

SIBA BeerX UK 2022
Terms and conditions (Ref 20220716)

1. Schedule

Please ensure that you adhere to the agreed delivery timetables.

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| £200 non-refundable deposit | Required at the time of booking |
| Balance | Required by 31 st December 2021 or within 7 days after this date. |
| Set up | From 10.00, Tuesday 15 th March 2022 |
| Take down | From 08.00, Friday 18 th March 2022 |

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 December 2021 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 December, 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*
 - ii) **Regular** = 3m x 1.5m *Banners, signage and stands allowed, so long as they remain within the allocated space*
 - iii) **Large** = 4m x 1.5m *Banners, signage and stands allowed, so long as they remain within the allocated space*
- 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. The backs of exhibition stands must be presentable.
- 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 SIBA's 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 must be printed in advance.
- 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.

3. **Access**

3.1. Set Up

- a) Stand space will be available for setting up from 10.00 until 19.00 on Tuesday 15th March 2022.
- b) Set up must be complete by 10.00 on Wednesday 16th March 2022.

3.2. Break Down

- a) Exhibition stands must be dismantled after 08.00 on Friday 18th March 2022.

4. **Health & Safety and Compliance**

4.1 All exhibiting companies and exhibitors warrant to comply with all applicable laws

4.2 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 elements:

4.2 Health and Safety declaration

- a) Please complete the declaration on page 15 of the Exhibitor Pack, and email 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 office@siba.co.uk no later than 31st January 2022

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 in the Exhibitor Pack for your guidance

4.4 Evacuation Procedure

- a) 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.
- b) If the fire alarm is sounded, please leave everything as it is and make your way to the nearest fire exit. A map of the fire exits and the position of the fire assembly points are posted on the walls of the venue.
- c) No naked flames, or dangerous/explosive/hazardous materials are permitted in the exhibition area at any time

5. **Force Majeure**

5.1. SIBA shall not be in breach of this Contract nor liable for delay in performing, or failure to perform, any of their obligations under this Contract if such delay or failure result from a Force Majeure Event. For the purposes of these terms and conditions Force Majeure Event means events, circumstances or causes beyond a SIBA's reasonable control including without limitation:

- a) acts of God, flood, storm, snow, extreme weather, drought, earthquake or other natural disaster;

- b) terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations;
 - c) nuclear, chemical or biological contamination or sonic boom; and
 - d) collapse of buildings, breakdown of plant or machinery, fire, explosion or accident.
 - e) epidemic or pandemic disease (including but not limited to COVID 19) as well as any law, governmental order, rule, regulation, direction, curfew, restriction, quarantine or other act of the competent authorities implemented to combat such pandemic diseases));
- 5.2. Without limitation SIBA reserves the right to cancel or postpone the event if a Force Majeure Event occurs. In this case SIBA will endeavour to notify the exhibitor of the cancellation or postponement of the event as soon as possible. In the event of cancellation, SIBA will be unable to return any monies it has received in connection with the booking, including and without limitation, any deposits.

6. Covid-19 Compliance

- a) Both SIBA and the exhibitor acknowledge the ongoing COVID-19 pandemic in the UK and elsewhere and accept their obligation to comply with:
 - i) any official guidance by the UK Government in respect of the COVID-19; and
 - ii) any official guidance by the UK Government which may be issued in respect of any other crisis arising out of or in connection with a virus, epidemic or pandemic
- b) Both SIBA and exhibitor agree to communicate without delay any issues they may have in performing their obligations under these terms as a result of any event outlined in clause 5.1e). The exhibitor acknowledges that any related Government guidance may at any time require SIBA, and SIBA shall (without limitation) be permitted, to take one or more of the following measures for the safety of its staff and the safety of delegates attending the BeerX events:
 - i) impose maximum delegate numbers at the event;
 - ii) limit food or drink availability;
 - iii) impose specific requirements regarding personal protective equipment such as the wearing of masks;
 - iv) limit any planned entertainment for the event;
 - v) designate alternative entrance and exit routes; and/or
 - vi) Any other reasonable measures determined by SIBA.