



Business Expo Agreement

We look forward to welcoming you to our October Connectin Business Expo.

Please see below for details along with terms and conditions of our agreement:

SET-UP:

The set-up for exhibitors starts at 07:00am on the day of the expo. Unless pre-arranged all companies must exhibit for the duration of the Connectin Business Expo and for Health and Safety reasons must not attempt to break down or remove items from the venue until the event closes at 14.00.

YOUR STAND PACKAGE:

You will have a table or the equivalent floor space. You will be required to bring all your own banners, literature, equipment. You will be required to request the use of power in advance for this to be arranged and please bring along an extension lead.

There will be space for approx. 2 pull up banners, either at each side or behind your table. Please inform us if you are planning to bring anything larger to make sure we have selected an appropriate stand position for you.

Please note you can only promote one business per stand which is the company name stated at the time of booking. Internet access via WIFI will be available to use.

HEALTH AND SAFETY REGULATIONS:

All items must remain within your allocated stand space. Failure to comply with this will result in the offending items being removed. Items in public walkways or blocking entrances is strictly prohibited. Exhibits may not extend beyond the stand space booked. Exhibitors must take all reasonable care to ensure the safety of visitors to the stand.

May we remind exhibitors that you are obliged to report accidents to the Event Organisers or Venue.

INSURANCE:

Please ensure your business holds valid Public Liability Insurance on the date of the event as you may be asked to present it.

ELECTRICITY:

Any electrical equipment that you bring along must be PAT tested. Large machinery or high voltage equipment must be specified and agreed during the booking, this also includes motor vehicles. If you have requested electricity you are required to bring your own extension lead. If you require the use of power, this must be requested at least one week prior to the event.

FIRE PRECAUTIONS:

All exhibitors must familiarise themselves with the emergency exits in case of fire. Please advise the Event Organisers or Venue upon discovering a fire.

FIRST AID:

In the event of anyone requiring First Aid, please notify the Event Organisers or Venue.

REFRESHMENTS:

A pre booked breakfast will be provided at the Registration (07.45) and a Network pre booked Buffet Lunch at (13.00). Your package includes refreshments for one person, any additional meals will need to be pre booked in advance. Please advise of any dietary requirements in advance

Tea/coffee throughout the day can be purchased at the venue and will not be provided by Shropshire Chamber.

SECURITY & PERSONAL BELONGINGS:

Shropshire Chamber of Commerce and Shrewsbury Town Football Club do not take responsibility for items left, lost or damaged before, during or after the Connectin Business Expo has concluded. Please ensure valuable items such as laptops, phones etc are not left unattended at any time. Lost property should be reported, or if found, handed to the Organising Team or Venue Staff.

ADMISSION:

Admission to the exhibition is FREE to everyone. Your colleagues and clients are very welcome, visitors are encouraged to register beforehand but can turn up on the day.

NOISE LEVEL:

The use of audio/visual equipment is permitted but the volume must not be such as to cause annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused.

EXHIBITORS' PROMOTIONAL MATERIAL:

Exhibitors will not be permitted to hand out leaflets etc at the venue entrances or walkways, other than by their stand.

PAYMENT AND CANCELLATION POLICY:

Payment can be made by credit or debit card at the time of booking or by BACS or bank transfer immediately upon receipt of invoice.

All fees must be paid in full prior to the event taking place or in accordance with the Shropshire Chamber of Commerce terms and conditions of business.

All event cancellations must be made in writing to events@shropshire-chamber.co.uk. Cancellations made as a non-member or a former member not currently paid-up will not be eligible for any refunds or transfers for whatever reason.

Cancellation / Transfer to another date - no of working days prior to the event	Refund
More than 14 days	100%
Between 14 - 7 days **	80%
Less than 7 days	0%

**Note to All Inclusive Members: Exhibitor stands cancelled with less than 14 days notice will be subject to a charge of 50% of the stand package price.

LAST MINUTE INFORMATION:

Whilst we have endeavoured to provide you with the most up to date information there is always the possibility that there may be some changes or some additional information to pass on to you, if this is the case then the information will be sent to the key contact registered.