

As you have requested an exhibition stand at FSB South Wales Small Business Conference, please complete the following information and read the terms and conditions below. By making payment, you accept the terms and conditions.

Please return this form to Shona Holmes-Berry at shona.holmes-berry@fsb.org.uk

YOUR FULL NAME:

ADDRESS:
.....

CONTACT DETAILS: Tel:
Email:

BUSINESS NAME:

BUSINESS TYPE:

The terms.

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 08.00 – 09.00. We request that exhibitors only dismantle stands after the event is finished which is scheduled for 4pm.

Exhibitors are requested to bring a maximum of one pop-up banners as space is limited. A table will be provided for each exhibitor to display literature, etc.

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 conference.

Please note we cannot guarantee electrical supply will be available at your stand.

Payment and Cancellation Policy:

On receipt of your request for a stand you will be directed to our online booking page. By making payment you accept the terms and conditions.

If you are unable to attend, cancellations made on or before 2 August 2024 will attract a full refund. Cancellations made between 2 August 2024 and 14 August 2024 will attract a 50% refund. No refund will be made on any cancellation made after 14 August 2024. 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 hotel or any other person's exhibit. You must also not access any area of the hotel 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.