

## **Terms and Conditions for Bookings at Projects Studio Events**

The following terms and conditions apply to bookings onto free and paid-for events, award dinners seminars, training workshops and conferences delivered by The Projects Studio Ltd.

### **1. Non attendance**

1.1 If you are unable to attend, you may send a substitute at no extra cost, provided that you notify us of the change prior to the event.

1.2 If you fail to notify us of the change we will charge for an additional place.

1.3 In the event of non attendance you will be liable for the full cost of the place.

### **2. Cancellation charges will apply**

2.1 Up until 8 weeks prior to the event, 50% of the booking cost will apply.

2.2 Within 8 weeks prior to the event, 100% of the booking cost will apply.

### **3. Payment Terms**

3.1 Payment terms are stated on your invoice. All payments must be made before the event takes place. Where payment has not been made by the time of the event the delegate place will be cancelled but the full booking cost will remain due immediately.

### **4. Photography**

4.1 The Projects Studio Ltd may arrange for photographs and/or video footage to be taken at events and used for promotional purposes. This may include printed documents or media, editorial coverage, advertising press and use on the internet.

4.2 Delegates who do not wish for their image to be used in this manner must notify us prior to the event.

### **5. Data Protection**

5.1 By submitting registration details, Delegates agree to allow The Projects Studio Ltd and companies associated with the event to contact you as required for the organisation and administration of the event.

5.2 The contact details of registered Delegates will be placed on an attendee list. This list will be provided to event partners and/or sponsoring companies for them to see who is at the event for the purpose of further communications about relevant products and services. Delegates who do not wish to be included on this list should advise at the time of booking.

## **6. Events beyond our control**

6.1 If the event is cancelled due to any circumstances beyond our control, the full cost of the place will be refunded.

6.2 However, The Projects Studio will not be liable for any other costs incurred by delegates.

Contact details:

Any questions or notifications should be directed to our event's team: [hello@projects-studio.co.uk](mailto:hello@projects-studio.co.uk) / 0191 580 4005

## Terms and Conditions for Sponsors and Exhibitors at Projects Studio Events

### 1. Definitions

In these Terms and Conditions,

- a) "Organisers" shall mean by The Projects Studio Ltd or any other company that we are working with to organize the event.
- b) "Exhibitor" shall mean any person, company or organisation, and the staff or agents of that company taking display space, exhibition/ event space.
- c) "Venue" shall mean the location of the Exhibition/Event as per the Booking Confirmation.
- d) "Sponsor" shall mean any organisation paying to have their brand and/or company promoted through association with the event.

### 2. Contract

2.1 A completed contract/booking form must be submitted for all bookings. Completion of the booking contract is binding confirmation of your company's commitment and of your acceptance of these booking terms and conditions including the cancellation policy.

2.1.1 Bookings will not be accepted from agents or third parties.

2.2 Should the Organisers agree to hold a provisional booking space they reserve the right to sell that space to another Exhibitor should the first enquirer be unable to confirm their booking with a completed form on request.

2.3 By submitting the exhibition space contract, the Exhibitor accepts without reservation the following:

2.3.1 the terms of the exhibition space contract;

2.3.2 all regulations contained in these terms and conditions, the Exhibitors' Manual and any reasonable instructions subsequently issued by the Organisers;

2.3.3 all regulations laid down by the venue including, but not limited to, security, health and safety, fire and traffic;

2.3.4 all current Health & Safety regulations.

### **3. Exhibition floor plan**

3.1 The Organisers reserve the right to alter the layout of the exhibition at any time and in any respect. We will always endeavour to contact affected Exhibitors should this be required.

3.2 The Organisers will allocate display space to Exhibitors; requests for location will be taken into account where possible but cannot be guaranteed.

3.3 Exhibition displays and furniture must stay within the allocated floor space at all times.

### **4. Health & Safety**

4.1 It is the responsibility of the Exhibitor to ensure that his staff and any supplier/contractor working on his behalf are familiar with and abide by all current UK Health and Safety regulations. The Exhibitor is responsible for the health and safety of his stand and personnel during installation, use and dismantling.

4.2 In order to create and maintain a safe environment at all times, all Exhibitors and contractors must abide by reasonable instructions from the Organisers and/or the venue.

4.3 All deliveries of exhibition stands and material to the venue and to the exhibition space must be handled by the Exhibitor and/ or their delivery personnel.

### **5. Security and Insurance**

5.1 Each Exhibitor is responsible for the security and insurance of his own display and its contents.

5.2. Exhibitors must hold their own public liability insurance and, if applicable, employers liability insurance. Certificates should be available for inspection if required.

5.3 Under no circumstance may exhibition equipment and material be delivered prior to the exhibition set up time, without the express permission of the Organisers.

5.4. All exhibition materials must be removed immediately following the event. Failure to comply may result in fees being levied. Storage facilities are not available at venues.

## **6. Breakdown**

6.1 Breakdown of display, or removal of display items, may not commence before the official closing time of the exhibition.

6.2 Any Exhibitor failing to remove their stand and all other items from the venue by the prescribed times will be held liable to pay any penalties that may be imposed by the venue.

## **7. Staff identification**

7.1 All Exhibitor staff should wear the identification badges issued by the Organiser.

## **8. Stand fittings**

8.1 All materials and stand fittings must be non-flammable or impregnated with fireproofing solution in a way as to comply with all current safety requirements.

8.2 It is the responsibility of the Exhibitor to ensure all electrical equipment is safe and PAT tested.

## **9. Photography**

9.1 The Project Studio Ltd may arrange for photographs and/or video footage to be taken at events and used for promotional purposes. This may include printed documents or media, editorial coverage, advertising press and use on the internet.

9.2 Exhibitors who don't wish their image to be used in this manner must notify us prior to event.

## **10. Damage**

10.1 Any damage caused to the venue by Exhibitors must be made good at their own expense.

## **11. Payment Terms**

11.1 Payment is due either upon booking or on receipt of invoice. Any Exhibitor not having made payment by the time of the exhibition may not be permitted to exhibit.

## **12. Cancellation by the Exhibitor / Sponsor**

12.1 All cancellations must be submitted in writing to the Projects Studio.

12.2 In the event that an Exhibitor wishes to cancel their booking space, or fails to meet any

of the payment obligations (either the amount or dates of payments), then the Organisers reserve the right to apply the following cancellation charges and to re-sell the space:

12.2.1 Up until 8 weeks prior to the event, 50% of total stand / sponsorship cost.

12.2.2 Within 8 weeks prior to the event, 100% of total stand / sponsorship cost.

12.3 The Organisers operate a 'cooling off' period:

12.3.1 With the exception of bookings received within 5 working days prior to the event, cancellations must be received in writing within 48 hours of the booking being confirmed for a full refund.

12.3.2 Where the booking is received within 5 working days prior to the event, full charges will be payable.

12.4 Any payments already made to the Organisers over and above the applicable cancellation charges will be refunded. Should monies not, at the time of cancellation, already have been paid to the Organisers the cancellation fee will still apply.

### **13. Bankruptcy or Liquidation**

13.1 In the event of an Exhibitor or Sponsor becoming bankrupt or insolvent, on entering into liquidation or having a receiver, administrator or trustee appointed over any of its assets, the Organisers shall be at liberty to terminate forthwith the contract with the Exhibitor and the terms and conditions relating to cancellation of space set out in clause 11.2 shall apply.

### **14. Force majeure**

14.1 If the event is abandoned, cancelled or suspended in whole or in part by reason of pandemic, war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the venue or any other cause not within the control of the Organisers, the Organisers may at their entire discretion, repay the space rental paid by the Exhibitor, or part thereof, but shall be under no obligation to do so. The Organisers shall be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the happening of such an event.

14.2 It is recommended that Exhibitors take out appropriate insurance against cancellation.

## **15. Data Protection**

15.1 By submitting registration details, Exhibitors agree to allow The Projects Studio and our event partners to contact you as required for the organisation and administration of the event.

15.2 The contact details of registered Exhibitors will be placed on the Exhibitor list. This list will be provided to sponsoring companies and may be provided to all Exhibitors and Delegates for them to see who is at the event for the purpose of networking and meetings. Exhibitors who do not wish to be included on this list should advise at the time of booking.

## **16. Confidentiality**

16.1 The Exhibitor shall during and after termination or expiry of the Contract keep confidential all information acquired from the Organisers, which is not in the public domain, which becomes known to the Exhibitor in connection with the Contract.

## **17. General**

17.1 Each Exhibitor / Sponsor shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.

Contact details:

Any questions or notifications should be directed to The Projects Studio: 0191 580 4005