



Essential Christian request all Exhibitors to agree to the following terms and conditions when exhibiting at Spring Harvest.

Applications

Applications must be received by **Friday 10th February 2023**. The application is 'an offer to exhibit', and Essential Christian reserve the right to accept or decline.

Participation

Essential Christian will review applications to ensure the organisation reflects the aims, objectives, and ethos of Spring Harvest (the event). We reserve the right to ask for items to be removed from the exhibition that could cause offense or are not considered appropriate.

Spring Harvest agrees with the Evangelical Alliance Basis of Faith and Lausanne Covenant.

Due to the nature of our event, children and their parents/carers feel safe. You will be asked to agree to the terms of our Child Protection Policy on behalf of your team. You must ensure that overseas volunteers or workers hold the correct visa. Essential Christian cannot take responsibility for sponsoring their entry or confirming their eligibility.

1. Exhibition package 2023

The cost your exhibition booking includes:

- Space in the exhibition (we do not offer a shell scheme).
- 4 x Event Passes.
- Inclusion on the Spring Harvest website.
- Inclusion in a digital expression of the event programme.
- 15% contribution towards the cost of accommodation booked with Butlin's.

2. Deposit

Upon confirmation of an exhibition space a deposit of 20% of the exhibition cost will become due. Payment terms are 28 days.

Deposits are non-refundable. Wherever possible payments should be made through our Portal. Accepted methods of payment are Visa debit and credit, Mastercard and Amex.

3. Balance of costs

The balance is due on or before Monday 20th March 2023. Essential Christian reserve the right to cancel the agreement and retain the deposit if final payment is not received within this time.

4. VAT

Prices for exhibition space and power are shown net of VAT and VAT at the prevailing rate will be added to these charges.

5. Cancellations

If you wish to cancel your exhibition booking, please email the Exhibition Manager exhibit@springharvest.org

If you cancel your booking for any reason after 20th March 2023 no refund will be offered.

6. Feedback and commission

After the event the Exhibition Manager will ask for your feedback and, if applicable, a reconciliation of your total net sales. If 20% of your net sales figure exceeds the total value of your exhibition booking (excluding VAT) an invoice will be sent for the difference. This amount is subject VAT.

7. Registered charity discount

Subject to availability a 10% discount will be offered to registered charities whose annual income in the past tax year is less than £500,000. The discount only applies to one 2m x 2m exhibition space per charity (or for larger stand sizes the first 2m x 2m). You must give us your charity number when you apply.

8. Stand sizes & exhibition etiquette

All stand sizes have a standard depth of 2m. Our website gives details of all available sizes.

Essential Christian will design the exhibition layout and reserves the right to revise it at the event if considered necessary.

9. Stand fixtures and fittings

Exhibitors are responsible for providing tables, cloths, backdrops and display boards all of which must be of professional standard.

Stands and their fittings and any materials used must be fire retardant (in accordance with appropriate authorities and British Standard 5867 part 2). You will be asked to provide appropriate certification at the event, this includes spray-on applications - which must have been applied in the last 12 months.

10. Power supply

Power, if required, must be booked by 20th March. The power supply is a double 13 amp socket.

Only one extension lead can be used per plug socket. No chaining on extension leads is permitted.

11. Electrical equipment

All electrical equipment or applications which you propose to use require a Portable Appliance Test (PAT) Certificate. Please bring certificates with you and be ready to show them to the Exhibition Manager. No equipment or appliances may be used without a PAT Certificate.

12. Insurance

Organisations are required to have their own Public Liability Insurance with an indemnity of £5,000,000 per claim. **Employers Liability Insurance is not sufficient.** A copy of your Public Liability Insurance must be provided in advance. Full details of Essential Christian's liability insurance are available upon request.

13. Risk assessments

Organisations must provide a completed Essential Christian 'Fire and Risk Assessment' for the safe assembly and dismantling of their stand and all activities that will take place.

14. Location of exhibition spaces

At both Minehead and Skegness **the exhibitions will be in the Skyline.**

15. Stand activities

Additional activities including (but not limited to) surveys or questionnaires must be approved by Essential Christian in writing prior to arrival.

Butlin's have exclusive rights to the sale of food and drink and these items should not be sold or given away from your stand.

The sale of combustible products or materials is prohibited.

The distribution of literature must be kept to a minimum.

All business activity must be conducted within the confines of your stand area and in a socially distanced manner.

All articles, goods, advertisements, signs and any other material exhibited must comply with the law and be free from any offensive or defamatory images, words or statements. They must not infringe copyright, trademark, design, patent, or other intellectual property right and must conform to any statutory provisions or regulations. Essential Christian reserve the right to ask you to remove immediately from your stand anything that we deem inappropriate, unsuitable or which may cause offence to delegates. Please insure against any cost, claims, or demands in relation to Essential Christian making this request.

16. Restrictions

Unless Essential Christian have granted prior written authorisation, you or any of your staff may not do any of the following:

- Make or arrange any public announcements with a microphone
- Make or arrange signposting
- Conduct any activities outside your exhibition space
- Publicise special appearances
- Sell, assign, rent, transfer, trade or share any part of the Spring Harvest 2023 exhibition package with any other organisation

17. Arrival, set up & vehicular access

Exhibitors are responsible for the safety, delivery, assembly, staffing, dismantling and removal of their stand and any materials allocated to their space. Essential Christian reserve the right to alter or to close a stand which in their reasonable opinion is unsafe. Essential Christian cannot accept any liability in this respect.

We anticipate access to the venue and set up on Day one of the event (10th April).

18. Opening times:

These opening times are an indication only and are subject to revision.

- Day 1: Full opening 8:30pm - 10pm
- Days 2, 3 & 4: 11am - 5.30pm and 8:30pm - 10pm.
- Pack-down will take place from 10pm on Night 4 (13th April).

19. Pack-down

Exhibitors are responsible for the removal of all materials from their allocated space and must ensure this is left in good and clear order. Essential Christian reserves the right to make a charge for the removal of materials or cleaning.

20. Event publicity

With your 2023 exhibition booking you consent to Essential Christian and agencies authorised by us to use or reproduce your image, and that of your stand for publicity purposes in the UK and abroad.

21. Partner organisations

Essential Christian may work with partner organisations to deliver certain aspects of the event and exhibition. By booking you agree to us passing your details to these partner organisations who may use this information in relation to Spring Harvest. You will not be contacted for any other purpose.

22. Butlin's accommodation

Exhibitors are entitled to 15% contribution towards the cost of one Butlin's accommodation unit per organisation per break. Your booking should be made with Butlin's. On receipt of a copy of the booking confirmation Essential Christian will arrange the contribution directly with Butlin's. Final payments are the responsibility of the exhibitor and the usual Butlin's terms and conditions apply.

Please let us know if you have booked resort accommodation or made alternative arrangements.

23. Event wristbands

Exhibitors are required to wear event wristbands. Spring Harvest reserves the right to ask any individual unable to produce a wristband to leave the event.

24. Overseas workers and volunteers

You will be responsible for ensuring that all workers or volunteers representing your organisation at the event from outside the United Kingdom are in possession of the correct Visa to work in the UK. Essential Christian is unable to take responsibility for confirming their eligibility to work in the UK.

25. Illness including Covid-19

You will be responsible for ensuring that all your staff are fit to work and are not displaying any symptoms of illness which could be contagious, including Covid-19. Any member of your staff with symptoms must be isolated immediately and the situation reported to the Exhibition Manager.

Anyone showing symptoms of any other contagious illness may be asked to seek medical assistance and may be asked to leave the event. This is at the absolute discretion of Essential Christian.

26. Dispute

In all matters of dispute at the Exhibition you should email the exhibition manager at exhibit@springharvest.org setting out the circumstances in full. Your complaint will be carefully considered and you will receive a written decision. If you are dissatisfied with this response you should refer the matter to the Chartered Institute of Arbitrators for mediation or arbitration.

27. Governing Law and Jurisdiction

This agreement and any disputes arising out of or in connection with its subject matter are governed and construed in accordance with the law of England. The parties to the agreement hereby irrevocably agree that the Courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection, with this agreement.

If any provision of this agreement (or any part of any provision) is found by a court or other authority or competent jurisdiction to be illegal, invalid, or unenforceable, that provision or part provision shall, to the extent required, be deemed not to form part of this agreement and the validity and enforceability of the other provisions of this agreement shall not be affected.