



2012 Gay Wedding Show Rules, Regulations and Information

The Designer Civil Partnership shows fall under the Gay Wedding Shows' rules, regulations and information as listed below

Definitions

The Show shall mean The Gay Wedding Show or the Designer Civil Partnership Show.

The organisers shall mean any members of the team from Pink Approved, Pink Weddings and the Gay Wedding Show or authorised personnel.

Exhibitor shall mean an Individual, Organisation or Business that attends or promotes a service or product.

Payment: *Payment is due in full at time of booking.*

Deadline: *All applications must be received no later than two weeks prior to the show. Applications will be processed in the order they are received and will only be processed if full payment accompanies the application unless other arrangements have been made with The Show.*

Set up: *It is the responsibility of each Exhibitor to have their exhibit set up at least 30 minutes prior to the opening of the show with all unused items placed under table. Showtimes 12pm-4.00pm. Exhibitor must not begin dismantling before the official closing time. Exhibitors are required to staff their stand during the operational hours of the event unless prior arrangements have been made. Set up is from 9am on the day of The Show and should be completed by 11.30am and Exhibitor staff present by 11.45am before doors open to visitors.*



Atmosphere: The Show has a **vibrant and exciting** atmosphere to the day and may include live singers, drag acts and entertainers. On occasion throughout the day the music will be turned up to incorporate these acts. This is part of the show and format. The organisers retain the right to set all the audible volume levels on the day.

Allocation of Space, Tables and Chairs: Each Exhibitor will be provided with an appropriately sized table (as decided by the organisers), table cloth and two chairs. These are the standard space conditions unless other prior arrangements are made based on specific requirements and agreed with The Show.

We will try to place all exhibitors in appropriate spaces; however there may be some last minute changes due to the nature of the event.

Boundaries of stand space will be indicated and in no circumstances will Exhibitors be allowed to occupy a larger space than that allocated to them.

Power: Please bring suitable mains extension leads if you need electricity. Please use the booking form to inform us of power requirements.

Space Assignment: All space for the exhibit is allocated by the event organisers. Final stand placement is at the discretion of the event organisers. Exhibitors must not obstruct aisles, common areas, or neutral space between table or exhibits with his/her goods, signage, banners or in any other manner. All aisles must be kept clear within the boundaries set up by the event organisers and adhering to the venue/function room's health and safety regulations. All exhibits must conform to the space requirements of the event organisers. No exhibition stands, banners or signage is permitted to go in front of trestle tables.

Sub-Letting: Exhibitor shall not reassign or sublet space without the written consent of the event organisers. If such an event occurs, the exhibitor may be removed from the event without a refund or charged for the additional space.

Prohibited: No flammable, toxic or otherwise hazardous materials are to be used at The Show. Smoking is not permitted inside the venue or any connecting space including in front of or near any designated show entrances. No fuel or bottled gas shall be permitted for use in connection with the show unless agreed with the event organisers prior to the day. No cooking on the day is permitted.



Vending: Exhibitors may demonstrate products and services, solicit orders, sell items and distribute advertising material only from their assigned exhibit space and only for products and services which are provided in the exhibitor's normal operation of business. Exhibitors selling products and or offering food or beverage, are responsible for having knowledge of and being in compliance with all laws and regulations including but not limited to licensing, tax, health and safety, fire prevention, public safety and copyright.

Exhibitors must agree not to show discrimination to any individual or group on the basis of sexual orientation, gender, race, ethnicity, disability, political or familial affiliation, or any other reason. Undignified methods of attracting attention such as loudspeakers, flashing lights etc that are deemed unacceptable by The Show shall not be permitted. The Show reserves the right to remove any materials or persons with loss of all fees, if determined to be breaking the vending clause in any way.

Venues: All venues exhibiting must not use a drink/chocolate fountain, drink, food or entertainment of any sorts to help promote their brand without the written permission or the Event Organisers.

Suppliers: any supplier must obtain confirmation from the Event Organisers for promotions such as drinks, food (no live cooking), music, giveaways etc.

Health and Safety: Exhibitors must ensure that they take responsibility for their own health and safety and make sure that their stand will not cause danger to anyone.

On arrival at your stand please take notice of your nearest fire exits. In the event of an emergency an announcement will be made, please listen carefully and follow instructions. NO re-admittance on site will be allowed without the permission from the attending emergency services.

Sponsorship and Show Bag insertion: The sponsor or advertiser agrees to produce, supply and make suitable arrangements for all promotional materials as agreed with the Event Organisers for each show.

Amendments: The Event Organisers reserve the right to make necessary changes to this agreement from time to time without notice.



Exhibitor Cancellation: Cancellations must be received in writing by post to Gay Wedding Show Ltd. Emails, voicemails or any type of communication other than a written request shall not be honoured.

- Cancellation requests made within four weeks of the booking will receive a full refund providing it is also more than six months prior to show.
- Cancellation requests received six months prior to the show will receive a 40% refund.
- Cancellation requests received less than six months prior to the show will not receive a refund.

Administration fees will not be refunded.

Cancellation: If any of the Event Organisers should be prevented from holding the show by any cause beyond its control, act of god, or if it cannot permit the exhibitor to occupy space due to causes beyond its control organisers reserves the right to alter location and/or date of event with notice provided to exhibitors. The Event Organisers reserves the right to cancel the show with no further liability than a refund of the space rental less a proportionate share of the exhibition expenses.

Liability: The exhibitor agrees to indemnify and protect the organisers; its employees and agents from any and all claims, accruing or resulting from any damage, injury or loss to any persons.

As a public event, all reasonable precautions are made to ensure the safety and well being of all attendants to the Gay Wedding Show, both Visitors and Exhibitors. However, should an accident occur, the Event Organisers are not responsible for the safety of any person or property, including for the loss, damage or theft of exhibits. We would ask that all Exhibitors ensure that they have their own Public Liability Insurance to cover any liabilities and/or risks.

Non-Compliance with regulations: The Event Organisers and venue have the power to order the removal of any article from the show area, or close the Stand of any exhibitor who does not conform to the show's regulations or the directions of the Organisers and if necessary to expel such exhibitors or their representatives from the show area.

Refunds: The show allows exhibitors the opportunity of gaining potential business from the visitors on the day and raising their profile but the organisers cannot be held responsible for any lack of interest or business taken by the exhibitor.

Visitors: Figures are based on past events. Any visitor numbers or levels of expectations set by the organisers cannot be guaranteed and The Event Organisers cannot be held liable for show attendance.

