



# Commercial Interiors UK Cardiff and Dublin OPEN 2024

## Terms & Conditions

**PLEASE NOTE:** This is a pop-up exhibition; display items must be hand carried into the venue you will be supplied with a table and two chairs.

You may have a hanging rail and/or pop-ups but these must not exceed 6ft in width. Set up is 9am-12noon, & breakdown 8-9pm.

- To confirm your chosen position and location, the booking form must be completed and returned to Commercial Interiors UK.
- On receipt of this form CIUK will invoice for full payment. Payment is required within 30 days of date of invoice.
- Having read and agreed to the Terms & Conditions as set out below, we hereby contract for the space as indicated above at this exhibition for the purposes of exhibiting by me/us goods described above; and I/we undertake to be bound by and observe and perform such Conditions.
- I/We further understand and agree that after submission of the booking form and acceptance by Contract Furnishing and Design Association Limited, this application may not be withdrawn and will form a contract between us.
- To avoid misunderstandings, please ensure that all details are correct and note that any subsequent additions or alterations must be confirmed to Contract Furnishing and Design Association Limited (CIUK) on a similar form.
- Commercial Interiors UK (CIUK) acknowledges this application for space.

### 1. Definitions

In these terms and conditions, “Organisers” means Commercial Interiors UK; “Exhibitor” means a person, company or organisation, and the staff or agents of that company taking display space; “Event” means the CIUK OPEN, “Venue” means The Parkgate Hotel, Cardiff.

### 2. Contract

2.1 A completed contract must be submitted for all bookings. Completion of the contract is binding confirmation of your company’s commitment to take the space booked and of your acceptance of these booking terms and conditions including the cancellation policy.

2.2 Bookings will only be confirmed when both the completed contract and payment have been received.

2.3 By submitting by scan and email the Contract the exhibitor accepts without reservation the following:

2.3.1 The Terms of the Booking Form.

2.3.2 All regulations contained in these terms and conditions and any reasonable instructions subsequently issued by the Organisers.

2.3.3 All regulations laid down by the local authority applicable to the event.

2.3.4 All regulations laid down by the venue including but not limited to security, health and safety, fire and traffic.

2.3.5 All current Health & Safety Regulations.

### **3. Exhibition floor plan**

3.1 The organisers reserve the right to alter the layout of the exhibition at any time and in any respect.

3.2 Space will be allocated to exhibitors by the organisers.

Requests for location will be considered where possible but cannot be guaranteed.

### **4. Health & Safety**

4.1 It is the responsibility of the exhibitor to ensure that his/her staff and any supplier/contractor working on his/her behalf, are familiar and abide by all current UK and European Health & Safety regulations. The exhibitor is responsible for the health and safety of his/her installation during setup, use and breakdown.

4.2 In order to create and maintain a safe environment at all times, all exhibitors and contractors must abide by reasonable instructions from the organisers and/or the venue.

4.3 All electrical equipment must have an up to date/in date PAT test and must be provided by the exhibitor.

### **5. Security/insurance**

5.1 Each exhibitor is responsible for the security and insurance of their own display and its contents.

5.2 Each exhibiting company must have a minimum of £5m public liability insurance.

### **6. Breakdown and removal of product**

6.1 No items may be removed or installations broken down before the official closing time of the exhibition.

### **7. Pop Ups/Tables**

7.1 Each exhibitor will be allocated a table and two chairs and they may install a pop up banner and or a hanging rail behind the table not to exceed 6ft in width. Please inform us if you do not require a table and/or chairs.

7.2 Should the exhibitor have any queries regarding the size or layout of their stand whilst on site, the matter must be reported to the organiser's onsite representatives during set up in order that the query may be investigated.

### **8. Damage**

8.1 Exhibitors shall not cause any damage to the venue and shall make good any such damage at their own expense.

8.2 All goods or exhibits brought onto the site are brought-in at the exhibitors' own risk. Neither the organisers nor the site owners shall accept such items into their charge or control and shall not be liable for any theft, loss or damage in respect of such items.

## **9. Payment terms**

9.1 Payment is due within 30 days of date of invoice.

## **10. Cancellation by the exhibitor**

10.1 If participation is cancelled by the exhibitor when a contract has been signed and full payment made, the amount paid is non-refundable.

## **11. Bankruptcy or liquidation**

11.1 In the event of an exhibitor becoming bankrupt or insolvent or entering into liquidation or having a receiver, administration, sequestrator or trustee appointed over any of its assets, the organisers shall be at liberty to terminate forthwith the contract with the exhibitor and the terms and conditions relating to cancellation of space set out in clause 10.1 shall apply.

## **12. Force majeure**

12.1 If the event is abandoned, cancelled, suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the venue or any other cause not within the control of the organisers, the organisers may at their entire discretion, repay the space rental paid by the exhibitor, or part thereof, but shall be under no obligation to do so. The organisers shall 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 happening of such an event.

## **13. General**

13.1 Each exhibitor shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.

