

TRADE EVENTS



TERMS & CONDITIONS OF STAND BOOKING

1. Stand Applications

Applications for stands will only be accepted on receipt of a completed booking form, accompanied by the required deposit of 35% of the total stand cost. This deposit reserves the space for the exhibitor and is non-refundable upon cancellation. **STANDS WILL NOT BE HELD WITHOUT PAYMENT OF THIS DEPOSIT.**

2. Stand Payment

Following receipt of the completed booking form and mandatory deposit, two further payments are required as detailed on event booking form, unless an alternative stand payment arrangement has been made with Taste of the West.

You will be invoiced by Taste of the West for these payments. If payments are not received by these dates, Taste of the West reserves the right to cancel the booking, retaining the initial deposit and offering the space to an alternative exhibitor.

Or, stand payment option of monthly direct debit payments as agreed with Taste of the West at time of booking.

3. Size of Stands, Allocation & Alteration of Stands

Stand sizes will be specified on the show booking form and confirmed in writing, along with the stand number. Taste of the West may need to make changes in the layout of the show after bookings have been confirmed and will notify the exhibitor in writing accordingly.

4. Cancellation of Stand

Cancellation received between the time of booking and 3 months prior to the event; a 50% refund on any amounts already paid will be issued.

Cancellation received 2 months or less prior to the event and on **the condition that Taste of the West is able to resell the stand**; a 25% refund on any amounts already paid will be issued.

In the event of cancellation every effort will be made to re-let the stand space to another exhibitor. Payment will be retained unless the space can be re-let at full cost. If the stand is not re-let at full cost then no refund will be forthcoming.

5. Duration of Show

During show opening times stands must be manned by the exhibitor's staff and exhibits must be on display and in good order. Taste of the West will provide specific schedules for build and breakdown of stands within the Taste of the West pavilion. No exhibit shall be brought into the show after stand build has been completed or removed prior to the show closing. ToTW will send this information to you.

6. Erection and Clearance of Stands

Exhibits should not encroach on gangways, open spaces or other exhibitors' space. Exhibitors should not store packing boxes or unused equipment in open sight on a stand. The exhibitor undertakes to clear away all exhibits by the scheduled time as documented in the online Exhibitors' Manual.

7. Stand Content and Prohibition of Transfer

Only goods produced by the exhibitor can be displayed on the exhibitor's stand. Exhibitors may not assign, sublet or share occupation of stand space, unless agreed with Taste of the West prior to the show.

8. Rules & Regulations

The exhibitor undertakes to abide by the rules and regulations given in the Exhibitor Manual. As space is booked by Taste of the West within a larger event, the exhibitor must also comply with the terms and conditions laid out by the Show Organiser, a copy of which shall be available from Taste of the West on request.

END.