

**If you wish to book an exhibitor table (with chair) at FSB Business Bootcamp: Collaboration and Connectivity on Tuesday 20 May 2025, these are the Terms and Conditions. By making payment, you accept the terms and conditions.**

### **Health and Safety and Insurance:**

Exhibitors are responsible for arranging their own public liability insurance and carrying out an appropriate health and safety risk assessment in respect of all aspects of their business activity in the venue. Exhibitors should be aware of the potential risks to any persons including but not limited to: fire hazards, the use of equipment, any slip and trip hazards (trailing wires, cable etc), access to and from and within the stand space and the potential risks to persons during the operations of loading and unloading equipment from delivery vehicles, particularly the reversing of vehicles engaged in such operations, and the consequent movement of display equipment across the venue area to and from the stand space allocated. Exhibitors should acquaint themselves with the overall venue health and safety arrangements such as the name of the designated venue health and safety officer and be aware of emergency exits and muster points, first aid, the location of firefighting equipment and any appropriate published health and safety notices and/or verbal instructions.

Access for assembly of stands will be provided from 8am – 9am. During the event no exhibitors will be allowed to dismantle the stand without express written authority from the organisers. We request that exhibitors only dismantle stands after the event is finished which is scheduled for 3.15pm.

### **Electrical Equipment:**

Please ensure any electrical equipment has been Portable Appliance Tested (PAT) beforehand. Please note that music will not be allowed in the venue during the Bootcamp. If you require access to plug socket/s, please ensure you notify us in advance.

### **Payment and Cancellation Policy:**

By making payment you accept the terms and conditions. If you are unable to attend, cancellations made on or before 8 April 2025, will attract a full refund. Cancellations made between 9 April and 22 April 2025, will attract a 50% refund. No refund will be made on any cancellation made after 23 April 2025. Any exhibitors not attending on the day will not be entitled to a refund.

### **Reasonable Care:**

You, and any other person who attends with you, must take reasonable care when attending the event. FSB will not be held liable for any property belonging to you. You must also take care not to damage the venue or any other person's exhibit. You must also not access any area of the venue that is restricted. For the avoidance of doubt, FSB is not responsible for the obligations of exhibitors taking part or supporting the event except as where required by law.