



**yourwedding**exhibition

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

Saturday 17<sup>th</sup> & Sunday 18<sup>th</sup> January 2009

# Exhibitors' Information Pack

<b>Contents</b>	<b>Paragraph</b>
Accommodation	1
Advertising	2
Car Parking	3
Catering	4
Damage & Loss	5
Delivery of Goods	6
Dismantling & Removal of Exhibits	7
Electrical Installations	8
Enquiries	9
Erection & Completion of Stands	10
Exhibition Organisers' Office	11
Exhibition Timetable	12
Fascia Panel	13
Fire Precaution	14
First Aid	15
Furniture & furnishings	16
Insurance	17
Maintenance	18
Microphones	19
Noise Levels	20
Passes & Badges	21
Photocopying	22
Press Information	23
Public Address System	24
Prize	25
Rules & Regulations	26
Security	27
Setting up	28
Show Guide	29
Storage	30
Tickets	31

## 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 **Monday 1<sup>st</sup> December 2008**. Email [simon@yweltd.com](mailto:simon@yweltd.com). Artwork is required by **Monday 8<sup>th</sup> December 2008**.

Please update the web site through your log on area with your 25 word at [www.yweltd.com](http://www.yweltd.com) by **Monday 1<sup>st</sup> December 2008**.

Large screen rolling adverts are free of charge. Artwork should be emailed to [alan@yweltd.com](mailto:alan@yweltd.com) by **Monday 8<sup>th</sup> December 2008**.

## 3. CAR PARKING

All car parking at the Exhibition Centre is free. Exhibitors and contractors must 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 affect their own insurance against all risks.**

## 6. DELIVERY OF GOODS

We would appreciate that deliveries, where at all possible, be affected between 1200hrs & 1700hrs on Friday 16<sup>th</sup> January 2009: **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 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 main hall and will be open from 1200 to 2000 on Friday 16<sup>th</sup> January, from 0730 to 1800 on Saturday 17<sup>th</sup> January and from 1700 until 1900 on Sunday 18<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 18th 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 16<sup>th</sup> January and from 0730-1800 on Saturday 17<sup>th</sup> January and from 0900-1900 on Sunday 18<sup>th</sup> January 2008.

## **12. EXHIBITION TIMETABLE**

### **Build-Up**

Contractors & Exhibitors

Friday 16<sup>th</sup> January 2008 from 1300 - 2000

Saturday 17<sup>th</sup> January 2008 from 0730 - 0930

### **Show Hours**

Saturday 16<sup>th</sup> January 2008 & Sunday 17<sup>th</sup> January 2008  
1000hrs - 1700hrs

### **Breakdown**

Sunday 17<sup>th</sup> January 2008 from 1700 – 1900.

## **13. FASCIA PANEL**

Your company name will appear on your stand fascia name panel as it appears on the website.

## **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 the AECC.*

## **15. FIRST AID**

Any person requiring First Aid treatment should contact the Organiser's Office.

## **16. FURNITURE & FURNISHINGS**

Up to 2 chairs are available per stand free of charge. Small Tables (4X2) and large tables (6X2) 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 8<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 there from 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.

## **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.yweld.com](http://www.yweld.com) by **Monday 12<sup>th</sup> January 2009.**

Exhibitor Badges will be supplied to your stand on **Friday 16<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**

To be confirmed .

## **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 alarm system ensure 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 16<sup>th</sup> January 2007 from 1300 – 2000 and on Saturday 17<sup>th</sup> January 2007 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 any were 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.yweltd.com](http://www.yweltd.com) by **Monday 1<sup>st</sup> December 2008.**

Please email your request for advertising to: [simon@yweltd.com](mailto:simon@yweltd.com) . Artwork will be required by **Monday 8<sup>th</sup> December 2008.**

## **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 his employees and agents. b) "EXHIBITION" The Wedding Show.c) "ORGANISERS" -Aberdeen Exhibition and Conference Centre.

### 2. DURATION OF EXHIBITION

Saturday 17th January 2009 1000 - 1700 hrs Sunday 18th January 2009 1000 - 1700 hrs

### 3. CHARGES FOR SPACE

Charges include the cost of shell 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 Standard Rate is chargeable on all charges.

### 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 therefore and wherever possible in accordance with Exhibitors 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 (£176.25) must be paid within 7 days of booking. The outstanding of the total cost is due and payable on or before 1st October 2008. Where payment is not made in accordance with the Rules and Regulations, the deposit may be forfeit and the space re-allocated. 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 to 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 the Health and Safety at Work etc., Act 1984.

#### 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 17<sup>th</sup> January 2009

#### 12. DISMANTLING OF EXHIBITS

Exhibits must not be removed and displays must not be dismantled, either partially or totally before the closing time on the last day of the exhibition. All exhibits and displays must be removed as soon as possible after this time. All exhibitor 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 in liquidated damages 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 or displays must be made of non-flammable material or be effectively fire proof. Exhibitors shall not place, or suffer 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 himself, his servants, 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 of the Exhibitor 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 in their full replacement value the contents of his 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 ejusdem generis or not, the opening of the Exhibition is prevented or postponed or abandoned, or the building become 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 an other 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 they consider necessary.

#### 20. ADVERTISING MATTER

The Exhibitor may distribute advertising and printed material from his 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 for their decision. 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, of costs of making good all damage to stands suffered during the period for which the stand is allocated to the Exhibitor. An exception to this would be 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 will be allowed to 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

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 storage of all crates and empty cartons not required on his 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 ejector

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

- a) That the request for cancellation is submitted by recorded delivery mail.
- b) That the request is received at least 60 days prior to the opening of the Exhibition
- c) That the Organiser re-let the cancelled space in its entirety
- d) That the reasons given for the request for cancellation are, in the opinion of the Organisers valid
- e) That the Exhibitor agrees that the organisers shall retain, by way of liquidated damages.
  - (i) 10% of contract price if cancellation is accepted more than 120 days before Exhibition date
  - (ii) 50% of contract price if cancellation is accepted between 60-120 days before Exhibition date.
  - (iii) 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 he 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 will be allowed into the Hall when open to the public. Exhibits and similar materials shall be unpacked and packed outwith opening times

33. AMENDMENT OF RULES

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