



EXHIBITOR TERMS AND CONDITIONS

The following terms and conditions apply to the hire of exhibition space at UK Games EXPO.

INTERPRETATION AND GENERAL

1) UK GAMES EXPO (the “Event”) is an annual gaming convention for both dedicated hobby gamers and the wider public. The Event is organised by the directors of UK Games Expo Ltd. Richard Denning and Tony Hyams (the “Organisers”).

2) The Event takes place in The National Exhibition Centre, Birmingham B40 1NT (the “NEC”) and The NEC Hilton Metropole Hotel, Harbet Drive, Birmingham B40 1PP (the “Hilton”). Additional events occur in surrounding hotels as specified on the UK GAMES EXPO website and laid out in the programme. 3) For the purpose of these terms and conditions:

a) references to the “Venue” include both the Hilton and the NEC as appropriate;

b) references to the “Event” are to the iteration of the Event at which the exhibition space is to be hired. 4) Anyone intending to hire or in fact hiring exhibition space at the Event (an “Exhibitor”) undertakes that they (together with any employees, partners, or others associated with them) will:

a) comply with any terms and conditions specified by the management of the Venue to the extent that they are communicated to the Exhibitor either prior to or during the Event; and

b) comply with any reasonable instructions given by the management of the Venue to the Exhibitor or any employee, partner or associate of the Exhibitor either prior to or during the Event as though any such terms and conditions or instructions were incorporated into these terms and conditions.

5) These terms and conditions shall be subject to the laws of England and Wales.

6) All matters and questions not covered by these terms are subject to the decision of the Organisers. Exhibitors agree to abide by and conform to all additional rules and regulations from time to time adopted or prescribed by the Organisers for the management of the Event.

APPLICATIONS FOR AND ALLOCATIONS OF EXHIBITION SPACE

7) The following procedures should be followed when booking exhibition space:

a) Intending Exhibitors should contact Richard Denning in the first instance by e-mail to richard@ukgamesexpo.co.uk stating their preferences (if any) as to type or location of stand, and confirming the amount of exhibition space they are seeking.

b) The Organisers will acknowledge receipt of the e-mail / letter and either confirm that those requirements can be met or contact the intending Exhibitor to discuss alternative allocations.

c) The Exhibitor should formally apply for exhibition space by completing the Booking Form contained in the Print Exhibitors pack, or the PDF version available on the Organisers’ website www.UKGamesExpo.co.uk. This form must be printed off and signed and then scanned and emailed to richard@ukgamesexpo.co.uk.

d) The Organisers will acknowledge receipt of the Booking Form and issue a quotation confirming the total cost for the proposed stand, the initial stand allocation and the deposit required to secure it.

e) The Exhibitor then has 28 days from the date of issue of the quotation to complete the booking by:

i) Registering at the Exhibitor Portal on the UK Games EXPO website, and
ii) paying the deposit as stated on the written quotation (typically 25% of the total expected stand cost unless the quotation is issued after 31st March of the relevant year when the full

stand cost will be due by any of the permitted payment methods (see below)).

f) If a quotation is issued within 28 days of the commencement of the Event, the Exhibitor must complete the booking as soon as possible and in any event at least 48 hours prior to the commencement of the Event.

8) Any special requirements (e.g. access to power points and furniture orders) should be placed by the Exhibitor via the Exhibitor Portal.

9) The Organisers will allocate space within the Venue taking account of the requirements and preferences indicated on completed Booking Forms and will inform potential Exhibitors in writing of the extent to which any such preferences or requirements can be accommodated.

However:

a) in deciding on allocations the Organisers shall take account (inter alia) of whether the intending Exhibitor has attended previous iterations of the Event (and if so whether the Exhibitor complied with all relevant terms and conditions) and the total anticipated contributions of the intending Exhibitor to the Event, but may also give weight to other factors.

b) all decisions as to space allocation by the Organisers shall be final and binding on all Exhibitors who shall not be entitled to know the reasoning behind those allocations; and

c) the Organisers reserve the right to alter allocations (and if appropriate refund appropriate amounts of the stand fee to take account of any such alterations) without prior notice.

FEES, PAYMENT METHODS AND CANCELLATION POLICY

10) The due dates for payment are as follows:

a) The deposit (25% of your stand fee) must be paid within 28 days of issue of the invoice to secure your stand. b)

The balance of the stand fees as set out in the quotation and any additional features requested via the Exhibitor Portal e.g. power and furniture, must be paid in full by the later of:

i) ten days from the date of issue of the quotation (unless the quotation is issued within ten days of the commencement of the Event in which case they are payable within 48 hours of that issue); and **ii)** 31st March of the year for which the booking is made.

c) Payment for sponsorship opportunities and marketing packages are due as follows:

i) All Major, Associate, Family Zone and App sponsorship fees as set out in the invoice must be paid in full within 28 days of the issuing of the invoice. **ii)** All marketing package fees as set out in the invoice must be paid in full before UK Games Expo will run the marketing package. **iii)** All other sponsorships follow the standard rules on payment dates as laid out above.

11) Payment may be made using any of the methods specified on the quotation or subsequent invoice.

12) If an Exhibitor fails to pay the amount owed by 31st March the Organisers will apply a late payment penalty of 5% of the amount outstanding. If the balance is not settled after a further 28 days an additional late payment penalty of 5% of the amount still outstanding will be added. If after a further 14 days the balance is not settled then the debt will be passed to a debt collection agency to pursue further. Any fees and charges that the pursuit of this debt involves will be added to the debt owed by the exhibitor. The organiser will then cancel any booking, reallocate exhibition space and retain any deposit that has been paid.

13) All cancellations must be made in writing and sent by e-mail to richard@ukgamesexpo.co.uk. The extent to which any fees already paid are refundable shall be determined dependent on how far in advance of the Event for which the booking was made the notice of cancellation is received by the Organisers, as set out below:

a) If notice of cancellation is received by the Organisers at least 60 days prior to the start of the Event for which the booking was made the

deposit will be forfeit but all other fees paid will be refunded in full. **b)** In the event of cancellations received between 30 and 59 days before the Event the exhibitor would still be liable for a cancellation charge of 50% of the invoiced fees.

c) If the exhibitor cancels his or her participation less than 30 days before the Event the full Invoiced fee must be paid to the organizer.

SET-UP AND ATTENDANCE

14) Access to the Venue for set-up will be available between noon and 9.00pm on the Thursday immediately prior to the Event and between 7.30am and 8.00am on the Friday of the Event. The Exhibitor must ensure that his stand is fully set up by 9.00am on the Friday of the Event.

15) An Exhibitor must ensure that his stand is manned during the following periods:

a) The The Press and Retailer Preview taking place between 7pm and 9pm on Thursday 31st May (if you have a table there).

b) Opening hours as set out below:

i) Friday – 9.30am to 6pm

ii) Saturday – 9.30 am to 6pm

iii) Sunday – 9.30 am to 4pm Please

note UK Games Expo is a

gaming convention and some games go on past opening hours and as such the halls may not be completely vacated by the public before thirty minutes after the end of opening hours.

16) The Organisers have confirmed with Birmingham Trading Standards that for the purpose of the Sunday trading laws the Event is categorized as a fair or market and thus is permitted to open to the public at 9.30am (reference number **iii)** ENVTRA01366018).

17) If an Exhibitor fails to set up and man a stand by 9.30am on Friday the Organisers reserve the right to use the exhibition space hired by the Exhibitor for the Organisers' own **iv)** purposes including without limitation renting out the exhibition space to another Exhibitor without allowance or refund to the defaulting Exhibitor.

18) At the conclusion of the Event Exhibitors must vacate the Venue and ensure that all of their belongings have been removed from the Venue by 6pm on Sunday.

EVENT ENVIROMENT, BEHAVIOUR, MERCHANDISE AND DISPLAY MATERIAL

19) Exhibitors are responsible for the safety and appropriateness of all merchandise and promotional and other material displayed and sales activity taking place within their stand.

a) If the Organisers in their absolute discretion consider that any material displayed or activities undertaken:

i) pose risks to the health and safety of Exhibitors and others attending the Event; and/or **ii)** contravene the terms and conditions of the NEC or the Hilton as appropriate; and/or **iii)** may cause damage to the structure or any part of the fabric of the Venue; and/or **iv)** are likely to cause offense or distress to other Exhibitors, EXPO volunteers or members of the public attending the Event and/or

v) are unsuitable for an Event aimed at a family audience and attended by small children. The Organisers will request the Exhibitor to cease any such activities and remove any offending items from the Venue.

b) If an Exhibitor fails to cease any such activities or remove any such offending items when requested to do so the Organisers may take any one or more of the following actions:

i) removing or procuring the removal of any such offending material from the Venue.

ii) ejecting the Exhibitor or any partner, employee or other associate of the Exhibitor from the Event, **iii)**

revoking the Exhibitor's hire of the stand in which case the Organisers reserve the right to use the exhibition space for its own purposes including without limitation permitting the Exhibitor's stand to be used by another Exhibitor without allowance or refund to the defaulting Exhibitor.

lii) The Organisers reserve the right to refuse admission to any Exhibitor or any partner, employee or associate of an Exhibitor if they in their absolute discretion decide the trader is attempting to display materials of dangerous or objectionable nature.

IV) Any Exhibitor who is uncertain as to the appropriateness or acceptability of any materials or activities should discuss his or her concerns with the Organisers in advance of the Event.

c) The Event attracts a wide range of Attendees of all ages and the Organisers aim to provide a safe environment in which all Attendees as well as those attending as traders,

volunteers, or Venue staff may enjoy the opportunity to see, play and buy the widest range of games. In order for the safe environment to be maintained we would like to ask all attendees to read and take note of the types of behaviour that would be found unacceptable and would not be tolerated at UK Games Expo:

- Use of bad language, verbal abuse or swearing at other attendees, exhibitors, Venue Staff, UK Games Expo staff and volunteers.
- Any physical violence towards attendees, exhibitors, Venue Staff, UK Games Expo staff and volunteers, including pushing or shoving.
- Racial abuse, sexual harassment and intolerance due to gender, race, religion and sexual orientation.
- Causing damage to the convention buildings, exhibitor stands and property of any attendees.
- Disorderly behaviour due to the influence of alcohol and drugs.

d) If any exhibitor becomes aware of any activities that they do not consider appropriate they should in the first instance report their concerns to UK Games Expo volunteers anywhere in the Venue, at the Exhibition Services Stand in Hall 1, or at the Help Desk in Hall 1, Hall 2 or the Hilton Library Room who will arrange an appropriate response.

FURNITURE AND EQUIPMENT

20) No furniture or additional equipment will be provided to an Exhibitor as part of the stand fee.

21) Where additional equipment or furniture has been requested via the Exhibitor Portal, the Organisers will ensure that such equipment or furniture is obtained and made available at the Exhibitor's stand in time for set-up.

22) All other equipment and furniture used by the Exhibitor, regardless of whether that equipment or furniture is brought by the Exhibitor to the Event or is obtained by contract between the Exhibitor and any contractor or supplier recommended by the Organisers, are the sole responsibility of the Exhibitor.

23) Exhibitors are responsible for arranging and paying for all fees and meeting all expenses in connection with the transport of display and sales materials to the Venue, moving the materials into and out of the Exhibitor's allocated exhibition space, and assembling and disassembling displays.

24) Exhibitors may not sub-let or assign any of their allocated exhibition space without the prior written consent of the Organisers, such consent not to be unreasonably withheld.

PROMOTIONAL MATERIAL

25) By submitting a Booking Form and applying to hire a stand at the Event an Exhibitor agrees to the use of the Exhibitor's name on the Organisers' website and in any promotional materials prepared or distributed by the Organisers in connection with the Event PROVIDED THAT such agreement extends only to including the Exhibitor's details in a list of intending attendees. The Exhibitor accepts that any such materials may continue to be used incorporating the Exhibitor's details even if the Exhibitor subsequently cancels a booking or fails to attend the Event for any reason.

26) Use of any product by any Exhibitor, their employee agent or associate containing the UK GAMES EXPO name or logo is prohibited without the express written permission of the Organisers. Exhibitors agree that if any materials making such unauthorized use appear at the Event, the Organisers shall have the right to take possession of and destroy all such materials, as well as to pursue other available legal remedies.

27) The Organisers will exercise editorial control over any advertising material supplied by an Exhibitor for inclusion on the Organisers' website or in the Event programme. All such material should be in accordance with the standards set out on the Organisers' website and be suitable for an event aimed at a family audience.

28) Exhibitors may post and distribute their own promotional materials only from within their assigned exhibition space with the exception of Sponsors as specified in

the Marketing section of this guide. Any Exhibitor who attempts to distribute material external to their stand will be liable to an additional fee appropriate to the level of their activity.

29) Any promotional material used by an Exhibitor must be in accordance with the standards set out on the Organiser's website and be suitable for an event aimed at a family audience. The Organisers reserve the right to require the removal of any materials which the Organisers deem to fall below those standards or be inappropriate for or even offensive to a family audience.

30) Exhibitors, their employees, agents or associates may not affix promotional materials in any part of the Venue save that expressly set aside for the purpose and indicated to Exhibitors by the Organisers.

31) The Organisers may choose to offer promotional programs outlined on the Organisers' website and e-mailed to Exhibitors from time to time. By expressing a willingness, whether by e-mail or otherwise in writing, to take part in any such promotion an Exhibitor irrevocably undertakes to participate in that programme.

SAFETY, SECURITY AND LIABILITY

32) Exhibitors must not block aisles or fire doors, must not occupy any area outside their hired space, and must comply with any directions from the Organisers or the management of the venue as to access and storage.

33) The Organisers in conjunction with the management of the Venue will seek to control access to the Event and reserve the right to refuse admittance to anyone, whether or not an Exhibitor or person connected with an Exhibitor, if the Organisers reasonably consider it necessary for the safety and comfort of other Exhibitors or members of the public attending the Event.

34) The Organisers will take out a suitable public liability insurance policy in relation to the Event. However this will not extend to insuring Exhibitors' goods and display materials against theft or damage. Exhibitors are strongly advised to take

out their own insurance to cover such risks.

35) Exhibitors are fully responsible for any loss, damage, or injury to the management and staff of the Venue resulting from Exhibitors' displays or actions and are strongly advised to take out their own insurance to cover such risks.

36) The Organisers reserve the right to charge an Exhibitor for any loss or damage to any part of the structure or fabric of the Venue caused by any actions of the Exhibitor or the employee partner or other associate of an Exhibitor.

REFUSE AND WASTE

37) Exhibitors are responsible for removing all their waste.

38) The Organisers reserve the right to charge an Exhibitor in the event that waste is left within an Exhibitor's stand for the cost of removing and disposing of such waste.

FORCE MAJEURE AND OTHER CANCELLATION OF THE EVENT

39) The Organisers reserve the right to cancel the Event at any time if they deem this necessary, including if the Event is interrupted and/or discontinued, or access to the Venue is prevented or interfered with by reason of any industrial dispute, act of war, civil disturbance, terrorist action, act of God, or instruction from the police, the local authority or any other governmental agency, or if the Venue is damaged whether maliciously or by accident or the management of the Venue are unable to provide the expected facilities. In the event of such cancellation, the liability of the Organisers shall be limited to refunding any fees paid by an Exhibitor in advance of the Event subject to a pro rata reduction for that portion of the anticipated time for which the Event was scheduled to run which in fact fell before any such cancellation.