

Isle of Wight Chamber of Commerce Expo 2017

Terms & Conditions

What are the most important things that I must do before exhibiting?

If you do nothing else, please do ensure that you carry out the following:

- Check that you have adequate insurance.
- Read the Health & Safety section.
- Complete a risk assessment.
- Book your stand promotional items.
- Tell everyone to come along

Your Stand Package

You will have a 6ft table if requested or the equivalent floor space. You will be required to bring all your own banners, literature, lighting etc. A table, chairs and electricity will be provided if previously requested. If you have requested a table it will be provided with a white table cloth. There will be space for 2 pullups, either at each side or behind your table. Please inform us if you are planning to bring anything larger to make sure you have picked an appropriate stand.

Please note that you can only promote one business per stand which is the company name stated on the booking form.

Internet access via Wi-Fi will be available to use.

Payment

All stands are sold on first come first served basis. Bookings remain provisional until full payment is made. Payment must be received within 30 days or by Friday 1st September 2017.

Cancellation

All cancellation requests must be sent via email to: chamber@iwchamber.co.uk or made in writing to: IW Chamber, Mill Court, Furrongs, Newport, Isle of Wight, PO30 2AA.

A full refund will be given for cancellations received before 31st July 2017. 50% refund will be given for cancellations before 31st August 2017. No refunds will be honoured after this date.

Insurance

Please ensure that your business holds a valid Public Liability Insurance on the date of the Expo as you may be asked to present it.

Whilst we take every precaution to protect your property during the exhibition, we are not responsible for any loss or damage and we recommend that you arrange the insurance cover. You are responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you should protect your expenditures against abandonment and cancellation, or curtailment of the event, due to reasons beyond our control.

Risk Assessment

All exhibitors must complete a Risk Assessment prior to the exhibition to include the build up/breakdown of their equipment within their stand. You may be asked to present a copy on the day. An example risk assessment form which you may use is included in the pack.

Break down

Break down will commence once the show has closed and all visitors have left the building. Break down will begin at 17.00.

Please note that, for Health and Safety reasons and professionalism, exhibitors are not permitted to remove items from their stand until this time. No goods can be left after 18.00 or stored to collect at a later date. Please help us by removing any rubbish or literature you no longer require. You will be provided with a bin bag to dispose of any rubbish and this can be left at the end of the show.

Duration

Unless pre-arranged all companies must exhibit for the duration of the show and for Health and Safety reasons must not attempt to break down or remove items from the venue until the show closes at 17.00.

Noise Level

The use of audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused.

In relation to copyright and public performance, it is the personal responsibility of the exhibitor, at their own expense, to obtain all appropriate licences, including those issued by the Performing Rights Society and Phonographic Performance Ltd. The organisers reserve the right to prohibit any recorded or live performance if the exhibitor is unable to produce the appropriate licence for inspection.

Exhibitors Promotional Material

Exhibitors can only dispense literature and promotional material to visitors from their own stands. Exhibitors will not be permitted to hand out leaflets etc. at the venue entrances or walkways, other than by their stand.

Further information about the event will be provided in your Exhibitor Manual. If you have any questions about the event please email expo@iwchamber.co.uk