

Essential Christian request all Exhibitors to agree to the following terms and conditions when exhibiting at Spring Harvest. Individual requirements agreed with organisations will be confirmed by email if applicable.

1. Applications

Applications must be received by **Friday 31st January, 2020**. 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.

2. Participation

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

Spring Harvest is in agreement 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 adhere to the terms of our Child Protection Policy on behalf of your exhibition 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.

3. Exhibition packages

Minehead & Skegness the cost your exhibition package includes:

- 4 event passes.
- Organisation name and website included in the event programme.
- Organisation logo and 30 word biography included in the event delegate App.
- Submission of a static or 60 second video for chalet tv.
- Use of the team lounge with free WiFi, tea and coffee.
- 20% contribution towards the cost of accommodation booked with Butlin's.
- Opportunity to advertise vacancies, internships and volunteering roles with SERVICEstation

Harrogate the cost of your exhibition package includes:

- 2 event passes for exhibition spaces measuring 2m x 4m and below.
- 3 event passes for exhibition spaces measuring 2m x 5 and 2m x 6m.
- Organisation name and website included in the event programme.
- Organisation logo and 30 word biography included in the event delegate App.
- Use of the team lounge with free tea and coffee.
- 20% contribution towards the cost of indoor camping pitches
- Opportunity to advertise vacancies, internships and volunteering roles with SERVICEstation

4. Deposit

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

Unfortunately deposits are non-refundable (see Clause 6). **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.**

5. Cost

An invoice (less prepaid deposit) for the balance your exhibition package, including any additional advertising will be sent on Monday 24th February, 2020. Payment terms are 28 days, the balance being **due on or before Monday 23rd March 2020**. Essential Christian reserve the right to cancel the agreement and retain the deposit paid if final payment is not received within this time.

6. VAT

Standard VAT rate of 20% is now applicable to exhibition spaces, power and additional advertising purchased via 'SH2020 Lite' packages.

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

- Chalet tv advertising, static or 60 second video
- Roller banners

Charities must provide their registered charity number to be exempt.

7. Cancellations

If you wish to cancel your exhibition package, please do so by email to the Exhibition Manager, Nikki Green nikki.green@eem.solutions. Please remember **all deposits are non-refundable**.

If you cancel your booking after 23rd March 2020, the balance of your 'final' payment may also become non-refundable.

In the unlikely occurrence that the event is cancelled, Essential Christian will refund in full, any monies paid.

8. 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.

9. Registered Charity discount

Subject to availability, this discount is available to charities registered with the Charity Commission. The discount only applies to one 2m x 2m exhibition space booked, per charity and additional meters will be charged at the standard advertised rate. Discounts are allocated based on annual turnover:

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

10. Stand sizes & exhibition space & fittings

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 will provide the requested floor space and inform you of any necessary changes. A shell scheme, the walled structure that fits around exhibition stands, is **NOT PROVIDED AND YOU WILL NEED TO SUPPLY YOUR OWN DISPLAY PANELS TO FIT THIS AREA**. These must be a maximum of 2.4m high.

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. Please ensure your stand fits the space you have booked, extra metres will be charged at the advertised rate.

Exhibitors are responsible for providing tables, cloths, backdrops and display boards which must be of professional standard. ***Exhibitors may be able to hire tables and cloths direct from the Harrogate Convention Centre, details will be communicated separately.***

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).

11. 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
Harrogate – single 13amp socket. £50 plus VAT

12. 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.

13. 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.

14. 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.

15. Security

'The Skyline' (Skegness) is located in an open area with public access 24 hours a day.

'The Hub' (Minehead) is a marquee which will be secured overnight and during closing hours. Spring Harvest 2020 will break for the Easter weekend finishing at noon on Thursday 9th April and resuming on Monday 13th April. 'The Hub' is a Spring Harvest venue and exhibition stands can be left in place over the break. There will be a small team who will remain at Butlin's for security purposes.

'The Hub' (Harrogate) will be based in Hall D at the Harrogate Convention Centre. The exhibition hall will be open to the public during the day, (even during exhibition closing times) but will be locked overnight.

16. Sales & promotions

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 and the Harrogate Convention Centre have exclusive rights to the sale of food and drink and these items should not be sold or given away from your stand. No combustible materials may be sold from exhibition stands at Minehead or Skegness. They may be permitted at Harrogate Convention Centre subject to a fire hazard risk assessment.

All literature must be distributed and all business activity conducted within the confines of your stand area. 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.

17. Restrictions

Unless Essential Christian have granted prior written authorisation, you or any of your staff will not make or arrange to make any:

- Public announcements with a microphone
- Sign-posting
- Activities outside your exhibition space
- Publicise special appearances or
- Sell, assign, rent, transfer, trade or share any part of the Spring Harvest 2020 exhibition package with any other organisation

18. Workshops

There may be an opportunity to run a practical, family focused workshop in the exhibition areas. Wherever possible the workshops will run during the afternoon of each 'full day' of the event. Organisations will be able to submit a workshop application once an exhibition space has been confirmed. Allocation of workshops is at the discretion of the Spring Harvest planning group.

19. 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 and cannot accept any liability in this respect.

Minehead 1 (4th–9th April)

- Access to 'The Hub' between 4-8pm on Friday 3rd April. ***Please be aware that if you have booked Butlin's accommodation this is not available until the night of 4th April.***
- Set up will recommence at 8am on Saturday 4th April

Minehead 2 (13th–17th April)

- We anticipate vehicular access from 2pm on 13th April (this is subject to further confirmation)

Skegness (13th–17th April)

- We anticipate access to The Skyline will be from early afternoon on Monday 13th April.

Harrogate (14th–18th April)

- Access will be from 8am on Tuesday 18th April. Exhibitors will be sent details of an allocated arrival time to ensure the loading bay and lift access to Hall D is kept as clear as possible.

20. Opening Times

Preliminary exhibition opening hours are as follows:

	Skegness	Harrogate	Minehead 1	Minehead 2
Day 1	8:30-10:15pm <i>The exhibition will open in the afternoon as soon as it is safe to do so</i>	2-6pm 8:30 – 10:30pm (optional opening until end of Live Lounge)	2-5:30pm 8:30-10:15pm (optional opening until end of Live Lounge)	4-5:30pm 8:30-10:15pm (optional opening until end of Live Lounge)
Days 2,3	11am-5:30pm 8:30 – 10:30pm	11am-6pm 8:30 – 10:30pm (optional opening until end of Live Lounge)	11am-5:30pm 8:30 – 10:30pm (optional opening until end of Live Lounge)	11am-5:30pm 8:30 – 10:30pm (optional opening until end of Live Lounge)
Day 4	11am-5:30pm 8:30 – 10:30pm followed by breakdown	11am-6pm 8:30 – 10:30pm (optional opening until end of Live Lounge)	11am-5:30pm 8:30 – 10:30pm (optional opening until end of Live Lounge)	11am-5:30pm 8:30 – 10:30pm (optional opening until end of Live Lounge) Followed by breakdown until 1am on Friday 17th April
Day 5		Breakdown will commence at 10am	11am-5:30pm 8:30 – 10:30pm (optional opening until end of Live Lounge)	Breakdown will re-commence at 8am
Day 6			9am-midday	

21. Pack-down

Stands must not be dismantled before the time advised by the Exhibition Manager. 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.

22. Chalet TV (Minehead and Skegness)

The opportunity to submit either a static or 60 second video advertisement for chalet tv is included in exhibition packages purchased at Minehead and Skegness. Non-attending exhibitors and those who are exhibiting at Harrogate are able to purchase chalet tv at the following cost:

- £150 plus *VAT for 60 second video.
- £100 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 14th February 2020. 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 a distance of 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.

23. Pop up banners

Non-attending exhibitors and those who are exhibiting at Harrogate are able to purchase the right to display pop up banners in all three venues for £100 plus VAT. These would need to be sent to the exhibition manager prior to the event for transportation. The banner will be placed in an area deemed suitable by the exhibition manager, and we are unable to honour specific requests. Banners will be returned by courier within 28 days of the end of the event. We are unable to take responsibility for damage or loss during delivery, return or during the event.

Specification – banners should be no more than 800mm wide and a height of 2.4m max.

24. Event publicity

Upon confirmation of your 2020 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.

25. 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.

26. Minehead & Skegness accommodation

Subject to availability, exhibitors are entitled to 20% contribution towards the cost of one unit, per organisation, per break. Booking should be made [via Butlin's](#). A copy of the booking confirmation should then be sent to the exhibition manager and we will apply the contribution direct with Butlin's. You will receive an email confirming that amount that Essential Christian have paid. Final payments are the responsibility of the exhibitor and the usual Butlin's accommodation terms and conditions apply.

It is the responsibility of the exhibitor to ensure that that it's representatives have accommodation (on or off resort). Extra accommodation will be charged at brochure rate.

27. Harrogate accommodation

Subject to availability, exhibitors are entitled to 20% discount on indoor camping provision at the Harrogate Convention Centre. Please see [our website](#) for further details.

28. Event passes

Exhibitors are required to event wristbands, which provides access to the Spring Harvest programme. Details of event passes included in exhibition packages are detailed in (3). Spring Harvest reserves the right to ask any individual unable to produce a wristband to leave the event. Lost or replacement wristbands may be charged at the 2020 day visitor rate.

If you require additional event passes, these will need to be purchased at the published rate from [our website](#).

29. 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.

30. Illness

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. Any member of your staff with symptoms of vomiting or diarrhoea must be isolated immediately and the situation reported to the Exhibition Manager. Anyone showing symptoms of 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.

31. 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 Essential Christian. Your complaint will be carefully



SPRING HARVEST

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.

32. 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.