

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 12<sup>th</sup> February 2021**. Due to the Coronavirus pandemic stand sizes have been pre-determined and capacity will be limited, please see below. The application is 'an offer to exhibit', and Essential Christian reserve the right to accept or decline. We aim to contact organisations within 7 days of submitting of an application to confirm our decision.

	2m x 2m	3m x 2m	4m x 2m	5m x 2m	6m x 2m
Minehead 1	14	12	2	3	3
Minehead 2	14	12	2	3	3
Skegness	8	5	2	1	1

## Participation

Essential Christian will review applications to ensure the organisation reflects the aims, objectives and ethos of our event.

Spring Harvest agrees with the Evangelical Alliance Basis of Faith and Lausanne Covenant and reserves the right to ask for items to be removed from the exhibition that could cause offense or are not considered appropriate.

Due to the nature of our event, children and their parents/carers feel safe. You will be asked to read, sign, and comply 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.

You will also be required to read, sign, and comply to our Exhibitor's Coronavirus Policy on behalf of your team.

### **1. Exhibition packages 2021**

**Minehead & Skegness** the cost your exhibition package includes:

- Event Passes
  - 2m x 2m exhibition space = 2 event passes
  - 3m x 2m exhibition space = 3 event passes
  - 4m x 2, 5m x 2m & 6m x 2m = 4 event passes
- Organisation logo, biography, and website in the Event App
- Submission of a static or 60 second video for chalet tv.
- 50% contribution towards the cost of accommodation booked with Butlin's and will benefit from the [Covid Protection Guarantee](#)

## 2. Deposit

Upon confirmation of an exhibition space, a deposit of 10% of the exhibition package booked will become due. Payment terms are 28 days.

Deposits are non-refundable (see clause 5 for exceptions). **Wherever possible payments should be made via the online booking system, accepted methods of payment are Visa debit and credit, Mastercard and Amex. If you wish to pay by bank transfer details, please refer to your invoice.**

## 3. Cost

An invoice (less prepaid deposit) for the balance your exhibition package, including any additional advertising will be sent **on Friday 26th February 2021**. Payment terms are 28 days, the balance being **due on or before Friday 26th March 2021**. Essential Christian reserve the right to cancel the agreement and retain the deposit paid if final payment is not received within this time.

## 4. VAT

Standard VAT rate of 20% is applicable to exhibition spaces, power, and any additional advertising.

VAT is not applicable to the cost of additional advertising (as detailed below) for registered charities.

- Chalet tv advertising, static or 60 second video

Charities must provide their registered charity number during the application process to be exempt.

## 5. Cancellations

If you wish to cancel your exhibition package, please do so by email to the Exhibition Manager, Nikki Green [nikki.green@eem.solutions](mailto:nikki.green@eem.solutions).

**Should you cancel your Butlin's booking under the Covid Protection Guarantee you will also receive a full refund for your exhibition booking.**

- You consider it unsafe to go to SH21 due to the continuing threat of Coronavirus
- You are unable to travel due to sickness and/or isolation due to Coronavirus
- UK Government restrictions on travel due to Coronavirus
- The resort you have booked is closed due to Coronavirus

You can cancel your booking at any time up to 72 hours before the date of arrival.

**If you cancel your booking for any other reason after 26<sup>th</sup> March 2021, the balance of your 'final' payment may also become non-refundable**

## 6. Feedback and commission

After the event, the Exhibition Manager will make contact requesting feedback and if applicable, a reconciliation of your total net sales. Should 20% of your net sales figures exceed the total value of your exhibition package (excluding VAT) an invoice will be sent for the difference. This amount is subject to 20% VAT. Payment terms are 28 days.

## 7. Registered Charity discount

Subject to availability, this discount is available to registered charities. The discount only applies to one 2m x 2m exhibition space booked, per charity (or for larger stand sizes the first 2m x 2m).

- Under £500,000 = 20%
- Between £500,000 and £1,000,000 = 10%

## 8. Stand sizes & exhibition etiquette

Exhibition spaces commence at the standard size of 2m x 2m. Spaces can be increased to a maximum size of 6m in width. **All stands have a standard depth of 2m.**

Essential Christian reserve the right to re-design the exhibition layout, re-allocate, move or adjust as necessary and to close entrances, exits and access to the exhibition area as deemed necessary to ensure we are compliant with the latest Government guidelines in relation to Covid-19.

### **Changes for SH2021 may include (but are not limited to):**

- Staggered arrival times – see Section 17.
- A 1m gap will be left between stands for the purpose of social distancing. This area is not to be used for storage or as an extension of your stand space.
- Exhibition team will be limited to the numbers detailed in Section 1 and we would encourage organisations to organise staff on a rota basis
- Wherever possible, there will be clearly marked entrance and exit points with hand sanitising stations
- There will be a clearly marked one-way system around the exhibition space
- Whenever possible doors will be left open to provide extra ventilation
- Aisles will be a minimum of 3m wide at Minehead
- At Skegness only one side of the aisle will be used for exhibition stands.
- The wearing of face masks by guests and exhibitors will be mandatory. Organisations are responsible for risk assessing their exhibition space and ensuring the correct PPE is available.
- Organisations will be required to supply their own hand sanitiser for use on their stands
- **Literature handouts are not permitted.** We are encouraging the use of electronic devices to share information/obtain contact details and screens to be wiped between use.
- Publicise from your stand that contactless is the preferred method of payment
- We are discussing with Butlin's a stringent cleaning schedule of the venue.

## 9. Stand fixtures and fittings

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

Stands, their fittings and any materials used must be fire retardant (in accordance with appropriate authorities and British Standard 5867 part 2). Please ensure the appropriate certification is available this includes spray-on applications (application must have been in the last 12 months).

## **10. Power supply**

Power must be booked during the application process. The power supply is as follows:

Minehead or Skegness – double 13amp sockets. £60 plus VAT

Minehead and Skegness – double 13amp sockets. £120 plus VAT

## **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 produce them to the Exhibition Manager. Unfortunately, the use of any equipment or appliances without a PAT Certificate will not be permitted.

## **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 uploaded onto your online account. Full details of Essential Christian's liability insurance are available upon request.

## **13. Risk assessments**

Organisations are required to complete and upload the Essential Christian 'Fire and risk assessment' for the safe assembly and dismantling of their stand and all activities that will take place. In addition, organisations will be required to complete an upload their Covid-19 risk assessment.

## **14. Location and changes to the use of the exhibition spaces**

There will be noticeable changes to the programme this year, this includes repeats and live links of main sessions and the exhibition space may host key elements of the programme throughout the day.

**The Hub at Minehead**, will remain in the same location and be home to the bookshop and the exhibition. The size of the café area has been increased to allow for tables for 'bubbles' and social distancing. The venue will be used from 8am until 10:30pm to facilitate parts of the main Spring Harvest programme.

**Skegness** – there are some exciting developments happening on the Skegness resorts, and we are working with Butlin's to ensure we give you and the guest the best possible experience. More information to follow.

## **15. Stand activities**

We would request that additional activities including, but not limited to, surveys or questionnaires are approved by Essential Christian, in writing, prior to arrival. Please be aware that 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.

**Literature must not be distributed** (please refer to Section 8) and all business activity conducted within the confines of your stand area 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 will not make or arrange to make any of the following:

- Public announcements with a microphone
- Signposting
- Activities outside your exhibition space
- Publicise special appearances or
- Sell, assign, rent, transfer, trade or share any part of the Spring Harvest 2021 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 and/or to close a stand which, in their reasonable opinion, is unsafe or not operating under Covid-19 safe measures. Essential Christian cannot accept any liability in this respect.

To maintain social distancing, we will be operating a 'schedule of arrival'. Each organisation will be allotted a 1-hour timeframe in which to arrive, unload and remove any vehicles from the site. Set up may not commence until your vehicle has been removed.

Essential Christian will contact you with details of your arrival times at least **two weeks prior to Spring Harvest commencing**, and wherever possible will work with organisations to accommodate special requests but we would ask for your understanding, co-operation and flexibility with these arrangements.

### **Minehead 1 (6-10 April)**

- Access to 'The Hub' is available between 4-8pm on Monday 5th April (we will be operating a 'schedule of arrival' and we will ask you to let us know if you are able to arrive on this date. ***Please be aware that if you have booked Butlin's accommodation this is not available until the night of 6<sup>th</sup> April.***
- Set up will recommence in accordance with the 'schedule of arrival' at 8am on Tuesday 6<sup>th</sup> April

## Minehead 2 (10-15 April)

- We anticipate vehicular access from 2pm on 13<sup>th</sup> April (this is subject to further confirmation) and will be operating a 'schedule of arrival'.

## Skegness (5-9 April)

- We anticipate access to the venue on Day 1 of the event. More information to follow.

### **18. Opening Times**

Preliminary opening times are as below and are subject to revision. Times in **blue are compulsory opening** and those in **green are optional and these cover the times when the Spring Harvest programme will take place in the exhibition venues.**

<b>Skegness</b>	<b>Compulsory</b>	<b>Optional</b>
Day 1 – 5th April	<b>Set up from 2:00pm 8:30-10:00pm</b>	<b>2:00-5:30pm if set up. 10:00-10:30pm</b>
Days 2, 3 & 4 6th-8th April	<b>10:30am-5:30pm 8:30-10:00pm</b>	<b>9:00-10:30am 5:30-8:30pm 10:00-10:30pm</b>
Day 5 – 9 <sup>th</sup> April	<b>Pack-down will start at 10:30pm on 8<sup>th</sup> April.</b>	

<b>Minehead 1</b>	<b>Compulsory</b>	<b>Optional</b>
Day 1 – 6th April	<b>2:00-5:30pm 8:30-10:00pm</b>	<b>5:30-8.30pm 10:00-10:30pm</b>
Days 2, 3 & 4 7th-9th April	<b>10:30am-5:30pm 8:30-10:00pm</b>	<b>8:00-10:30am 5:30-8:30pm 10:00-10:30pm</b>
Day 5 – 10 <sup>th</sup> April	<b>9-11:30am then staggered pack-down for outgoing exhibitors.</b>	

<b>Minehead 2</b>	<b>Compulsory</b>	<b>Optional</b>
Day 1 – 10th April	<b>2:00-5:30pm 8:30-10:00pm</b>	<b>5:30-8.30pm 10:00-10:30pm</b>
Days 2, 3, 4 & 5 11th-14th April	<b>10:30am-5:30pm 8:30-10:00pm</b>	<b>8:00-10:30am 5:30-8:30pm 10:00-10:30pm</b>
Day 6 – 15 <sup>th</sup> April	<b>We will be operating a scheduled pack-down from 7:30am. There will be no opportunity to pack-down on the night of the 14<sup>th</sup>.</b>	

## **19. Pack-down**

Please refer to Section 18 for opening times.

To ensure social distancing is observed we will be operating a 'pack-down schedule' and this information will be available when we confirm your arrival time. Wherever possible will work with organisations to accommodate special requests but we would ask for your understanding, co-operation, and flexibility with these arrangements.

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

## **20. Chalet TV (Minehead and Skegness)**

The opportunity to submit either a static or a 60 second video advertisement for chalet tv is included in your exhibition package. Non-attending exhibitors can purchase chalet tv at the following cost:

- £200 plus \*VAT for 60 second video.
- £150 plus \*VAT for static advert.

\*zero rate VAT if organisation is a registered charity, registered charity number will be required.

Adverts must be submitted to the exhibition manager via WeTransfer by Friday 12<sup>th</sup> February 2021. Adverts received after this date may not be shown. Spring Harvest reserves the right to refuse to show adverts if they are deemed unsuitable.

Wherever possible, adverts will be shown twice daily, static adverts will remain on screen for 20 seconds.

**Static advert specification** – should be created as JPEG images with a pixel ratio of 1920 x 1080 and aspect ratio of 16:9. Please do not include any audio. The image should be readable when sitting 3m from a standard size screen.

**60 second video specification** – should be created as a .MP4 file encoded with H264. The pixel ratio must be 1920 x 1080 (HD).

If any of the above specifications are not met, we may be unable to show the advertisement.

## **21. Event publicity**

Upon confirmation of your 2021 exhibition package, you consent to Essential Christian and agencies authorised by us to use, reproduce your image, and that of your stand for publicity purposes in the UK and abroad.

## **22. Partner organisations**

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

## **23. Minehead & Skegness accommodation**

Exhibitors are entitled to **50% contribution towards the cost of one unit, per organisation, per break**. Due to Covid-19, Butlin's would prefer that everyone attending Spring Harvest stays on site, and by offering this discount we are hoping that this will make this option more affordable. Exhibitors are permitted to stay off-site, but you will not have access to the Butlin's App which all guests will be using to book into the programme/sessions. This does not mean that you cannot engage with the programme but those using the App and with bookings will take priority, and entrance permitted if numbers allow.

Your booking should be made [via Butlin's](#), and the deposit paid. A copy of the booking confirmation should then be sent to the exhibition manager who will apply the discount/contribution directly with Butlin's. You will receive an email confirming that amount that Essential Christian have contributed. Final payments are the responsibility of the exhibitor and the usual Butlin's accommodation terms and conditions apply. All bookings are subject to the Butlin's Covid Protection Guarantee.

Exhibitors are permitted to stay off site, however, Please email [nikki.green@eem.solutions](mailto:nikki.green@eem.solutions) if this situation is relevant to your organisation.

## **24. Event passes**

Exhibitors are required to wear event wristbands which provide access to the Spring Harvest programme. Details of event passes included in exhibition packages are detailed in Section 1. Spring Harvest reserves the right to ask any individual unable to produce a wristband to leave the event.

## **25. Overseas Workers and Volunteers**

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

## **26. 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 other contagious illness may also be asked to seek medical assistance and may be asked to leave the event. This is at the absolute discretion of Essential Christian.

## **27. Dispute**

In all matters of dispute at the Exhibition, in the first instance you should put your complaint, in writing, setting out the circumstances in full to Nikki Green. 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 mediator or arbitration.

## **28. 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 agreed 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.