

## **TERMS & CONDITIONS**

### **THE ORGANISER**

'The Organisers' of Geek Expo are Gull Rock Productions Ltd.

### **ALLOCATION OF SPACE**

All reasonable effort will be made to allocate Exhibitors the site space they request, but no guarantee will be given, nor should it be assumed that any position chosen will be allocated.

Bookings maybe reserved on a 'first-come first-served' basis but The Organisers are under no obligation to accept any application and the acceptance or refusal of any application is at the discretion of The Organisers. Full payment must be sent with the application. The Organisers reserve the right to refuse any application (with return of payment) without giving reasons.

All stands face outwards with no access to public behind. All stands (including all fixings) must be within the site allocated. If too large, then subject to available space it may be accommodated at the Organisers discretion on payment of an additional fee. Only those products or services described on the application form can be exhibited or sold. The Organisers aim to provide a good mix of exhibits and requires a high standard from exhibitors. The Organisers reserve the right to decline or prohibit any activity, at any time, which in its opinion is not suitable or is undignified or otherwise objectionable or incompatible with the aims of the event. The reservation includes persons, items, decorations, conduct, printed matter, souvenirs, catalogues and all other tangibles or intangibles not herein defined which may, in the sole opinion of The Organisers, affect the character and/or nature of the event. The Organisers reserve the absolute right to remove or require removal of such displays, stands or persons from the event site. All exhibitors are subject to and must comply with the rules and regulations of The Organisers from time to time applicable to the event. Traders must be courteous and respectful to members of the public, other businesses, residents and officials.

For the purposes of booking, "Inside" refers to any trading space located within a structure provided by the event organizer, including permanent buildings, marquees, or tents. "Outside" refers to any trading space that requires the trader to provide their own structure

### **EXCLUSIVE RIGHT**

The granting of exhibition space does not guarantee the exhibitor sole right of selling or promoting its particular commodity or service unless.

### **CHARITIES**

Charities may only collect money on their site space and collectors are not permitted to wander the site, save that this should not apply to the event's official nominated charity.

### **SECURITY**

Limited general security will be on site provided by the Organizers. Precise times will not be known until we arrive at the venue for setup. Exhibitors are responsible for the insurance and safekeeping of all equipment or articles brought onto the event site and no responsibility is accepted by The Organisers.

### **SUBLETTING**

Exhibitors are not permitted to sublet or share any part of their allocated site.

### **STAND CLEANING**

Exhibitors are responsible for keeping stands tidy and clear of rubbish. The site shall be maintained and left by the Exhibitor in a clean and tidy state to the satisfaction of The Organisers. Any costs incurred for cleaning the site will be charged to the Exhibitor. Gangways must not be obstructed.

## PROHIBITED ITEMS

The following items may not be offered to the public because the concessions have been sold separately or for other reasons:

1. Food and drink whether by sale or otherwise, unless expressly agreed with the Organisers.
2. Alcoholic beverages unless expressly agreed with the Organisers.
3. Unlicensed merchandise and memorabilia
4. Pirated DVDs, Blu Rays or CDs
5. Chinese Lanterns or similar products
6. Event commemorative merchandise of any description.

You will be required to leave the site if you do not comply with the above. No refunds will be given.

Please detail on your application form items you wish to offer to the public. If you are unsure that your product complies with the above, please contact the us. All intellectual property rights arising from or in relation to the event including the name and any logo are vested and remain vested in Gull Rock Productions Ltd and shall not be passed to or otherwise licensed or exploited by or on behalf of any entrant or exhibitor or third party, without the prior consent of Gull Rock Productions Ltd. Traders must ensure the items sold are safe and compliant.

## HEALTH AND SAFETY

All Exhibitors must read and comply with the Health and Safety information and requirements from time to time and complete all their own appropriate assessment forms.

## INSURANCE

The Exhibitor must maintain Public Liability Insurance with a reputable insurer throughout the event against his/her liability to third parties with a minimum limit of £5,000,000. A copy of this insurance certificate must be produced at any time on request. The Exhibitor must also ensure that they have adequate, relevant insurance to cover all liabilities, including cancellation and curtailment, as well as loss or damage to the Exhibitors property. The Exhibitor also agrees to indemnify The Organisers, its officers, staff, representatives and agents against all or any claims, which may arise.

## LIABILITY

The Organisers, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons or property on the site. The Exhibitor will assume full responsibility for any third party claim arising from his/her own exhibit or conduct.

## COMPLIANCE

All exhibitors shall observe and comply with, in addition to these terms and conditions, all relevant laws and other directions, codes of practice or guidelines imposed by The Organisers and/or any law or other competent authority applicable to the event.

## DISCLAIMER

The Organisers, its officers, employees, agents and representatives shall have no liability whatsoever in respect of all and any action, claim, demand, proceedings, costs, expenses, fines, penalties loss or damage whatsoever arising out of or connected with the participation by any person firm or company in whatever capacity in the event including but not limited to arising or resulting from or connected with the loss injury or damage sustained by or to any third party, any refusal by insurers to meet in full or in part or at all any claim or the seizure or taking of possession of any equipment.

This shall not operate or be construed to operate to exclude or restrict the legal liability of The Organisers for death or personal injury caused by its negligence. Each entrant for itself and all those for whom it is directly or indirectly responsible shall indemnify and hold The Organisers harmless from and against all costs and expenses of whatever nature, actions, proceedings, claims, demands and damages made against The Organisers, its offices and/or representatives arising from any breach of its obligations to The Organisers or from any acts or omissions on the part of the entrant and/or those for whom it is so responsible.

### ERECTION AND REMOVAL – SET-UP AND BREAK-DOWN

Trader parking, set up times and all information will be sent by email 7-10 days before the event with all the info you need for an easier set up and breakdown.

The Organisers reserve the right to refuse admission to Exhibitors on late arrival. Exhibitors must report to a member of the crew who will be located in the venue on arrival. Stands must be fully erected by 9am on the first day of the event and may not be removed before 5pm on the last day of the event. Exhibitors will be refused entry if arriving after the show has opened to the public. The site will be open from the day before, for the erection of Exhibitor stands and precise times will be communicated to you.. All merchandise must be removed after the event and Exhibitors may be charged for any merchandise remaining on site. The Organisers are not responsible for any Exhibitor's equipment on site at any time. Tables and Chairs are not included

### VEHICLE MOVEMENT

All vehicles should be out of the event during operation times and at no time should there be any vehicle movement during operating hours unless pre agreement by the us.

### DAMAGE TO THE SITE

Any exhibitor or contractor causing damage to any part of the Event site is responsible for the cost of reinstatement and will indemnify The Organisers accordingly.

### CANCELLATION

Cancellation must be made in writing to the email above. No refund will be given for any cancellation on the part of an exhibitor. Should we have reason to adjust the dates of an event after your booking, you are entitled to a full refund or for your booking to be transferred to the new dates.

As the dealers tables are sold out at most of our events we will attempt on a best endeavours basis to resell your tables to someone on the waiting list. Only if your tables are resold will a refund be actioned.

### POSTPONEMENT OR ABANDONMENT

In the event of the Event being postponed or abandoned for any reason whatsoever, or in the event of failure or curtailment of any supplies, services or facilities afforded to the exhibitors due to strikes, lock-outs, bad weather, acts of God, third party or other circumstances, at any time, The Organisers shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the exhibitors prior to, during or after the event.

### POSTPONEMENTS DUE TO COVID-19 RESTRICTION

If an event is postponed due to Covid-19 related restrictions the Organisers shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the exhibitors prior to the postponement. Bookings made will automatically transfer to the new advertised dates.

### ALTERATIONS TO THE EVENT

The Organisers reserve the right to alter any element of the Event at their sole discretion without notice. The Site Map is for guidance only; its accuracy is not guaranteed.

## NOISE

Amplified music and PA systems are not permitted without prior written permission from The Organisers and at a volume decided by The Organisers. All Amplified Music must be off by 11pm

## CONTACT DETAILS

The data we gather and hold is managed in accordance with the Data Protection Act (1998).

Gull Rock Productions Ltd will not disclose or share personal information supplied by you with any third party organisation without your consent. If you do want your company or personal details to be used by any third party other than direct marketing promotion by Gull Rock Productions s Ltd please tick the box.

## GOVERNING LAW

English law shall apply in all respects.

## CATERING DOCUMENTS REQUIRED TO TRADE

- Registration with Local Authority (initially)
- Food Hygiene Rating (required every 3 years)
- Method Statement (annually)
- Food Handler Certificates (from at least one team member)
- Allergen Information Sheet (updated frequently with any menu changes)
- Public Liability Insurance
- Employers Liability Insurance
- Catering Vehicle/Trailer Insurance
- Valid MOT Certificate
- Fire Risk Assessment (annually updated or when changes may occur)
- Risk Assessment (annually or more frequently on request if there are any government updates that require changes to how you operate)
- COVID-19 Measures Statement
- PAT Test Certificate (annually or if new items, with receipts as proof of purchase within 12 months of the receipt date)
- Set-Up and Break-Down Assessment (for every event)
- Gas Safety Certificates (for all units and appliances, every 6 months)
- Gas Safety Checklist (for every event)
- PSSR Coffee Machine Test Inspection (every 12-14 months)
- Fire Extinguishers Maintenance Report/Certificate (every 6 months)

## CONDITIONS SPECIFIC TO FOOD TRADERS

- All licensed food traders should have a Food Hygiene Rating Standard of 3 or higher.
- Avoid possible contamination, food must not be placed directly onto the floor.
- Food handlers are required to wear clean protective over-clothing when handling unwrapped food, I.e. Aprons, gloves etc.
- Where high-risk food is handled there must be good hand washing facilities. These must include a basin or sink with a supply of hot and cold water.

- The food business operator must carry out a fire risk assessment.  
Appropriate fire extinguishers must be provided and checked every 12 months.

## ELECTRICITY USAGE

- Electricity is supplied by yourself i.e. generator, (If not purchased in advance).
- Electrical power must only be used for the purpose of lighting and the operation of electrical scales and tills, or other agreed services.
- Traders will be requested to complete a form to declare appliances to be used.
- Mobile electrical generators, must be positioned so that:
  1. It is not a danger to the passing public.
  2. It is not a fire hazard to the stall or goods.
  3. It does not create a noise or fume nuisance.