

SECTION 5: TERMS AND CONDITIONS FOR EXHIBITION AND

SPONSORSHIP

Definitions Applying to the Terms and Conditions

Attendees: means an individual registered for or participating in the event.

Booking Form: means the organiser's form by which the Delegate / Sponsor / Exhibitor engages with CIH services / products which is accepted by the organiser.

Cancellations: means terms by which the booking may be cancelled and the subsequent penalties incurred by the delegate/attendee.

Data Protection Act: means UK Law regarding the rights and responsibilities of the organiser with regards to personal data.

Delegates: means the person attending the event.

Exhibitor: means an organisation that showcases its products or services at an event.

Organiser: means the Chartered Institute of Housing.

Sponsor: means the party which the organiser has agreed will sponsor a Conference/Event and any of its respective employees, servants, contractors, sub-contractors or agents.

EXHIBITION AND SPONSORSHIP BOOKINGS

Booking Information

1. Please do not send any payment with this booking. CIH will issue an invoice for payment once your booking has been processed.
2. If, at the time of booking you are unable to confirm the names of your exhibition representatives, please provide this information no later than two weeks prior to the event via email at events@cih.org or on 024 7685 1722.
3. Once your exhibition/ sponsorship package has been confirmed, you will receive an invoice for 100% of your total booking. Please advise the correct contact details, address and any purchase order numbers where applicable for the invoices in advance so we can ensure they are printed on the invoices correctly.
4. CIH will require evidence of payment of the invoice prior to attending the event. Please note that attendance at the event is conditional upon full payment of the invoice.
5. Exhibition passes will be distributed to the booking contact on the day. Please keep a copy of this booking for your records.
6. Purchase order numbers are required at the time of booking if your organisation requires you to provide one. Failure to do so or the provision of an incorrect PO number will not invalidate our payment terms.

Booking Confirmation

1. Email correspondence will not be taken as confirmation of a booking. A booking will be guaranteed on receipt of this completed and signed booking form.
2. Once your sponsorship package / exhibition space has been confirmed, you will receive an invoice for 100% of your total booking. Please advise the correct contact details, address and any purchase order numbers for the invoices in advance so we can ensure they are printed on the invoices correctly. Payment of this invoice is required to fully confirm your booking.
3. Please keep a photocopy of the booking form for your records.

Cancellations

1. All cancellations must be made in writing.
2. If you cancel a booking you will be charged 100% of your booking.
3. No liability will be accepted for other associated costs, such as pre booked accommodation or travel. We will not refund any other costs you may incur as a result of this cancellation.
4. CIH may have to cancel an event. In cases of cancellation other than due to Force Majeure or acts of God, we will refund any payments made and received in advance. CIH will accept liability for or refund any other costs you may incur as a result of this cancellation. All sponsorship and exhibition fees will be refunded.
5. No liability will be accepted for other associated costs, such as pre booked accommodation or travel. We will not refund any other costs you may incur as a result of this cancellation.

Postponement or Abandonment

1. CIH may at any time and without prior notification, change the structure or any related aspect of an event.
2. Exhibitors shall not have any claim against CIH in respect of any loss or damage whatsoever consequent upon the Exhibitor failing to be held for any reason outside of CIH's control, or the conference venue being or becoming wholly or partially unavailable for the holding of the event for whatever reason.

Exhibition Space not occupied

1. If an Exhibitor fails to occupy the space allotted to him before the event opening, this will be deemed to be a cancellation.
2. The cancellation charges outlined in the booking will be payable by the Exhibitor and CIH may re-sell or re-allocate for its own benefit.
3. Where non-occupation is due to circumstances beyond the control of the exhibitor or Force Majeure, CIH reserves the right to waive the cancellation charge within its sole discretion.

Stand Fittings Regulations

The Exhibitors and its contractors may not interfere with the exhibition in any way whatsoever, and any damage caused by their acts of negligence shall require them to indemnify CIH and its contractors against any claim arising from such damage.

Access and Stand Displays

1. The Sponsor/Exhibitor must ensure that its stand is ready before the opening of the exhibition each day. Stands must be fully staffed and stocked at all times.
2. The Sponsor/Exhibitor must comply with build up, breakdown and delivery times, as set out in the Sponsor/Exhibitor manual. Late build up and early breakdown creates problems in exhibition halls, contravenes health and safety regulations and is discourteous to other Sponsor/Exhibitors.
3. If late setup is unavoidable, a suitable time slot will be allocated by CIH at its discretion. Exhibits are not to be removed until the exhibition is closed, and any Sponsor/ Exhibitors closing the stand before that time without the permission of CIH will be liable for an early closing fee of 25% of the total invoice amount.
4. The Sponsor/Exhibitor must vacate its stand, and ensure that all exhibit items are removed from the premises, within the time specified for exhibition breakdown.

Health & Safety at work Act

It is the responsibility of the Sponsor/Exhibitor to ensure that its contractors' employees' and agents', displays and exhibits comply with current legislation regarding Health &

Safety at Work.

Limitation of liability

1. Under no circumstances shall CIH be liable for any indirect, incidental, special, consequential or exemplary damages arising from these terms and conditions, including loss of profits or lost revenues, business interruption or loss of business information or otherwise, even if it has been advised of the possibility of such damages. The limitations of this section do not apply to the extent damages or losses are caused by CIH's intentional or grossly negligent conduct.
2. In all cases in which CIH is liable to pay damages, CIH's aggregate, cumulative liability under or in connection with these terms and conditions shall not exceed the total amount of the delegate fee.
3. Exhibitors are responsible for taking care of their own property.
4. CIH accepts no responsibility for any loss incurred whilst using material or information gained at this event.

Indemnity and Insurance

1. An exhibitor is responsible for and shall fully indemnify CIH against all costs, claims, proceedings and losses whatsoever made against or incurred by CIH as a result of the Exhibitor promoting, advertising or exhibiting any goods or services at the event, save as provided by the Unfair Contract Terms Act 1997.

2. The Exhibitor shall effect, at its own cost, full indemnity insurance against usual risks in respect of loss, damage, or injury to goods and persons.

3. The exhibitor is further advised to insure against costs or losses that the Exhibitor may incur if the event is delayed, postponed, prevented or abandoned from causes outside of CIH.

4. CIH requires risk assessments and a method statement to be provided prior to events where shell schemes or contractors are used.

Security

1. Neither CIH nor its contractors shall be responsible for the safety and security of the exhibit or of any other property of any Sponsor/Exhibitor, its agents or employees, or for the loss, damage or destruction by theft or fire, or from any other cause, to such exhibits or other property, or for loss, damage or injury sustained by any Sponsor/Exhibitor or any other person save where proved to be caused by the negligence or breach of duty of CIH.

2. The Sponsor/Exhibitor shall indemnify CIH and its contractors against any liability incurred by CIH or its contractors to third persons, as a result of any act or omission of the Sponsor/Exhibitor, its employees or agents.

3. The Sponsor/Exhibitor should effect its own insurance against the risk of any loss, damage or injury or liability.

Disposal of Waste

1. It is the responsibility of the Sponsor/Exhibitor to ensure that all debris and waste material arising from its own stand fitting is completely removed from exhibition area prior to the opening of the exhibition.

2. Failure to comply with this procedure shall render the Sponsor/Exhibitor liable for the cost of clearance by CIH.

Assignment

An Exhibitor shall not be entitled to assign, sublet, share or grant licenses in respect of the whole or part of the space allocated to them, except to permitted assigns listed on the Application Form. CIH shall be entitled to freely assign its rights and obligations under the terms and conditions.

Data Protection

1. CIH processes personal data in compliance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Data Protection Act.

2. In making this booking your contact details will be stored on our database. CIH will use your data for the purposes of processing your booking, administration and analysis according to its Privacy Policy found [here](#).

Please state that you have read and agreed to these terms and conditions. You must accept the terms and conditions to confirm your booking.

By agreeing to be a sponsor or exhibitor at a CIH event, your organisation is agreeing to feature in our event guide, website and social activity relating to the event.