

## The National Hamfest Terms and Conditions 2024

### 1. Duration and place of exhibition

The National Hamfest 2024 will take place on the 27th and 28th September, 2024 at the George Stephenson Exhibition Hall at the Newark Show Ground. In addition, the venue will be available for Stand set up on the 26<sup>th</sup> September but will not be open to the public on that day.

### 2. Application and confirmation

Application for registration shall only be made on the booking form, which shall be fully completed, and signed with a legally binding signature of the Exhibitor. Completed forms should be sent to Danby Advertising, who are acting as the booking agent of National Hamfest (Lincoln) Ltd (the Organisers) for the National Hamfest 2024. With your signature you agree to these Terms and Conditions

Upon receipt of your application you will receive an invoice and confirmation of your order. This confirmation document does not though indicate that a contract exists between you and the Organisers. No conditions will be binding on the Organiser until this invoice has been settled in full.

### 3. Invoicing and Payment

All invoices are payable in full, without any deductions. The right to occupy a stand is secured only if the contractually agreed payment requirements have been met. Stand staff must be able to pay outstanding service bills (e.g. electricity, partition walls) during the exhibition.

### **Cheques should be payable to “National Hamfest (Lincoln) Ltd.” and be crossed A/C payee only**

Alternatively you may make bank transfers/BACS payments to:

Account Name: National Hamfest (Lincoln) Ltd.

Bank sort Code: 60-13-15

Account Number: 52955079

Please quote as **reference** your **invoice** number. Payments using this method must be made in sufficient time to clear our banking system by 09/09/2024. Please allow 5 working days

Failure to comply with the terms of payment and to meet deadlines may lead to exclusion from the exhibition and invoicing of any expenses incurred plus default interest at the customary bank rates.

Any charges associated to Bank transfers are the responsibility of the payee.

The organisers National Hamfest (Lincoln) Ltd. are not registered for VAT purposes and none will be charged

### 4. Assignment of stands

The Organisers will endeavour, where possible to meet your space requests but these cannot be guaranteed. Stand allocation will be based on the data stated in the exhibitor's booking form although deviations are to be expected for technical reasons. Prior to the event a layout plan will be supplied showing the position of your stand. We do though reserve the right in exceptional circumstances to: relocate your stand, to alter the size and dimensions of reserved space, to change entrances, exits and corridors or to make structural changes after you have received details of your stand.

### 5. Cancellation:

Cancellation prior to the assignment of the stand is possible free of charge. After a stand has been allocated to your company, a cancellation of your booking will incur the following fees:

*2 months before the show: 50% of the invoice total*

*3 weeks before the show: 100% of the invoice total*

Event Cancellation:

In the unlikely event that any event is cancelled, the organisers will make a full refund of monies paid less any bank Charges incurred.

The organisers will however not accept any liability for any consequential losses incurred by its clients as a result of any cancellation.

### 6. Stand rent/fees

Please refer to booking form overleaf for details and note that prices are only valid for the period booked. For calculation purposes, fractions of a square meter are rounded up, without making any allowance for columns, offsets, installation outlets, etc. The

minimum size for any stand in the hall is four square metres (one table).

### 7. Insurance

It is the exhibitor's responsibility to ensure that they have suitable insurance cover, including and being not limited to third party and product liability, losses from theft or damage of goods for sale & sufficient to cover any damage to the venue or third party.

### 8. Electrical power consumption:

Power use from any outlet is not included in the stand charge and must be ordered separately if required. Consumption will be limited on a "reasonable use" basis and excessive use may be charged at a fee fixed by the Organiser.

### 9. Stand construction/volume control

Stands exceeding the standard height of 2.5 meters or special constructions must be submitted with the stand plans to the Organisers for approval at least four weeks before the event starts. The relaying of music on exhibition stands or the use of audiovisual resources using sound systems may not be used without the written approval of the organisers.

### 10. Sales

All items or goods for sale must meet all relevant legal obligations and must be the legal property of the seller or supplied to them to sell.

### 11. Conduct

The exhibitor shall be obliged to comply with the laws of England, Wales and Northern Ireland and any relevant legislation including, environmental protection regulations, fire protection and accident prevention regulations.

The exhibitor shall be responsible for obtaining and maintaining licenses from any trade supervisory and public health authorities that they may be required to conduct their activities at the Hamfest.

### 12. Health and Safety

It is the responsibility of the exhibitor to ensure that their stand meets all current health and safety legislation. Exhibitors should ensure that they have conducted an audit of their responsibilities and ensure that they provide suitable fire extinguishers and similar equipment if appropriate. NO Dogs allowed in the exhibition hall with the exception of approved Guide dogs.

### 13. Parking Spaces

Parking space will be available for the duration of the event only.

### 14. Verbal agreements

No verbal agreements are enforceable unless they have subsequently been confirmed in writing.

### 15. Violation of exhibition terms and conditions

Violation of the exhibition terms and conditions gives the Organisers the right to close your stand immediately and to clear it off without resorting to court action. This applies in particular to cases of advertising in contravention of the law, against good morals or directed against the purposes of the exhibition and in case of advertising for political or ideological purposes.

### Deadlines & Dates

Booking & Payment: To qualify for the Early Bird rates a signed booking form must be received by the 1<sup>st</sup> August.

An additional 10% supplement will be made to bookings made after the 14th August 2024. All invoices must be settled within 28 days.

No Bookings accepted after Midday on the 16<sup>th</sup> September, 2024

All payments must be received by the 21<sup>th</sup> September 2024.

### Stand Erection:

Will be allowed Thursday, 26<sup>th</sup> September 2024 or before show opens on the 27<sup>th</sup> – no construction is allowed whilst the show is open to the public for reason of safety

Dismantling: after show end or by the end of Saturday the 28<sup>th</sup> September 2024