

## **Exhibiting at BTME 2025**

### **Terms & Conditions**

#### **1. General**

In these regulations, the term 'Exhibitor' shall include all employees, servants and agents of any company, partnership, firm or individual to whom exhibition space has been allocated for the purpose of exhibiting. The term 'exhibition' shall mean The British and International Golf Greenkeepers Association Turf Management Exhibition. The term 'organisers' shall mean the British and International Golf Greenkeepers Association Limited.

#### **2. Venue**

The exhibition will be held in the Harrogate Convention Centre, Harrogate, North Yorkshire.

#### **3. Duration of the exhibition**

The exhibition will be open as follows: 9am-5pm Tuesday 21 January; 9am - 5pm Wednesday 22 January; 9am-2.30pm Thursday 23 January 2025.

#### **4. Application for exhibition space**

Application for exhibition space must be made directly on the official Application & Contract for Exhibition Space. The organisers reserve the right to refuse any application or prohibit without assigning any reason for such refusal or prohibition. Subletting of exhibition space is not allowed. The submission of an application in the manner and on the form provided together with the final allocation by the organisers and the acceptance by the Exhibitor of exhibition space shall be deemed a contract in acceptance in accordance with these stated terms and conditions and shall be finally and legally binding.

#### **5. Inclusive exhibition charges**

Please see separate details.

#### **6. Scheduled payments**

As detailed in the Application & Contract for Exhibition Space. (Deposit payments are not refundable after exhibition space has been allocated and confirmed). Confirmation is issue of an invoice.

The remaining balance must be paid as invoiced and, in any case, no later than the stipulated dates.

Cheques and bank drafts should be made payable to the British and International Golf Greenkeepers Association Limited, in pounds sterling. New bookings made from 30 September 2024 to 1 January 2025 will be invoiced in full. A receipted invoice will be sent by return of post.

#### **7. \*Cancellation or reduction of exhibition space**

Exhibitors cancelling or reducing their exhibition space after allocation by the organisers are liable for payment of the total charge for their original booking. In the event of an application for exhibition space being declined by the organisers, previous deposits will be returned to the applicant. In the event of non-payment by the Exhibitor for their stand space, the Exhibitor will not only lose their allocated stand space but will still be liable for payment of the TOTAL contract charge.

#### **8. Occupation of exhibition space**

The Exhibitor, their servants, agents, employees and contractors may enter the exhibition area for the purposes of erecting and preparing their exhibit(s) during the 'build-up' period, commencing Sunday 19 January 2025. Each hall will be released as and when available prior to 12 noon on Sunday 19 January until 5pm on Monday 20 January 2025. All stands must be complete and ready for the exhibition opening. In the event of an Exhibitor failing to take possession of their allotted exhibition space, or in the event of non-payment of charges due for their exhibition space, the organisers reserve the right to recover from the Exhibitor the whole total charges due as may be determined, and to re-allocate the exhibition space. The organiser's tenancy of the exhibition area terminates on Friday 24 January 2025 and all exhibits and materials etc. must be removed from the exhibition building by 11.30am on that day. Break down on Thursday 23 January will be from 2.30pm until 9pm. Exhibitors wishing to break down stands on Friday 24 January 2025 will have access to the halls from 7am. Dragon Road Vehicle Park will be open from 7am. Breach of this condition will result in forfeiture of your priority booking privilege at all future exhibitions organised by BIGGA.

#### **9. Installation**

(i)

No Exhibitor will be permitted to install their display or exhibit in such a manner as in the opinion of the organisers impedes the view along the open space or gangways.

(ii)

Gangways must be kept clear and free of passage and must not be littered or obstructed.

(iii)

The Exhibitor must undertake to abide by the decision of the organisers on all matters relating to the employment of labour in connection with the exhibition.

(iv)

All electrical installations and connections must be carried out by the contractor appointed by the organisers.

(v)

The Exhibitor agrees to take responsibility for prompt arrival at the time specified by the BTME organisers and will be required to work with them to ensure the allocation is adhered to.

### **\*10. Lifting**

Exhibitors requiring a fork lift service to convey products inside the exhibition halls, shall use a BIGGA approved contractor complying with the relevant health and safety rules and regulations.

### **\*11. Electrical requirements**

Full lighting and power services will be available to the Exhibitor through the official electrical contractor. A schedule of these services, together with the relevant charges, will be sent to the Exhibitor once application has been made, and exhibition space allocated. An Exhibitor may provide their own electrical fittings where such fittings are in the form of made-up units, showcases, signs, etc. complete and ready for connection to mains supply. All stand holders' own electrical equipment must be tested and proof of this will be required i.e. all clients' own electrical equipment with a plug end.

### **12. Stand cleaning**

The organisers will ensure that stands are maintained in a clean and orderly state and will also be responsible for the cleaning and sweeping of gangways.

### **13. Security**

Security staff will be on duty throughout the period of the show. For the purposes of security, Exhibitor lapel badges will be supplied. Badges must be worn at all times by the Exhibitors and their staff whilst in the exhibition area.

### **14. Fire precautions**

In accordance with the fire requirements, all materials used in construction work, displays, etc. must be effectively fireproofed, or made of non-flammable materials. All electrical wires and cables must stay clear of the floor. The Exhibitor must comply with any reasonable instructions given by the organisers to avoid the risk of fire.

### **\*15. Damage to exhibition or building**

No nails, screws or other fixtures may be driven into any part of the exhibition building, including floors, nor may any part of the stand/building be disfigured in any way. Should such damage occur, the Exhibitor responsible shall be liable for any reparation charges incurred. The existing carpeting must be protected at all times.

### **16. Liability**

Whilst the organisers will endeavour to protect Exhibitors' property while on display at the exhibition, it must be clearly understood that the organisers and the exhibition contractors cannot accept liability for loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the organisers against all claims and expenses arising therefrom.

In the event of it being necessary, for any reason whatsoever, for the exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the organisers find it necessary to change the dates of the exhibition, the organisers shall not be liable for any expenditure, loss or damage incurred by the Exhibitors and shall be entitled to retain such part of all monies paid by the Exhibitors as the organisers consider necessary to cover expenses incurred in connection with the exhibition. The organisers shall

further not be liable for any loss which the Exhibitor or Exhibitor contractor may incur owing to the intervention of any authority which prevents or restricts the use of premises or any part thereof in any manner whatsoever.

**17. Insurance**

Exhibitors are reminded of the need to consult their Insurance Company or insurance brokers to cover themselves fully against all risks at the exhibition.

**18. The Exhibitors Manual**

The Exhibitors Manual giving further information concerning the exhibition is available online at [www.btme.org.uk](http://www.btme.org.uk).

**19. Alterations to Terms and Conditions**

The organisers undertake not to alter or amend this schedule without prior reference to any Exhibitors likely to be affected by any proposed alterations or amendment and any proposed alteration or amendment shall only be put into operation with the approval of the Exhibitors so affected. Should any question arise which is not provided for within the terms of this schedule, the organisers undertake to give their fullest sympathetic consideration to the interest of the Exhibitor, but their decision must be accepted as final where the needs of the correct conduct of the Exhibition make an immediate decision imperative, subject always to the proviso that matters in dispute may be referred to any independent arbitrator at the request of either side.

**\*20. General conditions**

The organisers will be responsible for the control of the exhibition areas. Exhibitors are responsible for the supervision of their stands. The decision of the organisers is final and decisive on any question not covered in the foregoing regulations.

**\*21. COVID-19**

The British and International Golf Greenkeepers Association will stringently follow all British government guidelines to ensure the exhibition is Covid-19 secure for all exhibitors, attendees, and third-party contractors participating in the event. In the event of the exhibition being cancelled in accordance with British government advice and regulations concerning the hosting of indoor exhibitions no exhibitor will incur a financial penalty with all monies paid to date fully refunded.

**Please take particular notice of items marked \***

**Office Use: Booking Amendments**

--