

NUS Trade Show 2016

7th of July 2016 Exhibition Centre, Liverpool.

Terms & conditions

These are the terms and conditions for the NUS Trade Exhibition to be held on Thursday the 7th July 2016 at the Exhibition Centre, Liverpool. The following conditions apply to any request for exhibition space from any company, partnership or business (hereafter referred to as 'the exhibitor') and to any offer of Exhibition space from NUS Services Limited.

The contract

1. The exhibition to which these conditions relate will take place on 7th of July 2016. The date is subject to such alteration as NUS Services may make owing to circumstances beyond its control.
 2. Requests for stands will be accepted upon receipt of a reservation form by NUS Services. Reservation forms will be sent out via a canvas mailing or via a telephone request for space. NUS Services will send an invoice to the exhibitor. The exhibitor must inform NUS Services immediately of any discrepancy between the invoice and their requirements. NUS Services will take no responsibility for any discrepancies, which are not immediately brought to their attention by the exhibitor.
 3. The exhibitor must submit reservation fees immediately upon receipt of invoice. NUS Services payment terms is 14 days from date of invoice.
 4. Stand reservations will only be held for exhibitors for 14 working days from the invoice dispatch date and failure to pay will result in the space being reallocated without warning.
 5. Any invoice raised by NUS Services, any fees paid by the exhibitor or a signed reservation form received by NUS Services signifies the exhibitor's acceptance of the supplies, goods and services offered in the confirmation, subject to the terms and conditions. At this point, a contract will exist between the exhibitor and NUS Services and cancellation by the exhibitor or in relation to clause 4 will incur the full cost of the stand and ancillary services. NUS Services will invoice the exhibitor upon completion of the Exhibition for any extra costs incurred on their behalf during the exhibition.
 6. The acceptance of a fee or confirmation of booking does not imply any guarantee by NUS Services that exhibition space will be made available. NUS Services reserves the right to cancel exhibition space booked by any exhibitor
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without explanation. In this event, NUS Services shall refund to the exhibitor all monies already paid.

7. The exhibitor has no right to transfer, share, assign, sub-license or offer part possession or occupation of the stand allotted to it and shall only use the stand for the exhibition of material and the promotion of goods and services belonging to it and under its control. Exhibitors who are part of a company with various trading names must not reserve space in one name and attend the exhibition in another trading name.

8. The liability of NUS Services to the exhibitor for the death or personal injury arising from its negligence or that of its employees, agents or sub-contractors shall not be limited. Save for such liability, NUS Services shall not in any circumstances be liable whether in contract, tort or otherwise for any direct or indirect or consequential loss or damage howsoever arising and of whatsoever nature suffered or incurred by NUS Services.

9. Any exhibitor wishing to offer a promotional deal to Exhibition visitors must submit full details of the offer(s) to NUS Services for their consideration and approval. A promotional offer is defined as any promotional discount or free stock deal offered by the exhibitor to the visitor during the period of the Exhibition.

10. Promotional offers received and agreed by NUS Services, will be promoted via the show guide at the Exhibition. Payment will be sought from exhibitors to cover the cost of this publication and payment must be received in full within 14 working days of the invoice dispatch date.

Terms and conditions

1. Exhibitors must display and work in a safe manner. A health and safety document will be supplied in an exhibitor pack (either on paper or online) that must be completed.

2. Exhibitors must ensure that all necessary steps are taken to protect the fabric and flooring of the exhibition halls and NUS Services reserves the right to charge for any damage caused to the exhibition hall by an exhibitor or as a direct consequence of the actions or omissions of the exhibitors' employees or agents.

3. Exhibitors will indemnify NUS Services against any claim arising from any damage or injury resulting from any actions or omissions of exhibitors, employees or agents.

4. NUS Services and any other person either authorised by it or having an interest in the premises shall without notice be entitled to access at all reasonable times to the stand.

5. NUS Services reserves the absolute right to alter the date and/or venue of the exhibition upon written notice to the exhibitors. Upon such notice being given by NUS Services to the exhibitor, the exhibitor shall either confirm in writing acceptance of the new date and/or venue in which case the terms of the contract shall apply mutatis mutandis to the new date and venue or shall refuse acceptance of such new date and venue in which case NUS Services shall refund to the exhibitor all monies already paid by the exhibitor to NUS Services.

6. The exhibitor has no right to exhibit, promote or advertise either in writing or verbally any materials, goods, products or services that contravene NUS Services' purchasing consortium guidelines and product listings for either the year in which the current Exhibition resides or in the forthcoming year.

7. Exhibitors must not use publications or display material, which is, in the opinion of NUS Services, sexist, racist, homophobic or otherwise inappropriate in nature to the Student Market. Any exhibitor found with materials of this nature will be asked to remove the offending materials. Reluctance to adhere to this request could result in the exhibitor being removed from the Exhibition. Exhibitors are invited seek advice or guidance at any time from NUS Services.

General notes

1. NUS Services reserves the right to dispose of any goods or equipment left in the exhibition hall after the clearing down times at the Exhibitor's expense.
 2. NUS Services will accept delivery of goods on behalf of Exhibitors; however NUS Services will not accept responsibility or liability for Exhibitors goods. Every Exhibitor should endeavour to make arrangements for a representative to be available on the stand at all times before and during the exhibition when deliveries are expected.
 3. NUS Services cannot accept goods for chilled or frozen storage.
 4. NUS Services will not provide additional storage space or porter assistance during the exhibition.
 5. NUS Services will arrange security patrols and all exhibitors will be required to carry security information. No person without an ID pass will be allowed access.
 6. Any persons requiring admission to the exhibition hall during the build-up and breakdown period should carry a security pass issued by NUS Services at all times. Please note that children under the age of eighteen will not be allowed access to the exhibition hall at any time.
 7. Only specific hanging points may be used. There are no wall fixings points.
 8. Exhibitors must keep equipment, goods and waste within the confines of their stand and must not encroach on gangways or block fire exits. Dry waste should be placed in the plastic bags provided. Under no circumstances must refuse be placed in the gangways other than in plastic sacks.
 9. Exhibitor's stands and exhibits on stands are not accepted into the custody or control of the NUS Services or Exhibition Centre, Liverpool and exhibitors should make their own insurance arrangements.
 10. No exhibitor may sell food, drink or tobacco to exhibition visitors. In addition, attention is drawn to the Food Hygiene Regulations 1990. A health and safety document will be supplied with your exhibitor pack.
 11. No unloading and loading may be carried out on the perimeter roads adjacent to the Halls. When unloading and loading vehicles, permission should be sought to confirm that no undue obstruction is caused to the free flow of traffic. Access must be kept clear at all times to the rubbish skip areas adjacent to the Halls.
 - 12. The maximum safe height clearance for vehicle access at the arena is, 4.5 metres width and 3.5 meters height The weight restriction is 500kg per point.
 13. No motor vehicles used for delivery of materials or exhibits are permitted to remain in the Halls overnight. If required to remain at the venue the Arena security
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staff are to be advised and the vehicle parked where agreed by the security staff.

14 Any person wishing to have music broadcast at the Exhibition Centre, Liverpool should complete and return the relevant PRS/PPL application form to NUS Services by 29 April 2016. PRS / PPL application forms will be available online.

Timing

1. Exhibitors will only be allowed access at the stated times and must have cleared all of their goods and equipment following the exhibition within these times.
2. NUS Services has an absolute right to fix the hours for which the exhibition shall be open and delegates will only be admitted during such hours as NUS Services may decide. These are currently anticipated as being between 10.00am to 4.00pm.
3. All Exhibitors must have their stands ready for the commencement of the exhibition by 9.30am on the 7th of July 2016. Any goods left in aisles will be removed at the Exhibitors expense.
4. The dismantling, packing up and removal of stands can only commence after the exhibition closes at 4.00pm on the 7th of July 2016. To do otherwise would contravene health and safety guidelines and may render the exhibitor liable at law.
5. Stands and all accompanying goods must be broken down and removed from the hall by 10pm on 7th of July.

Electrical requirements

1. NUS Services reserves the right to refuse permission for exhibitors to operate electrical equipment with a high power demand.
 2. Any electrical appliance connected to a socket must be tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons, responsible for bringing the equipment into the exhibition hall.
 3. Where exhibitors own special lighting systems equipment is used, this must comply with all regulations and is subject to testing and spot checks.
 4. The use of Trailing-Block type 4 way fused sockets shall be restricted to the following:
 - One 4-way unit per fixed socket outlet, subject to a maximum loading of 500 watts total and subject to all plugs being fused accordingly.
 - A maximum flexible cord length of 2 metres from plug to Trailing Block Unit.
 5. Alternating current supplies, which are non-standard in voltage, current, or frequency and direct current supplies may be arranged with Dimension 8.
 6. Any exhibitor requiring a 24-hour supply of electricity should contact the NUS Services for arrangements to be made.
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Laser products

1 Any person demonstrating or using laser products must:

- Comply at all times with The Radiation Safety of Lasers used for Display Purposes.
 - At least five weeks prior to the event submit to the NUS and Exhibition Centre, Liverpool for approval full details of the equipment that will be used and a layout plan of the stand.
 - Provide suitable fire extinguishers and warning notices.
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Machinery, motors, hazardous substances

1. Whilst NUS Services accepts that some exhibitors may wish to use/display these types of items NUS Services will not accept responsibility for any damage arising from the installation or use of any such machinery, motors or substances.

2. Where a stand comprises boilers, stoves, furnaces and similar equipment in operating conditions, precautions must be taken to prevent the transmission of heat to any combustible part of the stand and to the floor of the hall. A suitable non-combustible insulating material of sufficient thickness must be inserted between the equipment and the stand. Full details of the proposed equipment are to be submitted to NUS and Exhibition Centre Liverpool for approval prior to any demonstration under working conditions.

3. Any machinery or apparatus must only be demonstrated or operated by persons authorised by the exhibitor and shall not be left running in the absence of such persons.

4. The exhibiting of petrol fuelled motor vehicles or other petrol engine equipment will be subject to the following conditions:

- The exhibitor must advise NUS Services where these exhibits will be shown
- The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle out of the hall. The fuel tanks on all other petrol engine equipment must be empty.
- Batteries must be disconnected on all terminals before the public is admitted to the hall and not reconnected until after the final closure of the exhibition.

5. Any exhibit or process, which generates and blows out or otherwise emits fumes, exhaust or smoke into the halls is subject to the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as amended).

6. Any exhibit, which generates noxious or toxic fumes, exhausts or smoke, will not be permitted without prior agreement from the NUS and Exhibition Centre Liverpool..

7. The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the public is in the Halls. At other times when the use of internal combustion engines is permitted, all such vehicles and plant must be fitted with a fire extinguisher of the BCF type.

8. Radioactive substances are not permitted.

9. Fuel oil used in connection with any oil burning equipment shall have a flash point of not less than 54°C (130°F) and shall be in accordance with BS 5410. Flammable liquids and gases must comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002, and the Petroleum Regulations Acts 1928 and 1936. Paraffin and other mineral oils must not be used in any lamps, stoves or other appliances or exhibits without the prior written consent of the NUS and Exhibition Centre Liverpool and the Authorities.

- Compressed gas cylinders shall be constructed and stamped in accordance with EN 1089-3 and the cylinders shall be painted with identifying colours in accordance with the BS 349; 1973, "Identification of Contents of Industrial Gas Cylinders".

- Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with the Home Office Regulations) shall be fitted with safety valves of an approved type, and a certificate in respect of a recent pressure test of each vessel shall be available for inspection on each stand

where such a vessel is used.

- Cylinders may only be connected or disconnected during times when the public is not present in the Halls.
- The cost of providing water troughs and storage accommodation for the cylinder will be charged to the Exhibitor.

These terms and conditions are in addition to and supersede where relevant, the NUS Services Limited standard terms and conditions. A copy of these can be obtained from NUS Services upon request.