



EXHIBITOR Terms & Conditions 2020

Payment – Payment is required in advance and in full to secure an exhibition stand or conference delegate space. We're able to take payment on our website via the pricing page or on the telephone with a credit card when booking any of the events. Network Xpress Ltd does not store your credit/debit card details on the website.

This information is processed by Stripe or direct bank transfer to Network Xpress Ltd. We do NOT accept cheques / or Amex.

Adverts Copy – We offer a basic printed show guide as part of our events services, we do not however offer any paid advertising within it for exhibitor promotions, sales or marketing.

Cancellations – Cancellations must be made in writing. If a cancellation is made 1 month prior to the event, Network Xpress Ltd will endeavour to sell the space but should this not be possible, the exhibitor or delegate will be liable for the FULL exhibitor space cost.

Tea / Coffee Vouchers – Exhibitors who've paid a full price for an expo stand are entitled to 2 FREE tea / coffee vouchers on the day. Discounted, contra or free stands need to buy their own tea etc.

Allotment of Space or Delegate Seating – Stand space will be allocated by the event organisers. Every effort will be made to meet the general wishes of exhibitors with regard to position, without causing unfairness to others. The event organisers reserve the right to reject any proposed entry, or to cancel an entry without being required to give a reason. In such cases the fees will be refunded.

Sub Letting – Sub-Letting of stand space is not permitted without specific agreement of Network Xpress.

Health & Safety/Insurance – All exhibitors and delegates of any event that we host is required to have as minimum £1million public liability insurance.

Network Xpress Ltd (Net XP) shall not be liable for any claims arising from death or bodily injury, damage to or loss of property caused by the exhibitor or any person or company acting on their behalf. Network Xpress Ltd shall be under no liability whatsoever for any loss or damage. The exhibitor's attention is drawn to the requirements of the Health and Safety Act 1974 with regard to their duties in connection with their work activities towards personnel employed on their stands and towards members of the general public.

Fire Precautions – Fire precautions on stands are the responsibility of the exhibitor. No use of gas cylinders (e.g. calor gas, propane, butane, helium, etc.) are permitted at the event.

Gangways & Fire Exits – Under no circumstances will exhibits, stand dressings, tables and chairs etc. be allowed to encroach into gangways. Please ensure you keep within your stand limits. Please also ensure that you do not obstruct any fire exits at any time.

Security – Network Xpress Ltd will not be responsible under any circumstances, for the safe keeping of an article exhibited or brought into the event by exhibitors or delegates for events.

Electricity – You will need to bring 3-5m extension lead if you have booked electricity for your stand. Any electrical appliance connected to a plug socket must have been tested by a competent person before it is plugged in and tested. The person or persons responsible for bringing the equipment to the exhibition are the person or persons responsible for ensuring this testing has been carried out.

Event Disruption – If the event is cancelled, postponed or has to be abandoned for reason of war, national emergency, extreme weather, civil disturbance, inevitable accident, explosion, fire, storm, labour dispute, strike, lock-out, force majeure, the non-availability, either all or partially, of the Exhibition venue, or any other cause not within the control of the organisers.

Network Xpress Ltd will 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 occurrence of any such events.

Music/Undue Noise – Exhibitors who play any form of recorded music for background purposes are required to check to see if they need to obtain a PPL licence. No exhibitor shall be allowed to shout or call attention to their goods, or use any equipment which may cause annoyance to other exhibitors or delegates.

Exhibits & Displays – Network Xpress Ltd does not provide shell schemes, tablecloths, stands, dressings or screens. Exhibitors must describe in full their business, product and services accurately and honestly, failure to do so may result in exhibitors being turned away from the site without refund or payment.

All exhibitor display must remain in the designated stand space. No screws or similar fixings may be used in any part of the exhibition building. Should any damage occur, the Exhibitor responsible will be liable for any repair charges incurred.

Refuse Disposal & Packing Materials – Specific refuse points will be advised. All exhibitors / delegates are responsible for disposing of their own refuse and to ensure no build-up of waste materials occur. No storage for packing cases or packing materials is provided within the exhibition halls. Any such materials must be removed from the exhibition halls before the exhibition opens.

Arrival & Departure – Set up and breakdown times can be found on the information sheet provided to exhibitors or delegates for events on receipt of booking confirmation. Exhibitors, their contractors and agents are required to man their stands at all times whilst the exhibition is open to the public and vacate the venue by no later than 5:00pm on the day. Any costs incurred by Network Xpress Ltd for failure to vacate by this time will be passed on to the exhibitor. When unloading and loading exhibitor equipment by car, exhibitors are required to unload/load at the time specified and not to leave their cars parked in the loading area. Exhibitors must unload/load and immediately find an appropriate car parking space.

Appeals Competitions, raffles etc. – Companies/sole traders wishing to make appeals or run competitions must first write to obtain permission from the organisers.

Charities – All charities must produce a valid certificate of registration before booking.

Dogs – Only guide dogs for blind or visually impaired persons will be permitted.

Smoking – There is a strict no smoking rule within the exhibition and conference halls.

Exhibitors' and Delegates' Responsibilities – Exhibitors will undertake to act in accordance with the law, and indemnify Network Xpress Ltd in relation to advice given and/or claims made in connection with a product or service they offer. **Penalties'** exiting early before the event officially ends is not allowed. Our events run from 10:00am - 3:00pm and we require all exhibitors and sponsors to not pack up until the tradeshow has ended. This is due to health and safety concerns at the event. If an exhibitor packs up before 3pm a £375+VAT fine may be issued against the said company.

GDPR Compliance - General Data Protection Regulation. Network Xpress follows the ICO Guidelines for its policy procedures.

2020 EVENTS

Events 2020 – 3rd March - East Sussex Expo - Uckfield

Events 2020 – 18th June - West Sussex Expo – Chichester

Events 2020 – 3rd September - Mid Sussex Expo - Ardingly

Events 2020 – 3rd December – The Sussex Conference – Brighton

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