



## Exhibitor Terms and 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 The Autism Directory

### 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 The Autism Directory 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: The Autism Directory, 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 The Autism Directory for further details.

### 6. Unoccupied Space

If an exhibitors 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, The Autism Directory 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 The Autism Directory 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 The Autism Directory shall not be liable in the event of any errors or omissions in any official directory listing or in any promotional activities. The Autism Directory 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 The Autism Directory 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 The Autism Directory's control and The Autism Directory will be entitled to retain such part of all sums paid by Exhibitor, as The Autism Directory considers necessary, if, in the opinion of The Autism Directory 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 The Autism Directory.

## 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. The Autism Directory shall not be responsible for any loss or damage to such exhibits, fittings or items howsoever caused. The Autism Directory 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 The Autism Directory's negligence. Exhibitor shall indemnify and keep indemnified The Autism Directory 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 The Autism Directory 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 The Autism Directory 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 The Autism Directory 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 The Autism Directory.

### **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 The Autism Directory. 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 The Autism Directory, interferes with the rights of others or exposes them to annoyance or danger, may in its absolute discretion be prohibited by The Autism Directory. Mechanical or other electrical devices, which emit sound must be operated and controlled so that there is no disturbance to other exhibitors. The Autism Directory 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 The Autism Directory. If Exhibitor fails to remove an exhibit in the allotted time, The Autism Directory reserves the right, at Exhibitor's expense, to ship the exhibit through a carrier of The Autism Directory's choosing or to place the exhibit in a storage warehouse without any liability to The Autism Directory. In the event of any amounts due to The Autism Directory from Exhibitor, the exhibits will be subject to a lien.

#### **18. Exhibition Services:**

The Autism Directory 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 The Autism Directory. 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. The Autism Directory 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 The Autism Directory.

#### **22. Amendment of Rules**

The Autism Directory 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 The Autism Directory 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 The Autism Directory 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 time of the Exhibition & will be available online and through communication with The Autism Directory.

#### **25. Electrical Supplies**

Exhibitors must inform The Autism Directory 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 The Autism Directory that it will take full responsibility for obtaining any necessary licenses to play or perform such music & agrees to defend, indemnify & hold harmless The Autism Directory from any damages or expenses incurred by The Autism Directory 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 The Autism Directory to use as part of the event service we provide, and which is set out in the agreement. The Autism Directory will process and use this data in line with the Autism Directory privacy policy, but Exhibitor will remain the data owner and such data will only be used by The Autism Directory 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 and the agreement to exhibit booking form contain the entire agreement between The Autism Directory and Exhibitor and supersede all prior agreements or undertakings of any kind, whether 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 medication is sought. If any provision in these conditions or the agreement to exhibition booking form is held to be invalid, prohibited or unenforceable for any reason, the validity of the remaining provisions shall not be affected.




The Autism  
DIRECTORY | LIVE

Exhibitor Terms  
& Conditions


## CONTACT

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

**hello@theautismdirectory.com** or click **HERE**

 You can write to us at:

The Autism Directory  
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 TAD Live by visiting:

 **<https://theautismdirectorylive.com>** or click **HERE**