

### 1. Definition

In these Rules and Regulations the term "Exhibitor" includes all employees or agents of such and the term "Exhibition" shall be deemed to mean the Wedding Show named on the Booking Form. The term "Organisers" shall be deemed to mean Best Brides Wedding Exhibitions.

### 2. Space

2.1 Applications for space must be made on the forms provided by the Organisers, and contain all information requested. The Organisers reserve the right to accept or refuse any application without assigning any reason.  
 2.2 Stand space will be allocated by the Organisers in order of receipt and, wherever possible in accordance with the Exhibitor's choice and preference. However, consideration will be given to requirements of products to be exhibited and the Organisers reserve the right to reassign space allocated.

### 3. Payment

3.1 The full payment (or deposit stipulated on the booking form) must be forwarded with the signed Booking Form. A Booking Form not accompanied by such remittance will not have a reservation made. Online bookings require payment made on confirmation of booking.  
 3.2 Submission of online booking form is the basis of the contract between the exhibitor and the client and is subject to a deposit payment within 7 days. If the client does not notify within 7 days that they wish to cancel this contract then the client is subject to all terms and conditions of the contract and is liable for all payments due.  
 3.3 The Organisers shall give 50% refund of monies paid if notice of cancellation is received up to 31 days prior to the event. No refund will be made on cancellation within 30 days of the event unless Organisers can re-let the space in its entirety and full payment will be due for entire cost of the stand.

3.4 The time for such payment shall be of the essence of these terms and conditions. If the Client fails to make any payment on the due date in respect of the price or any other sum due under these terms and conditions then Best Brides Wedding Exhibitions shall, without prejudice to any right which Best Brides Wedding Exhibitions may have pursuant to any statutory provision in force from time to time, have the right to sell the booked space to another client.

3.5 Should a contra agreement (whereby an arrangement is made between the organisers and the exhibitor for an exchange of service for exhibition space) be reached and the exhibitor does NOT attend the exhibition and is therefore in breach of contract a penalty charge of the full cost of the space will be made and payable within 7 days by the exhibitor.

3.6 Exhibitors may not assign, sublet or grant licences in respect of the whole or any part of the space allotted to them without the express permission of the Organisers.

3.7 For Bridal Bag inserts payment for each exhibition is required in full within 7 days of booking.

3.8 Should a cheque from a client be returned the organiser reserves the right to pass on any and all bank charges made in respect of the returned payment.

### 4. Logistics

4.1 Where space has been booked and paid for but is not occupied by the exhibitor by thirty minutes prior to the commencement of the show, the organisers reserve the right to re-allocate or deal with this space, as they see fit. Exhibitors may not sub-let in respect of the whole or any part of the space allocated to them without the express permission of the organisers.

4.2 All additional tables requested after booking will incur a separate charge, please ensure you allow yourself enough space prior to the exhibition as there may not be additional tables available to reserve on the day of the exhibition.

4.3 Breakdown of stands in any form is not permitted before the close of the exhibition unless written permission is sought and given in writing by the organisers, Best Brides.

4.4 Bridal Bag Inserts must be received 10 days prior to exhibition.

4.5 All details for show programme must be submitted 10 days prior to exhibition.

4.6 No more than 2 people can be on any stand unless prior written arrangements have been made with the organiser. The organiser reserves the right to refuse entry to additional persons.

4.7 As venues are licensed premises, exhibitors may not bring in their own alcoholic goods for own consumption or serving to visitors unless by prior written agreement with the Organisers.

4.8 Access for set-up is available at the times set out in the enclosed details and stands must be fully dressed and operational at 15 minutes before show opens to visitors. Dismantling may not commence before the advertised closing time of the event and must be cleared within 1 1/2 hours of the closing time. Exhibits must not be removed and displays must not be dismantled either partially or totally, before the closing time of the Show. All exhibits and display material must be removed as soon as possible after this time. All Exhibitor products/materials must be completely removed from the premises after the exhibition.

4.9 Exhibitors erecting interior displays must ensure all work conforms to the requirements of the Organiser or other appropriate authorities and is executed within the terms of the Health & Safety at Work Act.

4.10 The Organisers do not provide any electrical facilities unless requested on booking form. Exhibitors requiring electric must supply their own extension leads; these and other electrical equipment used on the stand must have the appropriate PAT Certification and where applicable taping must be provided to cover loose cables.

4.11 Exhibitors with Wedding Cars will be given an allocated space which has been agreed in advance with the venue management and no deviation from this positioning can be allowed. Suitable fire extinguishers for use on fires involving flammable liquids must be provided by the exhibitor.

4.12 Escaping balloons must be recovered from the roof space. All helium gas cylinders must be removed from the public areas once balloons have been filled and throughout the show. Balloon displays must not encroach on gangways or the stand space of other exhibitors.

4.13 The Organisers undertake 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.

4.14 The Exhibitor shall be responsible for the removal from the Exhibition premises and storage of all crates and empty cartons not required on the stand.

### 5. Conduct

The Organisers reserve the right to refuse admission to any person to the Exhibition without assigning any reason.

5.1 Due to health and safety requirements persons under 18's will not be permitted on any stand and the organisers advise that suitable childcare arrangements are made. Under 18s are not permitted to enter the exhibitor room at any time, unless express written permission is obtained from the event organisers.

5.2 Exhibitors are requested to ensure that all displays are of a professional standard, with no hand written or day-go posters. Where stands are visible from all angles, exhibitors are to ensure that stands have professional coverage.

5.3 Exhibitors can only promote and display their business product or service being that which is detailed on the booking form as 'Product/Service Provided'. Peripheral products or services can only be promoted with the express permission of the Organisers.

5.4 Organisers reserve the right to remove items from display not included in the original booking form application.

5.5 The Exhibitor may distribute advertising and printing materials from own stand but must not

distribute such material in the neighbourhood of entrances or exits, nor in such a manner as to cause annoyance or disturbance to other Exhibitors. Where a table is provided for display of exhibitors' advertising material, then only this designated area may be used for such purposes.

In the event of complaints, the matter shall be referred to the Organisers for their decision.  
 5.6 Under the Health & Safety Act 1974 and the regulations made under this Act impose duties and responsibilities upon all employees are not reduced, regardless of whether an employee is in their own office or exhibiting at a Show. Exhibitors must adhere to all fire and safety regulations which affect the Exhibition. Aisles and fire exits must be kept clear. Children under the age of 18 are not permitted on the stand during opening times of the exhibition, and the Organiser advise that suitable childcare arrangements are made.

### 6. Licensing and Liabilities

6.1 PPL (Phonographic Performance Limited) covers the public use of sound recordings on behalf of the artists concerned.  
 PRS (Performing Rights Society) covers the public performance of copyright musical works on behalf of the composers and publishers.  
 Both PPL and PRS Licences are required by clients wishing to use recorded material (including CD/Record/Cassette) on their stands in the Exhibition.  
 Licence applications must be made direct to:

Karen Connor, Licensing Officer  
 General Licensing Department  
 Phonographic Performance Ltd  
 1 Upper James Street  
 London W1R 3HG  
 Tel: 020 7543 1000

Peter Smith, Licensing Inspector  
 PRS New Licensee Centre  
 Performing Rights Society Ltd  
 1 Upper James Street  
 Peterborough, Cambs PE1 2UZ  
 Tel: 0800 068 4828

6.2 All exhibits must be properly protected so as to avoid danger to any person or persons visiting or taking part in the Exhibition. The Organisers shall be indemnified by the Exhibitor against any claim or action on account of any injury or damage being caused, or occasioned by any exhibit to any persons whatsoever.

6.3 Every Exhibitor hereby accepts liability for all acts or omissions of himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organisers and keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Organisers or incurred or become payable by them arising there from or in respect thereof including any claims arising out of the supply by the Exhibitor of samples of any kind whatsoever whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the Organisers on the advice of Counsel to compromise or settle any such claims.

6.4 The Organisers will not be responsible for the safety of any property owned by or brought on to the location of the exhibition by an exhibitor or any other person on his behalf or for any loss or damage that may occur to such property (including any consequential loss which flows there from) as a result of any cause whatsoever (including the negligence of the organisers). Furthermore, the organisers shall not be liable for any loss sustained by the exhibitor if for any reason the opening of the Exhibition is prevented or postponed or delayed or abandoned. It is the responsibility of exhibitors to provide their own Public Liability insurance.

6.5 No assurance or guarantee of any kind is offered by the Organiser and none is to be given, invoked, or otherwise applied on the part of the Organiser, for any goods or services tendered, sold or otherwise traded at the Shows.

7. Cancellation  
 7.1 In no event shall the Exhibitor have any claim for damages of any kind against the Organisers or the venue owners in respect of any loss or damage consequential upon the prevention, postponement or abandonment of the Show by reason of the Exhibition Building becoming wholly or partially unavailable for the holding of the Exhibition for reasons beyond the Organisers' control and the Organisers shall be entitled to retain such part of all sums paid by the Exhibitor as the Organisers consider necessary if, in the opinion of the Organisers re-arrangement 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 contract for space shall be binding upon the parties except as to size and position of stands as to which any modification, substitution or re-arrangement they consider necessary shall be determined by the Organisers.

7.2 Best Brides Wedding Exhibitions may cancel forthwith any booking at any time if:  
 a) The Client is in breach of any of its obligations hereunder;  
 b) The Client ceases or threatens to cease to carry on business;

c) Any circumstances whatsoever beyond the reasonable control of Best Brides Wedding Exhibitions (including but not limited to the cancellation, through no fault of Best Brides Wedding Exhibitions, of the venue for the Event) necessitate the cancellation for whatever reason of the Event.

7.3 Exhibits are admitted to the Exhibition and shall remain there solely on strict compliance with these Rules and Regulations. The Organisers reserve the right to prohibit in whole or in part and reject any Exhibitor or his representatives in the case of failure to comply with the Rules and Regulations. There shall be no return of payment if such rejection or prohibition is deemed necessary by the Organisers.

8. Advertisements and leaflet distribution  
 8.1 The artwork supplied must be for the size booked. Best Brides Wedding Exhibitions endeavours to produce a high quality publication however can take no responsibility for the quality of the reproduction from the artwork supplied.

8.2 Failure to supply artwork to deadline given will still result in charges as per invoice.  
 8.3 Leaflets must arrive no later than 7 days prior to the show date.

8.4 Failure to supply leaflets to deadline will still result in charges as per invoice.  
 8.5 Best Brides Wedding Exhibitions reserve the right to refuse distribution if the material is considered unsuitable or detrimental to the quality of the exhibition and the reputation of the business.

8.6 One leaflet is considered to be one piece of paper up to A4 250 gsm. Leaflets/flyers that are larger may be subject to additional charges and Best Brides Wedding Exhibitions reserve the right to make additional charges should materials be of a larger size than agreed.

Amendment of Rules  
 Best Brides Wedding Exhibitions reserve the right to alter, add to or amend any of these Terms And Conditions.

All stands include: Packed lunch for 2 staff, 30 word entry in show programme, 1 clothed trestle table and 1 or 2 chairs, website entry for season and a copy of the database of all the brides who attended the show  
**Please ensure you book the correct size stand for your needs.**

	All prices are subject to VAT	Swanley Banqueting Sun 16 <sup>th</sup> Jan 11am-4pm	Holiday Inn London -Bexley Sun 27 <sup>th</sup> Feb 11am-4pm	Bromley Civic Centre Sun 6 <sup>th</sup> March 11am-4pm	Crofton Halls Sun 20 <sup>th</sup> March 11am-4pm
Large Stand 3m x 1.5m	£240 +VAT				
Medium Stand 2.5m x 1.5m	£210 +VAT				
Small Stand 2m x 1.5m	£170 +VAT				
Medium Stand plus ½ page advert offer	£229 +VAT				
Pamper Area	£110 +VAT				
Wedding Car (plus stand)	£10 +VAT				
Bridal bag insert	£35 +VAT				
Extra trestle table or 5ft round		£0.00	£0.00	£6.50+ VAT	£6.50+ VAT
Extra Lunch	£10 +VAT per person				
Electric Point	£5+VAT per stand				
Otr Page Advert At all shows listed	£45 +VAT				
Half Page Advert At all shows listed	£81 +VAT				
Full Page Advert At all shows listed	£121.50 +VAT				
<b>NET Total</b>					
<b>VAT @ 17.5%</b>					
<b>Total</b>					
<b>Less 5% discount if paying in full</b>					
<b>Method of Payment</b>		Please indicate your method of payment. For BACS and PayPal payments please print and post confirmation pages with booking.			
<b>Cheque</b>		Made payable to Best Brides Wedding Exhibitions			
<b>BACS</b>		HSBC A/c 01373625 S/C 400239			
<b>PayPal</b>		Please contact BWWE for details			

**Please ensure you include booking form with payment  
 PLEASE MAKE CHEQUES PAYABLE TO Best Brides  
 And return to:**

## Exhibitor Requirements

Two lunches are provided per stand. Please select two sandwich choices for lunch (otherwise a cheese sandwich will be provided). If you require extra lunches these are charged at £10+VAT per person. No other options will be available on the day unless purchased privately by the exhibitor at the Venue.

Every endeavour is made to provide you with the sandwich which you have ordered. However this subject to change should it be necessary to do so.

Chicken		
Ham		
Tuna		
Cheese		
Company		
Profession		
Bill to: Address		
Tel No		
Mobile		
Website		
Email address		
Brief Description 30 words about your company		

I have read and agree with the Terms and Conditions of booking and exhibiting

Signed:

Print Name:

Position within Company:

A Kentish Wedding  
 Wedding Ideas Bespoke E-Newsletter  
 SE21 and SE24 Magazines  
 South London Press  
 News Shopper Bexley  
 News Shopper Lewisham and Greenwich  
 News Shopper Gravesham  
 Kent Messenger Group

National Weddings  
 Just Weddings  
 Road side banners  
 AA Road signage  
 Leaflet distribution at over 11 wedding exhibitions  
 Over 20 event websites  
 And E-Shots to over 6,500 brides

### Media Pack for Show Programme Advertising

#### What is it?

Best Brides Wedding Exhibitions produce a programme for every exhibition. In this magazine are details of all exhibitors at the show plus the opportunity for business who would like Brides to know of their details but are not in a position to exhibit.

#### Circulation

Each exhibition has 150+ Brides plus pre registration in the South East London and North Kent Areas. Brides are targeted from Kent and South London. It is a handbag sized glossy magazine and is a useful directory of different suppliers from the wedding industry.

#### Rates—Spring Season

Quarter Page **£45+VAT**  
 75mm wide x 105mm high  
 Half Page **£81+VAT**  
 149mm wide x 105mm high  
 Full Page **£121.50+VAT**  
 149mm wide x 210mm high

#### Deadlines

Deadline for Autumn 10 Season is: **5<sup>th</sup> Jan 11**

Please submit artwork by deadline.

Artwork must be supplied in a PDF or JPEG format 300DPI

Please contact Best Brides if you can only supply in another format and the team will endeavour to accommodate your design needs.

Please contact Best Brides Wedding Exhibitions on 01474 815 463 to book space.