

The Welsh National Sugarcraft & Cake Show

County Hall

Cardiff

CF10 4UW

Saturday, 9th February 2019

Exhibitor Agreement

Terms and Conditions

Definitions:

Organisers - MC Exhibitions LLP, hereinafter referred to as the "Organisers"

Exhibitor/s - Trader or Exhibitor who has signed the Trader Application form or their authorised representative, hereinafter referred to as the "Exhibitor" or "Exhibitors" or "You" or "Your"

County Hall, Cardiff, CF10 4UW hereinafter referred to as the "Exhibition Hall" or the "Hall"

Sponsors - Individuals or organisations sponsoring part or all of the show, hereinafter referred to as "Sponsors"

The Welsh National Sugarcraft & Cake Show 2019 is hereinafter referred to as the "Show"

Stand – (Your) Designated exhibition area consisting of freestanding table/s each measuring 184cm by 76cm.

1. Payment

Full payment for Exhibition space is required before stands are allocated.

Details of how to pay are outlined on the Exhibitor Application form.

2. Stands

Exhibitors will have access to the hall from 12 noon until 3.30pm on Friday 8th February and from 8am onwards on Saturday 9th February. All Exhibitors must be ready for the Show to open at 10am on 9th February. All Exhibitors must have vacated the hall by 6pm on 9th February. There will not be facilities to use contractors to build stands at this Show.

Exhibitors are required to occupy the stand for the duration of the Show.

Exhibitors must comply with Health and Safety rules and keep the aisles and walkways clear. All goods must be kept with the allocated area.

All Promotional material and goods must be kept within the allocated area.

3. Exhibitor cancellation fees

The following cancellation fees will apply for withdrawal from the Show.

10% of total charge if cancelled within 14 consecutive days of booking.

50% of total charge if cancelled before 9th October 2018.

100% of total charge if cancelled on or after 9th October 2018.

4. Advertising

When your space has been booked, then the Organisers will advertise your attendance in promotional literature which will include use of your logos and trademarks.

Neither the Organisers nor Sponsors will be liable for any omissions, mistakes or other errors in advertising material.

The Organisers can supply flyers advertising the Show for you to distribute to your customers.

The Organisers will expect you to use advertising media to let your customers know that you are attending the Show.

5. Organisers liability

The organisers shall not be responsible to any person whatsoever whilst entering, on or leaving an event site, for any damage or loss however caused to the property of such persons, or for any injury, fatal or otherwise to any such person.

The Organisers have no liability and have no obligation to repay the charges paid in any of the following situations:

- The Show does not go ahead owing to any act of God, war, fire, flood emergency, adverse weather, labour or trade dispute, terrorist acts - actual or threatened, strike, lockout, civil disturbance, riot, accidents, non-availability of the Hall or any other cause outside the Organisers' control.
- Any changes in requirements of any authority in respect of the Show.
- Any adverse publicity, criticism or adverse comment regarding the Show or the Organisers made in any newspaper or social media.
- Poor attendance at the show by visitors or press.

6. Dangerous materials

If you have a requirement for any dangerous materials as part of your display please obtain permission in writing from the Organisers in advance. The Organisers reserve the right to ask them to be removed.

You must have a valid COSHH assessment and retain this for inspection before and/or on the exhibition day.

7. Insurance and risks

You are responsible to assess and control risks as required under the Management of Health and Safety at Work Regulations 1999.

All Exhibitors are required to have Public Liability Insurance to cover all activities carried out by You whilst on the exhibition premises - You are required to show evidence of your valid PLI at least ten working days before the exhibition date.

You will need to carry out your own risk assessments for all activities You carry out at the exhibition including but not limited to carrying materials to or from the exhibition space.

Any electric appliances you use must be covered by a valid PAT certificate and you will need to produce evidence of this certification before installing any electric appliances at the exhibition site.

For insurance purposes, You will be responsible for any accidents caused by materials in section 6.

Exhibitors will be responsible for reporting any accidents (RIDDOR).

8. Rubbish

All rubbish must be bagged by You and it will be removed by the Organisers.

You will need to supply suitable rubbish bags. Filled bags must be limited to a maximum of 15 kilograms in weight.

Rubbish bags must contain only non-recyclable materials.

Any recyclable materials should be placed in suitable containers.

You will remain responsible for the safe removal from the exhibition site of any oversized materials i.e. will not fit into an ordinary sized black plastic rubbish bag or weighing over 15kgs.

No dangerous or hazardous materials mentioned in section 6 may be placed in rubbish bags - you will remain responsible for the safe removal of any such materials from the exhibition site.

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Exhibitor Application Form

Company name: _____

Address: _____

Contact name: _____

Telephone: _____

Email: _____

Number of tables required: _____

Total price: £ _____

Please see overleaf for costings and payment details:

I agree to abide by the conditions laid out in the Traders Agreement.

Signed: _____ **Date:** _____

Please now send this form with your payment to the address overleaf.

We look forward to seeing you at the show.

Cornel E Howell

For MC Exhibitions LLP

Table costings:

No of tables	Price
1	£100
2	£150
3	£250
4	£300

If you require more than four tables then please contact us for more details.

Payment details:

Payment can be made by direct bank transfer to:

Bank: **Barclays Bank Plc**

Sort code: **20-27-05**

Account number: **63195309**

IBAN **GB84BUKB20270563195309**

Swift Bic **BARCGB22**

Please include the reference - **Cardiff Show 2019**

When paying by bank transfer, please don't forget to also send the application form to us noting that you've made a payment.

Contact details:

carmel@welshcakeshow.com

www.welshcakeshow.com

Correspondence address:

MC Exhibitions LLP

47 St Isan Road

Heath

Cardiff

CF14 4LW

Please don't hesitate to contact us if you require any further information.