**The Great Western Wedding Show at STEAM 2022 Exhibitor Terms & Conditions**

**GWWS Dates & Opening Times (in line with STEAM’s official opening hours):**

Saturday 15th January 2022: 10am – 5pm

Sunday 16th January 2022: 11am – 4pm

**What’s Involved:**

There are 70 x exhibiting stands, of which up to 15 are available as 1-day stands. Photographers can book a 1-day stand only.

Maximum of each supplier type: 7

Strictly one supplier type / company per stand please, unless you have been given special permission by The Whitewed Directory, or are as per the below:

* Chair covers and hire will be classed as one supplier type
* Venue stylist and decorative hire will be classed as one supplier type
* Beauty and makeup artistry will be classed as one supplier type
* Hair and makeup will be classed as one supplier type

Should your business offer more than one supplier type, then you are welcome to book more than one stand in order to showcase all elements of your business; each additional stand booking will incur an additional full stand fee.

**Additional Exposure Opportunities:**

Now that your stand is confirmed, and subject to availability, you can apply to:

* Be involved in the catwalk shows (which are to be finalised by end of November 2021)
* Be the live band of the day in Great Western Hall
* Be involved in one of the 4 x Inspiration Zones (2-day exhibitors only)
* Be involved in The Style Hub
* Advertise in the Show Guide, more information to follow

**Exhibitor Set Up & Clear Down:**

**2-day exhibitor:**

Set up between 1pm and 4pm on Friday 14th January 2022

Clear down from 4.00pm until 5.30pm on Sunday 16th January 2022

**1-day exhibitor:**

**Saturday:**

Set up between 1pm and 4pm on Friday 14th January 2022

Clear down from 5.00pm until 6pm on Saturday 15th January 2022

**Sunday:**

Set up from 5.15pm until 6.00pm on Saturday 15th January 2022, AND / OR from 9.30am on Sunday 16th January 2022

Clear down from 4.00pm until 5.30pm on Sunday 16th January 2022.

**Exhibit Fee:**

2-days: £325 + VAT

1-day: £200 + VAT – up to 15 available

Inclusions: 6ft table with white cloth over (if required), couples ‘opted-in’ registration list for your exhibit day(s) and free parking for one vehicle per business in the Outlet Village car park(Tickets will be provided and usual opening & closing times are in accordance to the Outlet Village.

NB: food and drinks are not included within the stand price. Refreshments will be available for your purchase at a cafe in Great Western Hall, or you may bring your own.

**Payment:**

A booking fee invoice of £50 + VAT will accompany your confirmed booking and it’s payable within 7 days. The balance will be invoiced 31st August 2021 for payment by 7th September 2021. Payment can be made by credit / debit card or BACS transfer.

The remainder of your fee will be split between two equal monthly payments. The first to be invoiced on the 31st September 2021, payable by the 7th October 2021 & the second to be invoiced on the 31st October, payable on the 7th November 2021.

**Payment Terms:**

Should payment NOT be received within 7 days of the invoice(s), we will re-allocate your stand, your booking fee or prior payments will be non-refundable, and the following Cancellation Policy applies.

**Cancellation Policy for GWWS:**

* Should cancellation be received prior to the booking fee being paid, no fee is payable.
* Should cancellation be received after the booking fee is paid but before any instalments are paid, the booking fee will not be refunded, and no further payment is due.
* Should cancellation be received after any instalment/s payment have been made, no refund will be given.

**Whitewed Membership is Required to Exhibit**

The Great Western Wedding Show at STEAM is an exclusive Whitewed Directory Member event, and you must hold membership with The Whitewed Directory until a very minimum of the working day after The Great Western Wedding Show at STEAM 2022 ends to exhibit.

Should you decide to leave the membership, your stand will automatically be revoked, and no refunds of fees paid to date will be made, see above cancellation policy.

**Stand Requirements:**

As part of our final information e-mail distributed late 2021, we provide stand set up deadlines. Should your arrival be delayed, please do contact us to advise and the event team will be on hand to assist you with your stand set up on your arrival.

Should you not arrive by 15 minutes prior to the Wedding Show start time, and we have been unable to contact you, we will remove your stand or re-allocate it to another business in attendance.

Your stand MUST be manned for the duration of the event, and we recommend that you have more than 1 person on your stand.

Your stand space will be confirmed by the event team on your arrival and you must not take more than your allocated space.

You must hold up-to-date Public Liability Insurance and have it available on request at the Wedding Show. We ask that your stand has a professional finish and is free of trip hazards.

Your business may be a member of exclusive and local clubs / groups outside of The Whitewed Directory, but we ask that these clubs / groups are not advertised / displayed at our Whitewed Wedding Shows. Should a display of another club / group be advertised at a Whitewed Wedding Show, we reserve the right to ask you to remove this from your stand.

**Use of the Couples ‘opted-in’ Registration List:**

After the Wedding Show, all couples who attended will receive an e-mail listing all exhibiting Whitewed approved members and a link to their Whitewed Directory page (the ‘Who’s Who’).

The registration list is collected via a prize draw incentive and all couples must ‘opt in’, in line with GDPR. Data that can be shared is supplied in Excel format and will be sent to exhibitors no later than 2 working days after the event ends.

All exhibitors must comply with GDPR regulations in the use of this data.

**STEAM Conditions:**

* All electrical equipment used in the Museum should be accompanied by an up-to-date PAT tested certificate. Any appliances not in receipt of a correct test certificate cannot be used on the premises – random sample audits do take place in the Museum as a legal requirement.
* You are responsible for damages caused to STEAM, its property, furniture or fittings, by wilful act or neglect.
* The exhibitor shall be responsible for the orderly conduct of its staff and shall ensure its staff have regard to any regulations imposed and that nothing shall be done which will constitute a breach of the law.
* Prior written approval must be obtained if you wish to fix items to the walls, floor and ceilings and Museum artefacts and furniture are not to be moved. STEAM will hold the exhibitor responsible for any damage caused through negligence by the exhibitor, the exhibitor’s guests or the exhibitor’s contractors.
* The following products or items are not permitted in the Museum: Blu-Tac, Helium Balloons, Candles, Glitter, Sprinkles, Smoke Machines and Duck Tape. Any damage caused through negligence by the client, the client’s guests or the client’s contractors will be charged.
* Exhibitor stands MUST in place for the duration of the opening hours on each day(s), no early clear down is accepted due to health and safety and risk assessment considerations.
* Exhibitors are expected to adhere to government safety guidelines that are in place at the time of the event.

**Postponement or Abandonment**

In no event shall the Exhibitor have any claim for damages of any kind against The Whitewed Directory or the venue owner in respect of any loss or consequential damage upon the prevention, postponement or abandonment of the Show for reasons beyond The Whitewed Directory’s control, examples include (but are not limited to) severe weather and ‘Force Majeure’.

The Whitewed Directory will re-schedule a postponed or abandoned event and the exhibitor’s payment will be transferred to this new date / venue. In the event that the exhibitor cannot attend the rescheduled date / venue, their fee will be non-refundable.

By making a booking to attend this Wedding Show, you have agreed to the above terms and conditions.

Thank you for your attention.

Issue date: 20th June 2021