

SIBA BeerX UK 2018
Terms and conditions (Ref 20181027)

1. Schedule

Please ensure that you adhere to the agreed delivery timetables.

£200 non-refundable deposit	Required at the time of booking
Balance	Required by 31 st January 2018 or at the time of booking after this date.
Set up	From 10.00, Tuesday 13 th March 2018
Take down	From 08.00, Friday 16 th March 2018

2. Your Booking

2.1. The schedule for payments

- a) £200 non-refundable deposit required at the time of application form submission
- b) Balance required by 31st January 2018 or at the time of application form submission after this date.
- c) Payment shall be made to SIBA by credit or debit card, or BACS.
- d) If the exhibitor does not pay the balance by the 31st January 2018, SIBA reserves the right to cancel the booking and reallocate the space.

2.2. Space

- a) No exhibitor will be considered for space if there are any outstanding debts with SIBA
- b) SIBA ensures the provision of the following by SIBA to the stand holder:
 - i) Use of space allocated in the designated stand areas for the erection of an exhibition stand
- c) The size of the exhibition stand constructed must be no greater than:
 - i) **Small** = 2m x 1.5m *Banners, signage and stands allowed, so long as they remain within the allocated space*
(£716.11 + VAT)
 - ii) **Regular** = 3m x 1.5m *Banners, signage and stands allowed, so long as they remain within the allocated space*
(£1074.16 + VAT)
 - iii) **Large** = 4m x 1.5m *Banners, signage and stands allowed, so long as they remain within the allocated space*
(£1432.22 + VAT)
- d) The company engaging in this agreement is the sole exhibitor on the space purchased
- e) The exhibitor must not swap exhibition space with other exhibitors without prior written consent of SIBA
- f) The exhibitor must arrange for the exhibit to fill the allocated space in a professional manner. The exhibitor must not encroach upon other pitches.
- g) Should the exhibitor arrive on site with a bigger stand layout than the space allocated SIBA has the right to require that the exhibitor reduce the size of the exhibition stand.
- h) The exhibitor must not attach anything to walls, floors or any other structural points in the Exhibition Arena without SIBAs permission.
- i) The exhibitor will be responsible for removing any item SIBA have not permitted to be displayed.
- j) The exhibitor will be responsible for making good any damage caused by its actions.
- k) SIBA requires a PAT test certificate for any electrical equipment used and this must be submitted prior to the event
- l) Exhibitors may only arrive at the exhibition site at the time specified in clause 3.1.
- m) Exhibitors who wish to pay a supplement of £100+VAT may serve beer free of charge, but not in volumes larger than 330ml
- n) Exhibitors can choose a preferred location for their stand on booking. The location chosen is not guaranteed and SIBA reserves the right to change the location of the stand after booking.

2.3. Staffing of the exhibition stand

- a) Attendance to all BeerX events for four staff members is included in the cost of the exhibition stand. Additional exhibitor passes can be purchased via the BeerX website www.beerx.org.

- b) Exhibition stand staff must wear the official BeerX Passes and Lanyards at all times when on site. Passes will be sent by email in advance of the event and will also be available from Reception from 12.00 on Tuesday 13th March 2018.
- c) All exhibition stand staff shall comply with the Terms & Conditions for the venue and must abide by its terms at all times. It is the responsibility of the exhibitor to ensure that exhibition stand staff are aware of all Terms & Conditions currently in force.
- d) The exhibitor will be required to maintain at least one representative at the allocated exhibition space at all times during the applicable opening hours of the event.

2.4. Termination

- a) SIBA may terminate your booking immediately in the event of the exhibitor:
 - i) Going into liquidation or being unable to pay its bills according to S123 of the Insolvency Act 1986
 - ii) Making a composition with its creditors or undergoing a change of control of the supplier associate
 - iii) Ceasing to trade for whatever reason
 - iv) Failing to pay fees by the due deadline(s) specified in clause 2.1 above
 - v) Breaching regulations, Event Guidelines or statutory requirements.
- b) SIBA is not liable to the exhibitor for any costs, charges, refunds or damages whether direct or indirect arising from termination of this Contract by SIBA.
- c) Any cancellations made by the exhibitor will incur full charges. No refunds will be provided by SIBA under any circumstances.

2.5. Non attendance

- a) If the exhibitor does not attend BeerX, SIBA shall be entitled to retain all fees paid by the exhibitor for the stand space, notwithstanding the exhibitor having given prior notice of its intention not to attend.

2.6. Promotional Issues

- a) The exhibitor may not offer any promotional offers either prior to or at SIBA BeerX to be used at the SIBA BeerX, in respect of hospitality or entrance to SIBA BeerX without the prior written permission of SIBA. Please do not promote items at or near competitors' stands.

2.7. Security of Belongings

- a) Please ensure that personal belongings and stand materials are kept secure. SIBA cannot be held responsible for any loss or damage to personal belongings.

3. Access

3.1. Set Up

- a) Stand space will be available for setting up from 10.00 until 19.00 on Tuesday 13th March 2018.
- b) Set up must be complete by 10.30 on Wednesday 14th March 2018.
- c) A forklift will be available for advanced requests only and can unload equipment from vehicles only. See Exhibitor Pack for further details.

3.2. Break Down

- a) Exhibition stands must be dismantled after 08.00 on Friday 16th March 2018.
- b) Exhibition stands must not be dismantled or removed prior to instruction from the BeerX Director. Any exhibitors dismantling their stands before 20.00 on Thursday 15th March 2018 will forfeit their £100 + VAT Exit Compliance Fee.

4. Health & Safety

- 4.1 All exhibiting companies are responsible for the safety of their staff, contractors, sub-contractors, other suppliers and visitors to their stand. Compliance with the Health & Safety at Work Act 1974 is essential, and exhibitors must ensure that all individuals, companies, exhibits and materials they bring to the event do comply.

Your attention is drawn to the following important elements:

4.2 Health and Safety declaration

- a) **Please complete the declaration on page 4 of these Terms and Conditions**, and e-mail a scanned copy of the declaration, together with scanned copies of your company health and safety policy document and your risk assessment for your stand, to jenna.barningham@siba.co.uk no later than 31st January 2018.

4.3 Risk Assessment

- a) **Each exhibitor is required to undertake a risk assessment to identify the hazards and risks present in setting-up and operating their stand and the ways in which they will be controlled.** If you consider that there are no risks on your stand you must still submit a risk assessment which states that you have examined your stand and the procedure for managing it and find no risks.
- b) Please bear in mind that laptops are electrical appliances which require a PAT test and trailing cables represent a trip hazard.
- c) **Notes on how to complete a risk assessment, and a sample risk assessment form, are included on pages [insert page numbers] for your guidance.**

4.4 Evacuation Procedure

- b) If you discover a fire or see any suspicious packages or see any member of the public or staff acting in a suspicious manner, please contact a SIBA representative without delay.
- c) If the fire alarm is sounded, please leave everything as it is and make your way to the nearest fire exit. A map of fire exits and the position of the fire assembly points are posted on the walls of the venue.
- d) No naked flames, or dangerous/explosive/hazardous materials are permitted in the exhibition area at any time

Health and Safety Declaration

I am aware of my obligation to ensure the health and safety of my staff, other exhibitors, organisers, publicans and other persons as may be present from time to time.

I confirm that we are adequately insured and have completed a risk assessment which I have returned to SIBA together with my company health & safety policy document.

I have ensured that our stand staff are aware of the potential risks present onsite and are properly trained in the activities to be carried out at our stand.

Our exhibits, demonstrations and work practices cause NO HAZARDS to either others or ourselves onsite.

Constructed stands only (please strike through this section if not applicable).

I have also satisfied myself that any company or individual that I employ to build or assist in the building of my stand will have adequate insurance and will have completed their own method statement and risk assessment for the build which they will send separately to SIBA.

Name of principal contractor:.....

Exhibitor **Stand No.**.....

Address.....

.....

.....

Postcode Tel No

To be signed by an authorised person within the exhibiting company:

Authorised by Date.....

Print name.....

Position

Completing a Risk Assessment

Stage 1: Look for the hazards:

How and when will the set-up work be done?
What equipment and materials will be used?
During the event, where on the stand will staff and public have access?
etc

Stage 2: Decide who could be harmed and how:

Who will be affected by your stand and its set-up?
Who will be most at risk?

Think of your employees, other contractors or exhibitors near your stand and the visitors themselves. Safe working depends on co-operation and information exchange between companies on site, so take this into account and consider every aspect of the work being carried out.

Stage 3: Evaluate the risks:

Once you have done this adequately, you can then decide on the appropriate action.

Ask yourself:

- (1) Can the hazard or risk be removed completely?
- (2) If the risk cannot be eradicated, can it be controlled?
- (3) What control measures can be put in place?

Stage 4: Record the findings:

Write down the findings of your risk assessment.

Pass on the information about all risks to those people you identified in **Step 2** and record what measures you have taken to control those risks.

Stage 5: Review your findings:

Take account of any unusual conditions or changes that occur on site.

All venues have different rules and regulations and certainly no two exhibitions provide the same environment.

Important note – construction of stands

Please note that where a stand is being built, the principal contractor should draw up a specific method statement and risk assessment for construction and break-down, and go through them with the exhibiting company before supplying copies to SIBA in advance of the event.

Example

Hazard	Working at heights of over 2m				
Risk to who or what	Fall of people and equipment, causing injury				
Precaution or action	Restrict access to stand by cordoning off areas where there is overhead work. Scaffolding or towers fitted with outriggers and guard rails.				
Comments	Obtain and use hazard tape and posts. Notify event organisers.				
Risk level	Low		Medium	***	High

Risk Assessment Form

SIBA BeerX (March 2018)

Name	
Company	
Position	
Completion Date	
Signature	

Hazard						
Risk to who or what						
Precaution or action						
Comments						
Risk level	Low		Medium		High	

Hazard						
Risk to who or what						
Precaution or action						
Comments						
Risk level	Low		Medium		High	