



TERMS AND CONDITIONS 2023

These terms and conditions cover all **job fair bookings** with **Wells Business Forum CIC**. A limited company registered in England and Wales. Registered number: 14552877. Registered office: North Lodge, North Lodge Court, South Horrington Village, Wells, England, BA5 3DZ.

‘Client’ is used as a term for all Clients who book under this Contract. This includes but is not limited to: Exhibitors, sponsors, advertisers and literature entry only.

1. In the interests of fairness, it is not permitted for a Client to sub-let stand space or show time, nor display literature from different businesses than they booked, nor will they distribute advertisements from businesses not at the show except with prior written consent from Wells Business Forum CIC
2. Clients will adhere to all Health & Safety requirements set out below.
3. All Clients must be in place and set up at least 15 minutes prior to the event opening. At the time of event opening, if you are not present and have not informed Wells Business Forum CIC staff that you will be late, your space might be taken down. Clients will not dismantle their display prior to five (5) minutes before the show’s closure without the prior consent of the organisers. Any Clients doing this will not be invited to subsequent shows and forfeit any bookings at future events without refund. The venue will remain open for at least one (1) hour after the event by which time all Clients must have cleared their display area.
4. Display banners must be located to the rear of the allocated table space to prevent impairment on other Clients and for Health & Safety reasons. Attaching materials to the walls is prohibited.
5. The burning of candles or any substance is prohibited.
6. Clients must ensure they have adequate insurance cover for their exhibition space and people representing or working for them for the duration of the event. Clients’ insurance must include public liability of at least £1 million. Clients are responsible for any injury to third parties or damage to third-party property.
7. If the show is cancelled outside the control of Wells Business Forum CIC, Wells Business Forum CIC will not be liable for any costs or losses incurred by the Client. In addition, the fee paid for the event by the Client will be used towards advertising and administrative costs should a cancellation occur. This clause includes but is not limited to: cancellations due to weather-related issues, pandemics, local and national lockdowns. Any decision to cancel an event by Wells Business Forum CIC shall be deemed to be the correct decision (weather-related or otherwise). It is the Client’s responsibility to obtain their own event cancellation insurance, which will indemnify the Client if the event is cancelled, and such insurance is advisable.
8. Fees are non-refundable and non-transferable. In the event of a Client cancelling their space, Wells Business Forum CIC, will endeavour to refill the space and give a partial refund, minus administration costs, if they are successful in booking a replacement

business. Any cancellations made within two months of the event date will not be refilled.

9. Payment for a printed advert must be paid at the time of booking, and artwork supplied at least one month prior to the event.
10. If artwork is ordered from Wells Business Forum CIC, you will be allowed up to one (1) layout change; this is limited by our external designers.
11. The Client is responsible for approving artwork in good time. Wells Business Forum CIC will contact the Client to discuss the timescale applicable and send reminders where necessary. If a Client fails to approve the artwork, it may not be included in the marketing materials.
12. Clients booking within 28 days of the show date accept that there can be no guarantee their details will be included within any printed brochure if one is due to be published though every effort will be made to do so. This could be up to 75 days for larger events and will be discussed at the time of booking.
13. Clients who are have booked literature entry only must provide Wells Business Forum CIC with their literature and or marketing materials at least one month prior to the event.
14. Notwithstanding any of these rules, Clients will comply with all relevant regulations or reasonable instructions issued by the police, local authority, or officials of Wells Business Forum CIC

HEALTH AND SAFETY REQUIREMENTS

Wells Business Forum CIC is committed to all events being as safe and risk free an environment as is reasonably possible for all attendees be they Clients, employees, contractors, visitors or members of the public.

In pursuance of this Wells Business Forum CIC requires that you and the people who accompany you comply with the following as a condition of booking whilst you are in attendance

- a. The Client will take full responsibility to supply, wear and use any protective equipment (or anything else required or provided) in the interest of Health & Safety in pursuance of any relevant statutory provisions and will ensure any people accompanying or working with or for them do likewise.
- b. The Client will take full responsibility to ensure that all equipment, apparatus and other items brought to or used at the show are safe and without risk to Health & Safety and have been maintained to a standard that will not constitute an offence under any relevant statutory provisions.
- c. The Client will take full responsibility to ensure that they will conform, in all respects, to their legal duties and responsibilities as laid down by the Health & Safety At Work Act of 1974 and any other relevant statutory provisions and will ensure any people accompanying or working with or for them do likewise.
- d. Wells Business Forum CIC will retain the right to stop any operation, erection of equipment or the action of any Client or people accompanying or working with or for them if it is considered there is a hazard to the safety of any persons. Wells Business Forum CIC will not accept any responsibility for any costs incurred out of such action.
- e. For alcohol businesses, if you are giving samples on the day, you must adhere to the Think 25 policy.

The Client will ensure that -

- Emergency exits and gangways will be kept clear at all times
- They and any people accompanying or working with or for them understand the Fire & Emergency procedures and know the location of First Aid posts
- Any accident must be reported to a First Aid Post
- They and any people accompanying or working with or for them are aware of their Health & Safety responsibilities
- They and any people accompanying or working with or for them are trained to ensure safe working practices are adhered to at all times.
- Good housekeeping is maintained in all areas, minimising hazards.
- Any portable power equipment is suitable and only used for the purpose for which it was designed, with safety guards and devices fitted and used. Power leads must be kept to a minimum and not cross gangways. A current test/inspection certificate must accompany all such equipment.
- That only acceptable substances are brought on site and full compliance with the Control of Substances Hazardous to Health (COSHH) regulation is required.

(This is not an exhaustive or prescriptive list)

Clients are responsible for their actions and those of any people accompanying or working with or for them as well as for any items brought or used by them so should consider and risk-assess their individual Health and Safety needs and put in place appropriate measures to ensure the safety of all persons at the event.

Wells Business Forum CIC will not accept liability for any incident arising from negligence by Clients.