

***If you wish to book an exhibitor space at the 'FSB Small Business Bootcamp: Make your Business Count', 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. They are also responsible for 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, the following:

- 1) Fire hazards
- 2) The use of equipment
- 3) Any slip and trip hazards (trailing wires, cables etc...)
- 4) Access to, from, and within, the stand space
- 5) 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
- 6) The 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. They should also be aware of emergency exits, 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 7:00am and all stands must be assembled by 8:45am. There is a café on site for food and drink. Plus, tea, coffee and biscuits will be served at 9am when the event starts.

We request that exhibitors only dismantle stands after the event is finished which is scheduled for 15.45pm.

There is ample free parking for exhibitors in front of the building, including blue badge parking, where exhibitors can unload. If you require assistance, please email Leila Jones on [leila.jones@fsb.org.uk](mailto:leila.jones@fsb.org.uk)

## **Electrical Equipment:**

Some stands have access to a power supply. Please indicate when booking if you require a power supply. We will try our best to accommodate any power supply requests, but it is not guaranteed – we will update you before the event.

Please ensure that any electrical equipment has been Portable Appliance Tested (PAT) beforehand.

Please note that music will not be allowed in the venue during the Bootcamp.

## **Payment and Cancellation Policy:**

By making payment you accept the terms and conditions.

If you are unable to attend, cancellations made on or before 17 August 2024 will attract a full refund.

Cancellations made between 18 August 2024 and 9 September 2024 will attract a 50% refund.

No refund will be made on any cancellation made on or after 10 September 2024. Any exhibitors not attending on the day will also 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.

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.