

EXHIBITOR TERMS AND CONDITIONS 2018

By making a booking for a stand and paying a fee for the stand (Exhibition Fee), you (the Exhibitor) are entering into an agreement with the Organiser (RIBI). Please read the following terms:

1. How do I book a stand?

1.1 Bookings can be made online using the Exhibitor Booking Portal.

2. Payment Terms

2.1 Exhibitors should view and print their invoice at the end of the booking process. Full payment is due within 30 days from the date on the invoice or before the event, whichever comes first. If balance is not received by the start of the event and no prior arrangements have been made, the reserved exhibition stand will be forfeited and the stand made available for resale.

2.2 Exclusions from Exhibitor Fee: The Exhibitor Fee does not include insurance, cleaning, loading and handling of equipment, staff, telephones, exhibit dressing, advertising or promotional material.

3. Cancellation Policy

3.1 Cancellations/Refunds: All cancellations must be submitted in writing to conference@rotarygbi.org

(a) For any cancellation received more than 30 days before the first day of conference the full refund of the exhibition fee shall be given, without deductions for administrative charges. *Cancellations must be received in writing by 5th March 2018.*

(b). All refunds are at the discretion of RIBI.

4. Allocation of stands

4.1 Stands are available on a first-come, first-serve basis. Exhibitors can select their preferred stand number via the live interactive floorplan.

4.2 RIBI reserves the right to amend the floorplan or alter the exact location of the stands within the floorplan. RIBI will endeavor to consult with the exhibitors who are directly affected whenever possible and the Exhibitor undertakes to agree to such alteration(s).

5. Charity and RIBI project discount

5.1 Charities, RIBI Projects and fellowships are entitled to a discount off the standard price of the stand. This has to be selected during the online booking process. Those requesting a discount may be subject to verification.

6. Stand specifications

6.1 There are three sized stands to choose from:

- **Standard:** 2m deep x 3m wide (total area 6m²)
- **L Shaped:** With a total area of 10m².
- **L Shaped:** With a total area of 12m²

The Exhibition fee includes space, booth construction and a black and white name board.

6.2 Stand extras: 6ft tables, chairs, set of 2 x fitted spotlights and a power sockets are available to purchase at an additional cost.

6.3 Location: All stands in the Conference Exhibition are held in the Arena Balcony at the Riviera International Conference Centre, Chestnut Avenue, Torquay, TQ2 5LZ. There will be approximately 43 stands in the Arena Balcony.

6.4 Access times for Exhibitors: Access is permitted into the Arena Balcony to set up your stand at the following times:

Thursday 5th April 2018: 2pm – 6pm

Friday 6th April 2018: 8am – 10:45am.

All stands must be set up by 10:45am on Friday 6th April 2018.

7. What are my obligations as an Exhibitor?

7.1 It is the Exhibitor's responsibility to educate attendees about the charity/product/service they represent in the most positive, competent, articulate and professional manner possible. Business casual attire is appropriate (we recommend wearing comfortable shoes).

7.2 Booths must be manned and continually kept open during the opening times ***throughout the whole of the conference (Friday to Sunday)***. Opening times of the Conference Showcase Exhibition are:

Friday 6th April 2018: 11am – 6pm

Saturday 7th April 2018: 8:30am – 5pm

Sunday 8th April 2018: 8:30am – 11:30am

7.3 All exhibits must be packed up and stands vacated immediately following closure of the conference at 1pm on Sunday 8th April 2018. ***Please do not leave your stand early.*** Many visitors enjoy the exhibition and would be disappointed to miss you.

7.4 If Exhibitors wishing to attend any part of the conference, including plenary sessions, functions and dinners must be an official registered attendee with an official attendee name badge. Exhibitors are given two Access Passes per stand to enjoy ONE plenary session of their choice. This will be monitored by Conference Stewards.

8. Health and Safety Guidelines

8.1. All materials used to dress your stand must be flameproof and comply with BS 3120:1959 (please bring certification with you and have available for inspection).

8.2. Gas bottles/dangerous materials will not be permitted into Exhibition Hall.

8.3. Storage of goods behind exhibition stands will be restricted so as not to present a hazard. Stands will be inspected individually.

8.4. All waste should be bagged. Riviera Centre staff will remove waste regularly throughout the event. If waste starts to build up on your stand please inform one of the Stewards or to the Health & Safety Adviser on duty throughout the event.

8.5. Please report any hazards (examples below) you might identify during the course of the event to a Stewards or to the Health & Safety Adviser.

- Floor covering lifting
- Unstable furniture
- Trip hazards such as cables etc.
- Unsafe/damaged electricals

8.6 On arrival at the venue please identify the nearest Emergency Exits to your exhibition stand and ensure that all those working on your stand are aware of their location.

8.7 On arrival at the venue please identify the location of the First Aid Room (location to be advised).

8.8. Any accidents or incidents must be reported immediately to the First Aid team.

8.9. In the case of a fire or emergency evacuation of the premises, please follow the instructions of the Conference Stewards and leave the building without delay.

9. Catering Policy

If you wish to distribute food or beverages from your stand, you must adhere to a **Samples Only Policy** and an application form is available from the [Conference Team](#). If you wish to sell food or beverage, you must do so on the provision the items are not consumed on site i.e in sealed containers.

9. Use of personal information

In submitting your application for a stand at this event, Rotary International in Great Britain & Ireland will keep your personal data on an event database and your information will only be used specifically for the purposes of administering this event and communicating with you about your exhibition stand. Your personal data will not be transferred to any other source or third party and will not be used for any other Rotary purpose.

ACCEPTANCE: The Exhibitor has read the terms and conditions and understands that this agreement is legally binding between the Organiser and the Exhibitor.

Thank you for reading. By agreeing to these terms and conditions you will help to ensure a great experience for everyone involved at the 2018 RIBI Conference in Manchester.

If you have any questions please contact the Conference Exhibition coordinator Rotarian William Harmsworth on william1250@btinternet.com