



Terms and Conditions of Exhibition

1. Definitions

In these regulations the term "Exhibition" in all cases refers to SEN Expo being held in conjunction with SENCON 2022. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the exhibition. The term "SEN" means Student Experience Network Co-operative Ltd, the Exhibition Organisers. The term "Premises" refers to those portions of the stated venue licensed to SEN.

2. Installation and removal of exhibits

Exhibitors will be advised of when they may commence bumping-in of exhibits. Exhibitors are prohibited from commencing such bumping-in until the time nominated to them.

SEN will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date.

Exhibits which do not reasonably satisfy SEN shall be modified forthwith by the Exhibitor in such manner and within such time as SEN may require and in default SEN may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

Exhibits may not be removed until the Exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with SEN.

Exhibitors must wear safety vests at all times during the bump-in and bump-out of exhibits.

3. Stand Constructions and Services

SEN will appoint official contractors for all stand construction, all electrical work and all furniture supplies.

4. Registration

Registration of Stands must be made by the online facility available at the SEN website.

Registration for Dinner Tickets will be invoiced to the Exhibitor separately from Stands invoices, and will be subject to availability.

Registrations not paid in full within 30 days of invoice will be considered invalid and released for re-booking.

SEN reserves the right to refuse any booking or prohibit any exhibit without any reason for such refusal or prohibition.

5. Cancellation

Cancellations and changes to your original booking must be made in writing to SEN.

For cancellations made until:

- 17 May 2022: 25% of the total cost of the stand booking will be retained
- 31 May 2022: 50% of the total cost of the stand booking will be retained
- from 14 June 2022: 100% of the total cost of the stand booking will be retained

6. Bankruptcy or Liquidation

In the event of an Exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an Exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid shall be forfeit.

7. Occupation of Stand Space and Staffing

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of bumping-in. In the event of an Exhibitor failing to take possession of his stand SEN have the right to re-allocate the stand and all money paid shall be forfeit.

Exhibitors must staff their stands at all times during the display hours.

Exhibitors must wear Exhibitor passes at all times during the Exhibition.

All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by SEN. Removal of exhibits and dismantling may not commence until after the official closing time unless prior approval has been obtained from SEN.

8. Obstruction of Aisles and Open Spaces

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project gangways or affect the displays of neighbouring exhibitors. Aisles must be clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognizable. Public gangways shall remain the means of escape even during build up and dismantling periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by SEN at the Exhibitor's expense and risk.

9. Conduct of Exhibits

SEN may restrict displays which, because of noise, acts, odours, costumes, gimmicks, method of operation, materials or for any reason, become objectionable to the exhibition. In the event of such restriction or eviction, SEN is not liable for any refunds or rentals or other exhibit expense.

The Exhibitor must abide by any local, state or federal government statutory regulations or requirements, as advised by SEN or by the management of the Premises.

10. Occupational Health & Safety

All stand fitting, construction or display work should be carried out in accordance with the Occupational Health & Safety regulations currently in force.

11. Electrical Requirements

11.1 All electrical installations may only be carried out by the officially appointed electrical contractor.

11.2 Electrical devices which interfere with radio or television systems must be switched off immediately if requested by SEN.

11.3 The use of laser equipment requires advance notification (including details of classification) and official approval from SEN. Test certificates issued by recognized test centres for technical equipment must be submitted. SEN reserves the right to stipulate any special conditions in individual cases. All

laser equipment must conform to safety regulations for technical equipment and the generally acknowledged technical regulations.

11.4 Full lighting and power services will be available to the Exhibitor through the official electrical contractor. A schedule of these services will be available once application has been made.

Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply.

Electrical fittings and appliances must conform to the relevant standards applicable, and will be safety tested and SEN prior to the Exhibition commencing. Fuse rating for the stand power supply should be observed.

12. Dangerous Materials and Exhibits

Limitations on material used will be in compliance with those of the Premises, a schedule of these will be available once application has been made.

13. Fire Precautions

Fire extinguishers will be provided by the Premises in the display areas and placed as regulation requires.

Wall hydrants, fire extinguishers, fire alarms and instruction notices must not be obstructed in anyway. They must be visible and in working order at all times. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or SEN to avoid risk of fire.

14. Damage to the Premises and Stands

No nails, screws, adhesive materials or other fixtures may be driven into or attached to any part of the Premises and Stands including floors. Nor may any part of the Premises or Stands be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible will be invoiced for any repair charges incurred.

15. Cleaning

SEN will arrange for cleaning outside exhibition opening hours.

16. Security Services

SEN will arrange a general site security during the period of the Exhibition but will accept no liability for loss or damage.

17. Storage

Exhibitors are to store packing materials in the assigned storage area and not in the exhibition hall.

18. Liability

Whilst SEN will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises and SEN cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever.

Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify SEN against all claims and expenses arising there from.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if SEN finds it necessary to change the date of the Exhibition, SEN shall not be liable for any loss which the Exhibitor or exhibition contractors may

incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

19. Insurance

Exhibitors are reminded of the need to consult their Insurance Company or Insurance Brokers to cover themselves fully against all risks at the Exhibition. Particular attention is drawn to the need for the following:

19.1 Abandonment Insurance: Exhibitors will have seen from paragraph 18 above that SEN are not obliged to return any money paid for space in the event of cancellation or restriction of the Exhibition.

19.2 Stands, Fixtures and Similar Insurance: All risks on loss or damage to the Exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor's premises and return.

19.3 Public Liability: Liability to the public may arise out of the Exhibitor's activities and must be covered by insurance.

19.4 Insurance should be effective with minimum delay.

20. General Conditions

SEN is responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of SEN is final and decisive on any questions not covered in the foregoing regulations.

Exhibitors must comply in all aspects with the requirement of every appropriate authority, with the Terms and Agreement by which SEN may occupy the Premises and with the policies of insurance effected by SEN.

21. SEN reserves the right to add to or amend the foregoing rules and regulations for the purpose of compliance with any statutory provision or in the interest of good conference management. Any such amendment or alteration will be binding on an Exhibitor provided the terms of such alterations or additions are intimated to the Exhibitor in writing by SEN.