

# **WellbeingFayre.com**

## **Booking, Terms & Conditions of Exhibiting**

### **\*Update May 2024\***

### **6 pages**

Wellbeingfayre.com hold the right to update  
and amend at any time.

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1. The Organiser reserves the right to refuse entry and/or to ask Exhibitors and Visitors to cease trading or leave at any time without the offer of a refund.
2. Bookings are accepted on the basis of the description of products & services outlined on the booking form. Any deviation from the description must be with the approval and agreement of the Organiser. The Organiser reserves the right to ask you to remove any items on display which have not been declared previously on the booking form or agreed with the Organiser prior to the event.
3. Subletting, sharing, or changing the person hosting the stand is not permitted unless with the approval and agreement of the Organiser at the time of booking: in the case of readers, only 1 reader is permitted per reader stand. If an Exhibitor requires a stand for retail & space for a reader, then a Reader plus Retail stand must be booked. The number of readers will be limited in the spirit of fairness to all.
4. Extensions of exhibition space, additional tables, or widening of stands are NOT permitted – if a larger stand is required, then this must be stated on the booking form, and payment made accordingly: a single retail stand is 7' x 5' approximately and this includes space for a table of approx. 6' x 2 (not supplied) and 2 chairs (provided). A single Therapy/Reader stand is 8' x 8' approximately (tables/beds are not provided but must not exceed allocated space) 3 chairs (provided). Therapy/Reader Plus Retail stand is 15' x 8' approximately (tables/beds are not provided but must not exceed allocated space) 3 chairs (provided).
5. The positioning of Exhibition stands will be allocated by the event Organiser in the interest of ensuring an interesting and well-balanced event and the requirements of the venue. If Exhibitors have particular requirements, then these must be put on the booking form – wherever possible these will be taken into consideration; however, the Organiser's decision is final.
6. Promotional Items are encouraged but are limited to 2 pull-up banners per 7' x 5' or 8' x 8' space and up to 4 per 14' x 5' or 15' x 8' space. If a stand has a pull-up

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display, backing display, or pull-out display, then this must be declared at the time of booking. Failure to do so will mean they are refused on the day. The height of the stand must not exceed 6'.

7. All exhibitors agree to be set up 30 minutes before doors open to the public and must not close or dismantle their stand until the venue has been fully closed to the public, except in case of an emergency.
8. Exhibitor badges/wristbands must be worn at all times. No one will be admitted without an exhibitor's badge/band. The allocation is two per single stand, 4 per double stand, and Therapy Plus stand. Due to the space allocated for each stand, we recommend a maximum of 2 people to a single stand at any one time. Any more and this infringes on neighbouring stand space. Extra exhibitor badges/bands can be purchased on arrival at the fee of £6 each for a full weekend pass.
9. Leaflets: there will be a designated area for leaflets, which Exhibitors are invited to use. All other advertisements including posters & leaflets, etc. should be confined to the boundaries of the stand; leaving leaflets at any other area of the venue including the refreshment area and the toilets is not allowed.
10. Posters: No posters are to be attached to the fabric of the building by drawing pins, sticky tape, or similar – any damage charged for by the venue will be passed on to the Exhibitor.
11. All Exhibitors should act with consideration & respect for other Exhibitors, the visitors, & the Organiser team at all times: no activity should be disturbing or intrusive to others. The Organiser reserves the right to remove anyone who does not abide by this rule with the forfeit of all monies paid.

**Insurances / Test Certificates / Health and Safety**

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12. It is the responsibility of each and every Exhibitor, Performer, and Speaker to be aware of any current change in legislation that affects their activities and to comply with such legislation. This includes insurances and PAT Test certificates where needed.
13. Whilst the Organisers have taken every precaution to ensure a safe and secure environment for the event, it is the responsibility of each stand holder to ensure that they have their own appropriate professional indemnity insurance, public liability insurance, and appropriate disclaimer forms to cover their goods and services as required by law. No responsibility will be accepted by the Organisers for claims made against any products, services, or treatments or for any loss or damage to Exhibitors' stock or equipment.
14. It is the responsibility of the exhibitor to provide a copy of their Public Liability Insurance Certificate via email before the specified date mentioned at the time of the enquiry. Failure to provide the certificate two weeks prior to an event may result in the cancellation of their booking, and a replacement exhibitor may be appointed (notification will be sent via email).
15. Naked Flames, Hopi candles, tea lights, the burning of incense, or naked flames are NOT allowed at this event – Please note this is a no smoking or Vaping site.
16. It is recommended that all readings are to be recorded for the professional care of the Visitor/Client and the professional.
17. All exhibitors should display or offer an appropriate disclaimer at all times throughout the event.
18. Readings and Treatments should not be given to anyone under the age of 18 years unless agreed in writing by a guardian beforehand. This is the responsibility of the exhibitor, and the organisers hold no responsibility to confirm the ages of participants.

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19. All exhibitors should have carried out their own Health and Safety Risk Assessment and must be able to provide it at any time if requested.
20. All vehicles must be moved after unloading and parked in the designated exhibitor parking area.
21. Incident Reporting, this may include but is not limited to Safety Concerns: Any safety hazards or risks observed, such as tripping hazards, malfunctioning equipment, or unsafe practices. Security Issues: Suspicious behaviour, theft, vandalism, or breaches of security protocols. Medical Emergencies: Instances where medical attention is required for an attendee or participant. Disputes: Conflicts or disagreements between exhibitors, attendees, or staff that require intervention or resolution. Technical Problems: Issues with equipment, technology, or facilities that impact the smooth running of the event. Compliance Violations: Any instances where exhibitors or attendees are not complying with the event rules and regulations. Incidents of Misconduct: Inappropriate behaviour, harassment, discrimination, or any other conduct that goes against the code of conduct set for the event. Damage or Loss: All incidents no matter how small must be reported immediately to the organisers.
22. The Exhibitor is responsible for ensuring that they and all staff members are familiar with the venue's fire regulations and procedures. This includes, but is not limited to, knowledge of fire exits, guidelines for leaving belongings, evacuation procedures in case of a fire, and compliance with local fire safety regulations and laws.
23. Accident Reporting: Any accidents, injuries, or incidents must be reported to the designated Event Safety Officer or Organiser without delay. Details of the accident, including the time, location, individuals involved, and nature of the incident, must be accurately documented. Immediate medical attention should be sought for any injuries requiring treatment.
24. Medical Emergencies: In case of a medical emergency, contact the onsite medical personnel or emergency services immediately. Provide clear and concise information about the medical emergency, including the nature of the condition and the location of the individual in need of assistance.

## **Payments / Cancellations**

25. Payment in full is due in advance for all bookings as set out in the invoice(s) provided. Normally due within 14 days.
26. Exhibition spaces are only booked and guaranteed once full payment has been received.
27. Cancellations must be given as soon as possible. Refunds are not guaranteed and are at the organiser's discretion.
28. In the case of the organisers having to cancel the event, an alternative date will be provided in the first instance, and refunds will be discussed on a case-by-case basis.

## **Promotion of the Event**

29. All exhibitors agree to help with the positive promotion of the event. This will include and not be restricted to their own website, event sharing, poster/flyer distribution, social media posts, and videos.

## **End of the Event**

30. It is each Exhibitor's responsibility to leave the venue as clean and tidy as when they arrived. This includes the removal of leaflets, promotional items, and rubbish. All items delivered to the site must be removed by the exhibitor.
31. Feedback and Complaints Procedure: All feedback and complaints are welcome and should be submitted in a timely manner. Please email [wellbeingfayre@gmail.com](mailto:wellbeingfayre@gmail.com) with as much information as possible to ensure a prompt and effective response.

-----End-----