



**yourwedding**exhibition

[www.yweltd.com](http://www.yweltd.com)

Saturday 16<sup>th</sup> & Sunday 17<sup>th</sup> January 2010

# Exhibitors' Information Pack

Issue 3  
11<sup>th</sup> January 2010

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## 1. ACCOMMODATION

Accommodation is available at the neighbouring **Holiday Inn** (Tel: 0870 4009046) or **Skene House** (Tel: 01224 580000).

For further information on B&Bs, Guest Houses and Hotels in Aberdeen, please contact:  
**Aberdeen Tourist Information Centre: 01224 632727**

## 2. ADVERTISING

Exhibitors have the opportunity to have up to 25 words about their product or service in the show guide free of charge. A limited amount of advertising space is available within the show guide at a cost from £80+VAT.

Please advise your request for advertising by **Tuesday 1<sup>st</sup> December 2009**. Email [simon@yweltd.com](mailto:simon@yweltd.com). Artwork is required by **Tuesday 8<sup>th</sup> December 2009**.

Please update the web site through your log on area with your 25 word at [www.yweltd.com](http://www.yweltd.com) by **Tuesday 1<sup>st</sup> December 2009**.

Large screen rolling adverts are free of charge. Artwork should be emailed to [alan@yweltd.com](mailto:alan@yweltd.com) by **Tuesday 8<sup>th</sup> December 2009**.

## 3. CAR PARKING

All car parking at the Exhibition Centre is free. Exhibitors and contractors should use **Car Park 2**. Overnight parking is at the exhibitor's own risk.

## 4. CATERING

A small snack-bar will be in operation during exhibitor build-up day. During show open hours there will be an exhibitors' lounge for the use of exhibitors. The Gordon suite will be available to exhibitors and visitors for refreshments.

## 5. DAMAGE & LOSS

The organisers accept no responsibility for damage or loss of any properties introduced by exhibitors or their contractors. Exhibitors are especially warned that all exhibits are the sole responsibility of the exhibitor to whom they belong.

**Exhibitors should effect their own insurance against all risks.**

## 6. DELIVERY OF GOODS

We would appreciate that deliveries, where at all possible, be effected between 1200hrs & 1700hrs on Friday 15<sup>th</sup> January 2010: **Please ensure that any packages are clearly marked with your COMPANY NAME.**

## 7. DISMANTLING & REMOVING EXHIBITS

Exhibitors may commence dismantling once the official show closure announcement has been made on Sunday 17<sup>th</sup> January and members of the public have departed. **UNDER NO CIRCUMSTANCES** will exhibitors be permitted to commence breakdown of their stand before this time. Failure to comply with this may jeopardise your place at future YWE shows.

## 8. ELECTRICAL INSTALLATIONS

An official contractor has been appointed and all electrical work must be carried out by this company. The installation or alteration of any electrical work by persons, other than a member of the contractor's staff, is strictly prohibited. IN ACCORDANCE WITH CURRENT HEALTH & SAFETY REGULATIONS, ALL ELECTRICAL EQUIPMENT AND FITTINGS SHOULD COMPLY WITH TEST REGULATIONS.

## 9. ENQUIRIES

Pre-show enquiries can be made to Simon Morgan on **0845 126 7842** or [simon@yweltd.com](mailto:simon@yweltd.com) , Alan Rae on **01224 703745** or [alan@yweltd.com](mailto:alan@yweltd.com) or Brian Rae on **01224 862100** or [brian@yweltd.com](mailto:brian@yweltd.com) .

During build-up, open times and breakdown, please contact the Organisers' Office, which is situated within the Boyd Orr hall and will be open from 1200 to 2000 on Friday 15<sup>th</sup> January, from 0730 to 1800 on Saturday 16<sup>th</sup> January and from 1700 until 1900 on Sunday 17<sup>th</sup> January.

## 10. ERECTION & COMPLETION OF STANDS

All stands and stand interiors must be completed, clean and in good working order, with surrounding area free from obstruction or rubbish and with exhibits in position by 1000hrs each day.

Stands must be manned throughout the open period of the Exhibition.

**NO DISPLAY MAY BE DISMANTLED UNTIL THE OFFICIAL SHOW CLOSURE ANNOUNCEMENT HAS BEEN MADE on SUNDAY 17th JANUARY.**

## 11. EXHIBITION ORGANISERS' OFFICE

The Organisers' Office is situated within the Boyd Orr hall and will be clearly signposted.

The office will be open from 1200hrs until 2000hrs on Friday 15<sup>th</sup> January and from 0730-1800 on Saturday 16<sup>th</sup> January and from 0900-1900 on Sunday 17<sup>th</sup> January 2010.

## 12. EXHIBITION TIMETABLE

### **Build-Up**

Contractors & Exhibitors

Friday 15<sup>th</sup> January 2010 from 1300 - 2000

Saturday 16<sup>th</sup> January 2010 from 0730 - 0930

### **Show Hours**

Saturday 16<sup>th</sup> January 2010 &

Sunday 17<sup>th</sup> January 2010

1000hrs - 1700hrs

### **Breakdown**

Sunday 17<sup>th</sup> January 2010 from 1700 – 1900.

### **13. FASCIA PANEL**

Your company name will appear on your stand fascia name panel as it appears on the website. Size of fascia panels are: 2.360m high x 0.954m wide.

### **14. FIRE PRECAUTIONS**

The use of naked flame (including candles), volatile or any other items that could be considered a fire hazard, is strictly prohibited.

Any person discovering an outbreak of fire should immediately notify the Organisers Office, a member of security, or an official of the Exhibition Centre.

*Smoking is not permitted within any part of the AECC buildings.*

### **15. FIRST AID**

Any person requiring First Aid treatment should contact the Organiser's Office or go to the First Aid office in the foyer.

### **16. FURNITURE & FURNISHINGS**

Up to 2 chairs are available per stand free of charge. Small Tables (4'X2') and large tables (6'X2') are available at a charge of £10 each. Tablecloths are available for a charge of £10 each. If you require a table, tablecloth and/or chair(s), please update your basket at the exhibitors log on area at [http://www.yweltd.com/exhibitor\\_info.htm](http://www.yweltd.com/exhibitor_info.htm) by **Monday 7<sup>th</sup> December.**

### **17. INSURANCE**

The organisers do not accept any responsibility for damage to stands or damage or loss of any property on any stand or anywhere else in the Exhibition or in the course of its delivery thereto or removal therefrom due to any cause whatsoever, nor are the organisers responsible for any loss sustained by exhibitors from fire, theft, damage or any other reason or for personal injury or loss to or by any person employed by the exhibitor or third party.

**EXHIBITORS SHOULD INSURE THEMSELVES AGAINST ALL RISKS**

### **18. MAINTENANCE**

It is the exhibitor's responsibility to ensure that their stand attains a high standard of presentation at all times. Stand maintenance/stocking should be carried out before or after show opening times.

In the case of special circumstances/emergencies, please contact the Organisers' Office.

### **19. MICROPHONES**

The use of microphones on the stands is not permitted.

### **20. NOISE LEVELS**

Where videos, films or other audio equipment is used, the level of noise must not be such as to cause annoyance to other exhibitors. The organisers reserve the right to prohibit the

use, if, in the organisers' opinion, an annoyance is being caused. For the avoidance of doubt any exhibitor using any copyright material must ensure that they hold the appropriate permissions or licences from the relevant authority.

#### **21. PASSES & BADGES**

A maximum of 5 Exhibitor Badges will be issued per exhibitor. Exhibitor Badges should be requested through your shopping basket at the YWE web site [www.yweltd.com](http://www.yweltd.com) by **Monday 11<sup>th</sup> January 2010.**

Exhibitor Badges will be supplied to your stand on **Friday 15<sup>th</sup> January.**  
There will be no complimentary Exhibition tickets issued.

#### **22. PHOTOCOPYING**

Exhibitors requiring photocopying should contact the AECC.

#### **23. PRESS INFORMATION**

Exhibitors are welcome to leave details about their product or service in the Organiser's Office for visiting press.

#### **24. PRIZE DEAW**

Free Star prize for brides registering at Your Wedding Exhibition  
See [www.yweltd.com](http://www.yweltd.com) for full details.

#### **25. PUBLIC ADDRESS SYSTEM**

The public address system is for official announcements only. It is not available to exhibitors or visitors.

#### **26. RULES & REGULATIONS**

Exhibitors are requested to read the Rules and Regulations printed in the last page of this pack. It is understood that as an exhibitor you have read, understand and will abide by the rules and regulations.

#### **27. SECURITY**

CCTV and an alarm system ensure that a high standard of security is provided 24 hours a day throughout build-up, opening times and breakdown. ***HOWEVER, WE RECOMMEND THAT EXHIBITORS ENSURE THAT THEY ARE ADEQUATELY INSURED AGAINST ALL RISKS.***

#### **28. SETTING UP**

Contractors and exhibitors can set up their stand at the AECC on Friday 15<sup>th</sup> January from 1300–2000 and on Saturday 16<sup>th</sup> January from 0730– 0930. Please note that access to the **Boyd Orr** hall is only through the **South entrance roller door.**

**Do not park in front of or anywhere near the roller shutters.**

### 29. **SHOW GUIDE**

The YWE Show Guide will be handed out free of charge to all visitors to the Exhibition. Exhibitors have the opportunity to have up to 25 words about their product or service in the show guide **free of charge**. A limited amount of advertising space is available within the show guide from £80+VAT.

Please add your 25 word editorial to the YWE web site at [www.yweld.com](http://www.yweld.com) by **Tuesday 1<sup>st</sup> December 2009**.

Please email your request for advertising to: [simon@yweld.com](mailto:simon@yweld.com) . Artwork will be required by **Monday 7<sup>th</sup> December 2009**.

### 30. **STORAGE**

There is no facility within the Exhibition Centre for the storage of packing cases and unused goods.

Storing exhibits or packing materials behind or between stands is also prohibited, as this constitutes a fire hazard.

### 31. **TICKETS**

There will be no complimentary Exhibition tickets issued.

## Rules and Regulations

## 1. DEFINITIONS

- a) "EXHIBITOR" - Includes the Exhibitor and the Exhibitor's employees and agents.
- b) "EXHIBITION" means Your Wedding Exhibition
- c) "ORGANISERS" means Your Wedding Exhibition Ltd.
- d) "AECC" means Aberdeen Exhibition and Conference Centre.

## 2. DURATION OF EXHIBITION

Saturday 16th January 2009 1000 - 1700 Sunday 17th January 2010 1000 - 1700.

## 3. CHARGES FOR SPACE AND SERVICES

Charges include the cost of shell scheme stands only where specified in the allocation of space. The charges and any contract in respect thereof are based on current labour rates and may be subject to alteration in the event of any substantial changes therein. Value Added Tax at the Standard Rate is applicable on all charges for space and services.

## 4. APPLICATION FOR SPACE

Applications for space must be made on the forms provided by the Organisers with all requested information completed. The Organisers reserve the right to accept or refuse any application without assigning any reason.

## 5. ALLOCATION OF SPACE

The Organisers will endeavour to allocate space in order of receipt of Applications therefor and wherever possible in accordance with the Exhibitor's choice and preference. However, consideration will be given to the requirements of products to be exhibited and the Organisers reserve the right to reassign space allocated on the understanding that the Exhibitor may refuse the reallocation in writing immediately after its modification by the Organisers.

## 6. PAYMENT OF SPACE

A deposit of £150 +VAT must be paid within 7 days of booking. The outstanding cost is due and payable on or before 1st October 2009.

Where payment is not made in accordance with the Rules and Regulations, the deposit may be forfeited and the space re-allocated by the Organisers. Any loss incurred by the Organisers by reason of such non-payment must be paid by the defaulting Exhibitor.

## 7. REVISION OF LAYOUT

Should it be necessary to revise the layout of the Exhibition, for any purpose, the Organisers reserve the right to transfer an Exhibitor to an alternative mutually agreeable stand location.

## 8. STAND CONSTRUCTION

Exhibitors must use the Official Contractors appointed by the Organisers for the construction and erection of the shell scheme stands.

## 9. STAND INTERIORS

Exhibitors erecting interior displays must ensure that all such work conforms to the requirements of the Organisers and other appropriate authorities and is erected within the

terms of current Health and Safety legislation.

#### 10. INDUSTRIAL RELATIONS

The Exhibitor shall observe and procure that all their contractors and sub-contractors shall observe the Codes of Practice from time to time issued by the Advisory Conciliation and Arbitration Service pursuant to the Employment Protection Act 1975 in their dealing with the respective employees working at the Exhibition and shall further observe in the course of such dealings the procedures and recommended practices comprised in the Working Rule Agreement for the time being in force between the British Exhibition Contractors Association and the National Joint Council for the Exhibition Industry and any additional or substituted codes of practice procedures and recommended practices which may from time to time be applicable.

#### 11. COMPLETION OF EXHIBITS

All stands and their exhibits must be completed by 0930 Hrs on Saturday 16th January 2010. For the avoidance of doubt, in compliance with AECC regulations, no children under the age of 16 years are permitted in the Exhibition areas between the hours of 1pm and 8pm on Friday 15th January 2010 and 7.30 am and 9.30 am on Saturday 16th January 2010, whilst the stands are under construction.

#### 12. DISMANTLING OF EXHIBITS

Exhibits must not be removed and displays must not be dismantled, either partially or totally before 1700 hrs on the last day of the Exhibition. All exhibits and displays must be removed as soon as possible after this time. All Exhibitor's products and materials must be completely removed from the premises as soon as possible after the Exhibition, as detailed in the Exhibitor Information List.

#### 13. UNOCCUPIED SPACE

Where space allocated is not occupied by the Exhibitor, the Exhibitor shall pay to the Organisers a sum equal to 25% of total stand cost. The Organisers reserve the right to re-allocate or otherwise deal with this space as they so decide.

#### 14. PROHIBITION OF TRANSFER

Exhibitors may not assign, sub-let or grant licences in respect of the whole or any part of the space allocated to them without the written permission of the Organisers.

#### 15. FIRE RISKS AND SAFETY

All materials used in construction of interior displays must be made of non-flammable material or be effectively fire proof. Exhibitors shall not place, or cause to be placed, or kept on the space allocated to them any substance which is, in the opinion of the Organisers, of a dangerous, explosive or objectionable nature. All aisles and fire exits must be kept clear of exhibits. Exhibitors must adhere to all fire and safety regulations which affect the Exhibition.

#### 16. PROTECTION OF EXHIBITS

All exhibits must be properly protected so as to avoid danger to any person or persons visiting or taking part in the Exhibition. The Exhibitor shall indemnify the Organisers against all such claims, actions, costs and liability on account of any injury or damage being

caused or accountable by any exhibit to any persons whatsoever.

#### 17. EXHIBITORS' LIABILITIES

Every exhibitor shall be responsible for all acts or omissions of the Exhibitor, the Exhibitor's employees, contractors, agents and visitors and shall indemnify the Organisers and keep them indemnified against all liability in respect thereof including any legal costs and expenses and any compensation and other costs paid by the Organisers to comprise or settle any claims and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Organisers or incurred or become payable by them arising therefrom or in respect thereof, including any claims arising out of the supply by the Exhibitor of samples of any kind whatsoever whether such samples be sold or given away free. The Exhibitor shall maintain appropriate third party liability insurance.

#### 18. INSURANCE LIABILITY

The Organisers will not be responsible for the safety of any exhibit or destruction of same by theft or fire or any cause whatsoever, or any loss or damage whatsoever sustained by the Exhibitor in respect thereof. The Exhibitor must insure to their full replacement value the contents of the Exhibitor's stand and all ancillary equipment and materials.

#### 19. POSTPONEMENT OR ABANDONMENT

If by reason of fire, storm, tempest, lightning, material emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosions, inevitable accident, force majeure or any cause not within the control of the Organisers whether eiusdem generis or not, the opening of the Exhibition is prevented or postponed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition, the Exhibitor shall have no claim for damages of any kind against the Organisers in respect of any loss or damage thereby sustained and the Organisers shall be entitled to retain such part of all sums paid by the Exhibitor as the Organisers consider necessary. If, in the opinion of the Organisers by re-arrangement or postponement of the period of the Exhibition, or by substitution of another hall or building, or in any other reasonable manner the Exhibition can be carried through, the contract for the space shall remain binding upon the parties, except as to size and position of stands as to which the Organisers shall determine any modification, substitution or re-arrangement the Organisers consider necessary.

#### 20. ADVERTISING MATTER

The Exhibitor may distribute advertising and printed material from the Exhibitor's stand but shall not distribute such material in the neighbourhood of entrances or exits nor in such a manner as to cause annoyance or disturbance to other Exhibitors. In the event of a complaint the matter shall be referred to the Organisers whose decision shall be final. Exhibits and other devices within the stand shall be operated and controlled so that there is no disturbance to other Exhibitors.

#### 21. DAMAGE TO SHELL SCHEME

The Exhibitors shall pay to the Organisers forthwith, upon demand, the costs of making good all damage to stands suffered during the period for which the stand is allocated to the Exhibitor, save for damage caused by the Organisers and their agents, servants and sub-contractors.

**22. SALE OF GOODS**

Selling from the stands is permitted but must be conducted in accordance with the applicable provisions of the Shops Act and local by-laws. The selling of goods should not detract from the general aesthetic quality of the stand presentation.

**23. REMOVAL OF EXHIBITS**

No exhibits may be removed from the Exhibition without an official pass obtainable from the Organisers. In the event of any amounts due to the Organisers from the Exhibitor being unpaid the exhibits will be subject to lien for such amounts.

**24. EXHIBITION SERVICES**

The Organisers will make all reasonable efforts to provide necessary services for the smooth running of the Exhibition but shall have no responsibility for the breakdown or failure of such services.

**25. ELECTRICAL FITTINGS AND SUPPLIES**

In addition to the lighting supplied with the shell scheme, additional power points and lighting are obtainable from the official contractors appointed by the Organisers. Charges and conditions for these additional supplies will be issued to the Exhibitors prior to the Exhibition.

**26. PHOTOGRAPHY / VIDEO**

The Organisers reserve all photographic rights for the Exhibition. The official photographers will undertake photography for any Exhibitor, at a reasonable cost. Any Exhibitor who wishes to arrange photography of their stands should have prior permission of the Organisers.

**27. STORAGE**

The Exhibitor shall be responsible for the removal from the Exhibition premises and the storage of all crates and cartons not required on the Exhibitor's stand.

**28. ADMISSION**

The admissions to the Exhibition will be restricted to those persons who in the opinion of the Organisers have a legitimate interest in the subject of the Exhibition. The Organisers reserve the right to refuse admission or to eject or otherwise exclude from the Exhibition any person or persons without assigning any reason.

**29. CANCELLATION OF SPACE**

In exceptional circumstances the Organisers will be prepared to consider cancellation of their contract with the Exhibitors provided the following conditions are complied with  
That the request for cancellation is submitted by recorded delivery mail.  
That the request is received at least 60 days prior to the Exhibition  
That the Organiser re-let the cancelled space in its entirety

That the reasons given for the request for cancellation are, in the opinion of the Organisers valid

That the Exhibitor agrees that the organisers shall retain:-

10% of contract price if cancellation is accepted more than 120 days before Exhibition date;

50% of contract price if cancellation is accepted between 60-120 days before Exhibition

date; or  
100% of contract price if cancellation is accepted within the last 60 days before Exhibition date.

### 30. PASSES AND TICKETS

Non-transferable passes will be supplied, free of charge, by the Organisers to admit Exhibitors, attendants and contractors. No Exhibitor, attendant or contractor will be admitted without such pass being produced on entering the Hall. Contractors' passes will be available for the build-up and dismantling periods of the Exhibition

### 31. CONDUCT OF EXHIBITORS AND REPRESENTATIVES

a) The Exhibitor shall not display any exhibit or permit any activity on his stand which is not within the scope of the Description of the Exhibit given on this "Application for Space" form, nor shall the Exhibitor allow the stand to be used for any illegal or immoral purposes or for betting or gaming.

b) The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to the other Exhibitors or visitors. Business shall be conducted only from the Exhibitor's own stand and under no circumstances from any gangway or elsewhere in the Exhibition.

c) The use of sound amplification systems is not permitted.

d) Any encroachment on the gangways and passage-ways shall be deemed to be a breach of contract and articles or goods found therein during the period of the Exhibition may be removed by the Organisers or their agents and the Organisers shall not be responsible for any loss occasioned by such removal.

e) Any publicity material shall be displayed and/or given away only from the Exhibitor's own stand.

### 32. VEHICLES

No vehicles other than Show Wedding Cars will be allowed into the Hall when open to the public. All Show Wedding Cars within the Hall must have a full tank of petrol and have the battery disconnected during the period that they are in the Hall.

Exhibits and similar materials shall be unpacked and packed outwith opening times. For the avoidance of doubt vehicles should not be left in any restricted parking areas, including double yellow lines, at the AECC site at any time. The Organisers accept no liability for any penalties incurred by any Exhibitor who breaches any parking restrictions at AECC.

### 33. COPYRIGHT, DESIGNS AND PATENTS ACT 1988

In accordance with the Copyright, Designs and Patents Act 1988 to lawfully perform copyright music in public all Exhibitors require the permission of the copyright owner and are legally required to obtain a licence. Any Exhibitor intending to play music at the Exhibition must ensure that they hold the appropriate licence from the PRS for Music. (Their web address is [www.prsformusic.com](http://www.prsformusic.com) Phone Number :- 0800 068 4828)

#### 34. AMENDMENT OF RULES

The Organisers reserve the right to add to or amend any of these Rules and Regulations. The decision of the Organisers shall be final. No alteration, addition, amendment or waiver to or of these Rules and Regulations shall operate to release any Exhibitor from the Exhibitor's contract. The descriptive heading to the rulings are merely for reference and do not form part of the contract between the parties.