

Nottingham Yarn Expo 2019 Terms and Conditions

By applying to exhibit at Nottingham Yarn Expo, the Exhibitor accepts the following terms and conditions:

General

- The prices for exhibiting as set out by Nottingham Yarn Expo and any reasonable instruction issued by Nottingham Yarn Expo.
- Any regulations that are applied by the venue (Nottingham Conference Centre) or local authority, this includes fire and health and safety regulations.

Exhibiting at NYE

- Should the size of exhibitor space selected at the time of application not be available we reserve the right to offer an alternative size.
- Should exhibitors wish to exhibit in the Central Court a premium is applied. This pricing is shown on the application form.
- Allocation of stands will be at the discretion of the organisers. If exhibitors have specific requirements these should be stated on the application form, whilst the organisers will endeavour to meet these requests these cannot be guaranteed.
- By exhibiting at NYE, exhibitors agree to promote their attendance at NYE 2019 e.g. via social media, websites, distributing leaflets to customers etc.
- Where an exhibitor withdraws from the event or cancels their space, the organisers reserve the right to forfeit any fees paid.
- Each trade stand will be allocated two free event passes. If additional passes are required this needs to be stated on the application form and purchased separately.
- The requirement of tables, chairs and electricity must be stated on the application, these cannot be booked on the day of the event.
- Exhibitors must stay within the allocated floor space at all times and maintain a safe environment at all times. All exhibitors must follow reasonable instructions from Nottingham Yarn Expo and/ or the Nottingham Conference Centre.
- The layout of exhibitor space will be finalised close to the event. We reserve the right to make any changes up to the event and without notice.
- A limited amount of reserved parking with no height restriction will be available at a nearby car park. If exhibitors would like to use this parking facility this will need to be indicated at time of application. Nottingham Yarn Expo will allocate these on a first come first served basis. Nottingham Yarn Expo accepts no responsibility for any loss or damage to vehicles or contents however incurred.
- Nottingham Conference Centre provides public Wi-Fi throughout the venue, but we highly recommend that Exhibitors bring their own mobile Wi-Fi hot spots to connect payment devices and services. Nottingham Yarn Expo cannot guarantee the reliability or availability of Wi-Fi and do not accept any responsibility for any failure of this or loss of sales incurred by the exhibitor.

Set-up and breakdown at NYE

- Stands must be staffed from 9am until 4pm on Sunday, 17th November 2018.
- Children are not permitted in the venue during set-up on Saturday 16th November.
- Nottingham Yarn Expo require that exhibitor stand number and mobile phone number are displayed in the windscreen of their vehicle. A form will be issued at registration and exhibitors will not be allowed to unload without this on display.
- Saturday, 16th November 2019 is allocated for unloading and set-up. Exhibitors will be allocated an arrival time. Failure to arrive at the loading bay for the allotted slot may result in exhibitors being asked to come back and unload at a later time. Likewise, exhibitors who arrive early may not be allowed to unload until their allotted time.
- Exhibitors who require a large stall need to ensure that they have assistance for unloading.
- Exhibitors should ensure that they can move all items relating to their own display, assistance or trolleys cannot be guaranteed.
- Exhibitors using the loading bay area or car park do so at their own risk, Nottingham Yarn Expo accept no liability for any loss or damage however incurred.
- No items may be removed or display breakdown commenced before the official closing time of Nottingham Yarn Expo, 4pm on Sunday 17th November 2019.
- Any Exhibitor failing to vacate the Venue of their exhibition furniture, goods and waste by 7pm on Sunday, 17th November 2019 will be held liable to pay any related costs that may be levied on Nottingham Yarn Expo by the Venue.
- Each Exhibitor is responsible for the removal of all litter and waste from their stand and any charges imposed by the Venue on Nottingham Yarn Expo for non-removal of waste shall be passed on to the Exhibitor.

Insurance and liability

- Exhibitors are responsible for the security and insurance of their own display and its contents.
- Exhibitors are required to supply a risk assessment of their exhibition space prior to the event.
- Exhibitors must provide evidence of Public Liability Insurance to a minimum of £2million prior to exhibiting at Nottingham Yarn Expo.
- Failure to submit a valid insurance certificate will result in cancellation of exhibitor space without refund of fee paid.
- Exhibitors are responsible for their property and no liability for theft, damage or other loss of property is accepted by Nottingham Yarn Expo.

Finally we wish you an enjoyable and successful NYE 2019!