



Exhibitor Terms & Conditions

1. Definition

In these T&C's the term "Exhibitor" includes all employee or agents of such and the term "Exhibition" will be deemed to mean the exhibition element of the event organised by **Autistic Minds**

1. Charges for the exhibition space

Exhibition charges are notified to the exhibitor in advance of the exhibition and are indicated on the booking form and invoice

2. Payment of space

Once Exhibitor's booking form to exhibit has been received and the exhibitor space allocated, the exhibitor is required to make payment in full within 30 days of the invoice date. If a monthly instalment plan is required, please request this at the time of booking. Exhibitor must have made payment in full before the exhibitor will be permitted to attend the exhibition.

3. Cancellation of Space

In exceptional circumstances **Autistic Minds** may be prepared to consider cancellation of the booking from the Exhibitor, if written cancellation is received 12 weeks prior to the event taking place, but only if the following conditions are complied with:

- i) Written cancellations received 12 weeks prior to the event will be accepted and a refund of 90% the booking charge will be made. After this date, no refunds can be given. Verbal cancellations will not be accepted.
- ii) If written cancellation is not received 12 weeks prior to the event, full payment is still due irrespective of whether the delegate/s attend the event.

iii) Our correspondence address for written cancellations is: **Autistic Minds**, Unit 21, Business Development Centre, Treforest Industrial Estate, CF37 5UR.

Notwithstanding the above, exhibitors will be entitled to cancel the reserved space without penalty within 28 days of purchase.

4. Exhibitor responsibility

The exhibitor is solely responsible for their stand

5. Exhibition Timetable

Please refer to individual programme or contact **Autistic Minds** for further details.

6. Unoccupied Space

If an exhibitor fails to arrive at the Exhibition, the Exhibitor is responsible for the full cost of the stand space as set out in the booking form and invoice.

7. Prohibition of Transfer and stand usage

Exhibitor may not sub-let, grant licences or otherwise permit any person to occupy Exhibitor's stand space in respect of the whole or any part of the stand space allotted to them. Exhibits must be solely for the purpose of promoting Exhibitor's products or services and shall not be used for other business purposes.

8. Fire risks and safety

Exhibitors will adhere to all fire and safety regulations which affect the Exhibition venue. Aisles and fire exits must be kept clear of exhibits. If you require fire evacuation information for the venue prior to the exhibition, please inform The Autism Directory.

9. Insurance Liability.

For the avoidance of doubt, **Autistic Minds** and the venue will not be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for the loss or damage of, or destruction to same, by theft, or fire, or any other cause whatsoever, or for any loss or damage whatsoever sustained by Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of **Autistic Minds** whether ejusdem generis or not, for any loss or damage occasioned, if by reason of the happenings of any such event, the opening of the Exhibition is prevented or postponed, or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition. Exhibitor agrees that **Autistic Minds** shall not be liable in the event of any errors or omissions in any official directory listing or in any promotional activities. **Autistic Minds** makes no representations or warranties with respect to the number of attendees or the demographic nature of such attendees.

10. Insurance Liability.

For the avoidance of doubt, **Autistic Minds** and the venue will not be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for the loss or damage of, or destruction to same, by theft, or fire, or any other cause whatsoever, or for any loss or damage whatsoever sustained by Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within

the control of **Autistic Minds** whether ejusdem generis or not, for any loss or damage occasioned, if by reason of the happenings of any such event, the opening of the Exhibition is prevented or postponed, or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition. Exhibitor agrees that **Autistic Minds** shall not be liable in the event of any errors or omissions in any official directory listing or in any promotional activities. **Autistic Minds** makes no representations or warranties with respect to the number of attendees or the demographic nature of such attendees.

11. Postponement or Abandonment

In no event will Exhibitor have any claim for damages of any kind against **Autistic Minds** or the venue in the respect of any loss or damage consequential upon the prevention, postponement or abandonment of the Exhibition, by reason for the happening of any of the events referred to in condition 10 or of the Exhibition building becoming wholly or partially unavailable for the holding of the Exhibition for reasons beyond **Autistic Minds's** control and **Autistic Minds** will be entitled to retain such part of all sums paid by Exhibitor, as **Autistic Minds** considers necessary, if, in the opinion of **Autistic Minds** rearrangement or postponement of the period of the Exhibition, or by substitution of another hall, or building, or any other reasonable manner, the Exhibition can be carried through, the agreement to exhibit booking form will be binding upon the parties, except as to size and position of stands, as to which any modification, substitution, or rearrangement they consider necessary will be determined by **Autistic Minds**.

12. Exhibitor's Liability for Loss and Damage and Indemnity

All exhibits, fittings and other items brought into the Exhibition by Exhibitor or the employees, agents, agreementors or other invitees of Exhibitor shall be the sole responsibility of and at the sole risk of Exhibitor. **Autistic Minds** shall not be responsible for any loss or damage to such exhibits, fittings or items howsoever caused. **Autistic Minds** shall not be responsible for the death of or personal injury to Exhibitor or the employees, agents, agreementors or other invitees of Exhibitor save in the case of **Autistic Minds**'s negligence. Exhibitor shall indemnify and keep indemnified **Autistic Minds** against all losses, damages, costs, charges and expenses (including contingent or consequential loss of profit) whatsoever arising from or in consequence of: (a) any breach by Exhibitor of any part of these terms or the agreement to exhibit booking form; (b) any loss suffered by **Autistic Minds** as a result of default or negligence of Exhibitor or any of its agents, sub-agreementors, invitees or employees; or (c) any liability to or claim by any third party (including the employees, agreementors, agents and invitees of Exhibitor) arising from the default or negligence of Exhibitor or from any breach by Exhibitor of any part of the Agreement. Exhibitor is responsible for and will indemnify and keep indemnified **Autistic Minds** against all injury, loss or damage arising in connection with the erection, use and dismantling of its stand and exhibits and anything done on or from the exhibitor space caused directly or indirectly by Exhibitor or any agreementor, sub-agreementor, agent or invitee of Exhibitor or visitor to the exhibitor space or by any exhibit, machinery or other item belonging to or introduced by any such person.

13. Trademarks/Copyright Indemnification

Exhibitor further agrees to indemnify, defend and hold **Autistic Minds** harmless from all and against all losses, damages and costs (including legal fees, expenses, and related charges) arising out of any claims of infringement of the trademarks, copyright and other intellectual property rights of any other third party.

14. Obstruction

Any activity that results in obstruction of aisles or prevents ready access to nearby exhibitors' stands shall be suspended for any periods specified by **Autistic Minds**.

15. Personnel and Representatives

Stand representatives shall be restricted to Exhibitor's employees and their authorised representatives. All stands must be staffed by Exhibitor during all hours that the show is open.

16. Conduct

Exhibitor may distribute advertising and printed material from its stand but must not distribute such material in the neighbourhood of entrances and exits, nor in such a manner as to cause annoyance to other exhibitors. No article containing any product other than the product or materials made or processed or used by Exhibitor in its product or service may be distributed, except by written permission of **Autistic Minds**. In no event shall Exhibitor use its stand to promote any other exhibition or conference. Exhibitor shall conduct and operate its exhibits so as not to annoy, endanger or interfere with the rights of other exhibitors and visitors.

Any practice resulting in complaints from any other exhibitor or any visitor which, in the opinion of **Autistic Minds**, interferes with the rights of others or exposes them to annoyance or danger, may in its absolute discretion be prohibited by **Autistic Minds**. Mechanical or other electrical devices, which emit sound must be operated and controlled so that there is no disturbance to other exhibitors. **Autistic Minds** reserves the right to determine the placement and acceptable sound level of all such devices.

17. Removal of Exhibits

All exhibits must remain fully intact until the Exhibition has officially ended. Exhibits must be removed from the Exhibition by the time specified in the exhibitor's service manual or by such time as may be indicated by a representative of **Autistic Minds**. If Exhibitor fails to remove an exhibit in the allotted time, **Autistic Minds** reserves the right, at Exhibitor's expense, to ship the exhibit through a carrier of **Autistic Minds**'s choosing or to place the exhibit in a storage warehouse without any liability to **Autistic Minds**. In the event of any amounts due to **Autistic Minds** from Exhibitor, the exhibits will be subject to a lien.

18. Exhibition Services:

Autistic Minds undertakes to make all reasonable attempts to provide necessary services for the smooth operation of the Exhibition but accept no responsibility for breakdown or failure of such services.

19. Cleaning of Stands

Exhibitor will accept full responsibility for keeping their stand free from rubbish & generally to a standard acceptable to **Autistic Minds**. Exhibitor must ensure that their stand space is left free from all rubbish & materials after the event. Exhibitor is liable for all costs associated with the removal of rubbish & materials from their stand space at the close of the Exhibition.

20. Storage

Exhibitor will be responsible for the removal from the Exhibition premises and storage of all crates and empty cartons not required on their stand space.

21. Right of Rejection

Exhibits are admitted to the Exhibition and will remain there, solely on strict compliance with these rules and regulations. **Autistic Minds** reserves the right to prohibit in whole or in part, and reject any Exhibitor or their representative in the case of failure to comply with the rules and regulations. There will be no return of payment if such rejection or prohibition is deemed necessary by **Autistic Minds**.

22. Amendment of Rules

Autistic Minds reserves the right to alter, add to, or amend any of these rules and regulations. Should any question arise, whether provided for in these conditions or not, the decision of **Autistic Minds** will be final. No alteration, addition, amending or waiver to or of these rules and regulations will operate to release any exhibitor from their agreement. The description headings to these rules and regulations are merely for reference and do not form part of the agreement between the parties.

23. Security/Staffing

General security/staffing will be provided by the venue during the period of installation, show and dismantling, but they will not be responsible for Exhibitors' equipment/material if lost or damaged. Exhibitor agrees that the provision of such services constitutes adequate discharge of the obligations of **Autistic Minds** to supervise and protect Exhibitor's property with the Exhibition. Exhibitor may furnish additional security at its own expense.

24. Car Parking

Facilities differ at each venue. Access & availability for the most convenient car parks will be made known nearer the Exhibition date & will be available online & through communication with **Autistic Minds**.

25. Electrical Supplies

Exhibitors must inform **Autistic Minds** if they require an electrical supply to their stand space. All wiring on displays or display fixtures must conform to the applicable standards established by various governmental agencies and standard fire inspection ordinances. Should any equipment not be PAT tested the venue may reserve the right to have the equipment connected to the venue power supply.

26. Performance of Music

Exhibitor acknowledges that any live or recorded performances of music by or on behalf of Exhibitor at the Exhibition must be licensed from the appropriate copyright owner or its agent.

Exhibitor warrants to **Autistic Minds** that it will take full responsibility for obtaining any necessary licenses to play or perform such music & agrees to defend, indemnify & hold harmless **Autistic Minds** from any damages or expenses incurred by **Autistic Minds** due to Exhibitor's use or authorisation of use of such music.

27. Additional Regulations

In addition to the terms contained herein, Exhibitors must comply with & observe all other instructions & regulations laid down by the venue from time to time & any other laws and regulations in the local authority or jurisdiction in which the Exhibition is taking place.

28. Data and Privacy

Exhibitor may supply and submit employee personal data for **Autistic Minds** to use as part of the event service we provide, and which is set out in the agreement. **Autistic Minds** will process and use this data in line with **Autistic Minds** privacy policy, but Exhibitor will remain the data owner and such data will only be used by **Autistic Minds** in relation to exhibitions and events. Exhibitor may also use the systems we provide to register, market and invite customers, guests and other relevant people to the event. In these instances, Exhibitor must ensure that it has the correct permissions to contact these individuals in line with its own GDPR policy and that Exhibitor remains the data controller.

29. Entire Agreement:

These conditions & the agreement to exhibit booking form contain the entire agreement between **Autistic Minds** & Exhibitor & supersede all prior agreements or undertakings of any kind, written or oral.

Any modification or waiver of any provision of these conditions or the agreement to exhibit booking form must be in writing signed by a duly authorised representative of the party against whom enforcement of any waiver or modification is sought. If any provision in these conditions or the agreement to exhibit booking form is held to be invalid, prohibited or unenforceable for any reason, the validity of the remaining provisions shall not be affected.

If you would like to contact us regarding exhibiting at or visiting any of the events, you can email us at:

hello@autisticminds.org.uk or click [HERE](#)

You can write to us at:

Autistic Minds

Unit 21 Business Development Centre
Treforest Industrial Estate
Pontypridd CF37 5UR

You can call us on:

01443 844764

Or, you can find more information about **Autistic Minds Live** by visiting:

<https://autisticminds.org.uk/how-we-can-help/autistic-minds-live-2022/> or click [HERE](#)



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Minds** 

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www.autisticminds.org.uk

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