

BSSK Events

BSSK Events Booking Information, Terms & Conditions:

Stand Content & Activities:

- 1 Bookings are accepted on the basis **of the description of products and services entered on the booking form only.**
- 2 The giving of readings on a retail or therapy stand is only permitted by prior agreement, as the number of readers is carefully controlled. The appropriate double stand reader/retailer must be booked.
- 3 Only one reader is permitted per reader stand, unless by prior agreement.
- 4 B.S.S.K. reserves the right to ask you to remove from display, any item not previously declared on the booking form.
- 5 Candles may be used at most venues but when leaving the stand, even for a few minutes, must be extinguished. BSSK accepts no responsibility for any injury you may sustain should you light candles.
- 6 Subletting or sharing of stand space is only permitted with the prior agreement of B.S.S.K.
- 7 All exhibitors should act with consideration for others - their fellow exhibitors, the visitors to the event, our staff and ourselves, the promoters. Please ensure activities on your stand such as music or incense burning are not an intrusion to others.
- 8 Where any stand is a mix or trading, reading and therapy, the higher rate will apply.
- 9 The use of paste and other tables to widen stands is not permitted. A table for this purpose may be booked on the booking form.
- 10 TWO chairs are supplied per stand, THREE on Reader stands. If you require more than this, please indicate the EXTRA number on the booking form. At shows where these are hired in specially, these may be charged.

Insurance & Security:

- 1 While every effort will be made regarding overnight security, no responsibility is accepted by B.S.S.K. or the venue for exhibitors stock and equipment.
- 2 Exhibitors are responsible for the safety of their stands and their own insurance cover for stock and equipment.
- 3 Exhibitors must hold a minimum of £1m Public liability, extended to cover their participation at the event. In addition to Public Liability, therapists must hold a minimum of £1m Products/Treatment Liability.

Deposits and Payment:

- 1 An initial deposit is required with the submission of the booking form. Deposits are **non-refundable** unless an event is cancelled by BSSK.
- 2 In order to help your cash flow, if booking more than one show a 'roll over' scheme is operated. Details of how this works is listed on a separate sheet.
- 3 Payment in full for your stand is due no later than **6 weeks** before each show.
- 4 Preference is given to exhibitors who instruct us to debit their card automatically on the due payment date as it reduces paperwork. Payment by credit/debit card is also accepted over the phone. .
CHEQUES SHOULD BE MADE PAYABLE TO BSSK EVENTS
- 5 Should you have reason to cancel your stand the deposit will be forfeit.

Cancellation:

- 1 All cancellations must be by telephone to give maximum notice. **PLEASE NOTE**, our office may be unmanned from the Thursday prior to each event, so cancellations after 4pm on a Thursday for that weekend, **MUST** be made to the mobile phone on 07980 827145 please.
- 2 In the event of cancellation, **deposits are non refundable.** If the cancellation is **more than six weeks before the event** other monies paid will be returned in full. If it is within the last six weeks, **the full stand fee is payable.**

Setting up / Dismantling:

- 1 Exhibitor access for the setting up of stands is announced for each show individually.
- 2 After unloading, **please move your vehicle away from the fire exits and if possible, park so as not to restrict visitor access to the venue or use up visitor parking.**
- 3 Once the doors are closed at the start of the show, all access must be through the main entrance to the event and not through the loading doors or fire exits for reasons of security and safety.
- 4 We would ask that all boxes, bags and the like are removed from the gangways before 9.45a.m., so that the venue can be checked from a Health & Safety perspective prior to opening.
- 5 **Dismantling of your stand is not permitted until 5p.m. on Sunday evening**, as early dismantling has an unsettling effect on the public and other exhibitors.

Exclusion:

B.S.S.K. reserves the right to exclude any exhibitor without giving reason, although we trust this will never become necessary.

Responsibility:

Exhibitors are expected to act in accordance with the law and to indemnify B.S.S.K. against any claims that may arise in connection with any product or service that they offer.

Position

Position cannot be guaranteed. While every effort will be made to accommodate such requests as "wall stand", "corner stand" etc, if demand exceeds availability, these will be allocated at the discretion of BSSK.

Electricity:

- 1 Electricity is made available at no extra cost, to every stand, but you are required to supply your own extension leads and adapters to reach the nearest supply point. All cables must be secured and taped down to prevent accidents and BSSK cannot accept responsibility for liability incurred from exhibitor's trailing cables.
- 2 Any appliances or extensions used should be in a good state of repair with no obvious defects and carry the appropriate fuse for the appliance.
- 3 All equipment should be PAT tested.

Talks, Demonstrations & Workshops:

- 1 All talks, demonstrations and workshops are presented free of charge to the public. These provide a great opportunity for you to promote your business and activities. We see the talks as an important means of educating and informing the public, and thank in anticipation those of you who give your time to do so.
- 2 If you wish to present a talk/demonstration/workshop at any of the shows, please complete this section on the booking form and return for our records with accompanying information if necessary. You will be contacted and offered slots at individual shows as the programme permits.
- 3 In the event of high demand, talk slots will be allocated at the discretion of BSSK.

Leaflets and other material:

There will be a designated area for leaflets. Please do not place leaflets elsewhere in the venue unless by previous agreement with B.S.S.K. Fly posters are not permitted, again, unless previously agreed with B.S.S.K.