damage against the Organiser, the other Exhibitors, The Exhibition Visitors, directors, representatives, managers, and officials appointed by these persons or bodies.

The Exhibitor must leave the stand area clean after use at the end of the Event. In the event of the stand area being left unkempt a **£55 cleaning fee** will be charged.

Children assisting on the day are the sole responsibility of the adult signatory to the Terms and Conditions. Their behaviour must be consistent with a professionally managed stand.

Liability of Exhibitor

The Exhibitor agrees to complete a risk assessment and must have valid insurance covering public liability. The insured amount is to be no less than £5,000,000.00 or higher dependant on the venue.

The Exhibitor is responsible for any damage to a third party, caused by either the Exhibitor or the Exhibitor's employees (paid or otherwise) or materials.

The Exhibitor and its representatives confirm that the Organiser is in no way responsible for any loss, injury or damage to items or persons whatever the cause maybe before, during or after the Event.

There are to be no lit incense sticks, oil burners, candles or any naked flames at the venue. There must be no dangerous or harmful substances, fireworks, explosives or any item as deemed unsafe by the duty fire marshals/officers. All such items will be removed at the cost of the Exhibitor and any fines, or financial losses to venue or Organiser or both will be repaid by the Exhibitor.

Behaviour towards other Exhibitors, Organisers, staff and members of the public will at all times be courteous, professional and appropriate.

Advertising

The Organiser agrees to promote via social media and print to create the best possible footfall.

Exhibitors are required to assist by using social media tools (which will be supplied) and actively raising awareness of the event.

Liability of the Organiser

Soul's Compass is responsible in its capacity as Organiser of the Exhibition. This liability shall in no case extend to the damage caused to any Exhibitor, Visitor or rented goods by third parties.

Visitors shall not hold the Organiser responsible if there is a low attendance. All reasonable efforts will be undertaken to achieve good attendance (see Advertising). No compensation will be paid to Exhibitors if the attendance of Visitors is lower than expected.

If the event is cancelled due to low numbers of Exhibitors, this decision will be made 4 weeks before the event and monies paid will be refunded to the Exhibitors.

Risk to Premises

The Exhibitor must not bring into the venue any substance that could cause risk to Health & Safety. If unsure, the Hirer must gain written permission from the organizer.

The venue or Organiser have the right to cancel or suspend the event due to Health & Safety issues.

Registration

1. To secure a stand or plot at the Event, you must make full payment and complete the Exhibitor Form (electronically) which when ticked and signed indicates your acceptance of

these Terms and Conditions plus any other required documentation as variously outlined below.

2. The payment is non-refundable unless Soul's Compass decides to decline your application. We operate a no show, no refund policy.
3. Soul's Compass reserves the right to turn down a stand application if we deem that we already have sufficient Stands of that specific type or if we deem that the type of stand is not suitable for the Event.

Liability and Insurance

4. In the event of any damage to the venue or to any equipment lent to you by Soul's Compass or any of its appointed volunteers for which you were directly responsible or which is attributable to your stand and/or items sold from it you will reimburse Soul's Compass or owner of the venue if appropriate the cost of replacement or repair on demand.
5. Stand holders accept full responsibility and liability for damage to or loss of goods, articles or property of any kind brought to the event for their own purposes by the stand holder or any other person.
6. In the event of any damage to the venue or costs being incurred by Soul's Compass or to the property of other stand holders at the event or to any individual working for the stand holders or its appointed representatives is not liable for the damages.
7. Soul's Compass will not be held responsible for money or Personal Possessions that are lost stolen or damaged

Public Liability insurance

8. Soul's Compass will not take responsibility for any products or equipment, which may cause harm to the public.
9. In accordance with the local Borough and Conditions for use of venues all stand-holder/Exhibitors must arrange their own public liability insurance with a minimum £5m indemnity limit.
10. Registration will not be complete until all supporting documents including a copy of your insurance certificate with your booking. Insurance cover must be in date at time of the event.

Other insurance

11. All stand-holder/Exhibitors must also arrange their own insurance including if required cancellation insurance. (Noting your fee cannot be returned if you are unable to attend or if the event is cancelled for any reason including weather, inaccessibility of the site or other)

All Stands

12. Stand-holder/Exhibitors providing therapy must supply details of trade and professional body membership and provide photocopies with their application

Product Safety

13. The Trading Standards Officer in your own local authority can offer advice on current European legislation. Contact details are available via a postcode search at: tradingstandards.gov.uk.
14. New toys should bear the CE mark. This is not necessary for second-hand toys or those hand-made by individuals, though these must still meet the legal standards
15. Cosmetics safety includes face-painting materials aromatherapy and massage oils etc. should bear an appropriate trademark
16. Those offering therapy/cosmetic services including face painting should send us evidence of special skills training or experience with their booking. These must also be clearly displayed at all Stands that offer services involving massaging or touching the skin or hair of members of the public. 1
17. For minors aged up to eighteen a consent form is required signed by a parent or guardian before offering such services.
18. Henna traders should bring with them a list of the ingredients they use. Only traditional brown henna should be used.
19. You must not offer for sale second-hand electrical or toiletry goods or counterfeit CDs, DVDs or other electronic storage media items.
20. Any changes to the products or services after registration, offered by you must be discussed with the Soul's Compass or its appointed representatives prior to the event to ensure that the changes do not conflict with the theme of the event or fees paid.
21. You are to ensure that all relevant Health and Safety legislation is complied with at all times whilst you are at the event. In particular Stand-holder/Exhibitors must ensure that their activities and those of any participants conform to Health and Safety practice relevant to your stand.

Standards

22. You are responsible for the behaviour and conduct of all staff and volunteers used by you at the event and to abide by our Equality and Diversity code of conduct

Equality and Diversity

23. Stand up for the rights of others as well as our own
24. Treat all people as unique individuals and value their beliefs, opinions, knowledge and experiences irrespective of age, disability, ethnicity, gender, religion and belief, sexual orientation, transgender status or their preferences in music, the arts and sport.
25. Respect the feelings of other people and avoid saying or doing anything that will cause hurt and/or offence to others.
26. You are expected to conduct yourself in a in a good and orderly manner whilst at the event
27. Stand-holder/Exhibitors who do not comply with these standards will either not be admitted to the event or will be asked to leave without any refund of fees.
28. On the day of the event, Soul's Compass by its appointed representatives reserves the right:
 - Not to admit any individual to the event at their discretion.
 - To eject any individual from the event should they feel that the individual is causing disruption to the event or is a danger to themselves and/or to others or for other reason at the sole discretion of the Soul's Compass Committee or its representatives
 - To cancel or postpone the event at any time due to unforeseen circumstances in which case any fees paid are non-refundable.
29. The consumption of alcohol is only permissible inside the venue in areas clearly designated for that purpose.
30. Drugs or other illegal substances are strictly prohibited at the event and individuals found taking such substances will be reported to the Police and ejected from the event.
31. All stand-holder/Exhibitors must comply with any bylaws and conditions of use as outlined on relevant venue Council's website or other sources.

Vehicles

32. If vehicles are necessary for you to prepare your space at the event this must be arranged with the Soul's Compass Committee beforehand. In such an eventuality there will be parking available behind the venue. Stand-holder/Exhibitors are solely responsible for payment of all parking fees.

Stand

33. You are required to bring all items necessary to facilitate the promotion of your products or services. Soul's Compass will provide no additional materials. Stand sizes are 2mx2m unless otherwise stated during the registration process.
34. Stand-holder/Exhibitors should clearly exhibit their business or organisation name where applicable plus address and other contact details on their stand at all times during the event.

Litter

35. You are responsible for ensuring that no litter or waste is left within your allocated area and you are required to provide suitable means of rubbish disposal at the event. A **£55** fine will be charged for stands left in poor condition.
36. The Organiser reserves the right to modify the above rules at any time.

Declaration: I have read and understood the event terms and conditions. I am over 18 years of age and by signing this document I agree that I will comply with them in all respects. Electronic and email submissions are accepted as signatures.

Signed:

Date:

[You can download a copy of these terms and conditions for your reference.](#)

Spreading the word: If you want physical flyers, please ask! If you know of an opportunity to utilize radio or other media, please let us know. If you know of any volunteers or those able to help, please let us know.