

## Changes to the Regulations

The Organiser reserves the right to change any of these Terms & Conditions at any time without notice. On any matters arising whether covered by these Terms & Conditions or not, the decision of the Organiser will be final and non-negotiable. Any queries on the Regulations should be addressed to: Tourism South East, 40 Chamberlayne Road, Eastleigh, Hampshire SO50 5JH.

- **The Exhibition:** The Exhibition will be called Excursions™.
- **Organiser:** In respect of these Terms & Conditions, the Organiser is Tourism South East.
- **Venue, Dates, Opening :** The Exhibition will be held at Wembley Stadium London on 27th January 2024. The Exhibition will be open to visitors from 10.30 hours to 16.00 hours The Organiser reserve the right to alter the times of the show and the rooms in which the show takes place at wembley Stadium.
- **Exhibitor Eligibility:** The Exhibition is open to any Company or Organisation directly involved in promoting a venue, event, destination or attraction to organisers of group tours / excursions and coach operators. The Organiser reserves the right to refuse participation to any Company or Organisation, which in their view, does not meet these criteria. The term Exhibitor(s) in these Terms & Conditions and any other documentation issued in connection with the Exhibition refers to any Company or Organisation which has had that booking formally accepted in writing by the Organiser.
- **Visitors:** Entry is not available to the general public, only to those involved in organising group tours and excursions. The Organiser reserves the right to refuse entry or remove person or persons from the show. All visitors will be required to register to gain admission to the event. Children are not allowed to enter the event, unless express permission is given by the organiser.
- **Types of space:** Space at the show is sold inclusive of a shell scheme stand that consists of flooring, walling, fascia nameboard and a standard table and 2 chairs, this may vary between exhibitors and may not be exactly the same throughout the show. There are options to upgrade for extra costs.
- **Allocation of Stands/Revision of Layout :** The Exhibition is laid out by destination area and stands are allocated subject to Exhibitor location and availability. The Organiser reserves the right to refuse without explanation the allocation of a stand. The Organiser reserves the right to revise the layout at any time and to change the allocation of an Exhibitor's space if they deem it to be necessary. The final position of each stand within the Exhibition is at the discretion of the Organiser and will be advised 14 days prior to the Exhibition.
- **Payment Schedule:** a) Full payment for the stand as shown on this Rate Card must be received by the Organiser within our policy of 30 days upon invoice and no later than 31 December 23. The organiser reserves the right to refuse entry to any Exhibitor that has not paid on the day.
- **Cancellation by Exhibitor:** Cancellation prior to the 31st of October will receive a 100% refund. Cancellation between 1 -30th November will receive a 50% refund. Cancellation after 1st December will render the Exhibitor liable for payment of the full stand space charge. These penalties apply even if the stand space is resold by the Organiser. Cancellation can only be accepted in writing. If an Exhibitor fails to occupy the stand on the day of the Exhibition, the Organiser will have absolute discretion to deal with the space as they think fit, without being under any liability to refund or abate any charges paid or due therein. In the event of the Exhibitor becoming bankrupt, going into liquidation or being under any appointment of a receiver, the Organiser reserves the right to cancel the stand without being under any liability to refund or abate any charges paid or due therein.
- **Cancellation of the Exhibition:** In the unlikely event of the Exhibition being cancelled by the Organiser for commercial reasons such as lack of support, the Organiser will refund the full participation fee. The Exhibitor agrees that under these circumstances he will have no further claims against the Organiser. The Organiser reserves the right, at any time, to change the date, time and/ or venue of the Exhibition or cancel it altogether in the case of extreme weather conditions, fire, flood, acts of war or violence, pandemic, malicious damage, explosion, strike, civil disturbance, political unrest, riot, labour disputes, powercuts, or any other cause beyond the Organiser's control. In such cases the Exhibitor waives any and all claims he might have against the Organiser for refund, damages or expenses.
- **Sub-letting of Space:** No part/whole of space may be sublet by Exhibitors without prior written permission of the Organiser. Consortia: In the case of every stand booked by a consortium of Exhibitors, if the TSE member rate is paid at least 50% of the consortium must be members of Tourism South East. In the case of consortium members being based in more than one county, written consent for participation must be obtained from the Organiser.
- **Canvassing:** Canvassing for orders and the distribution or display of printed material, except by the Exhibitor on his own stand, is strictly prohibited. Any exhibitor or visitor seen to be canvassing other exhibitors at the event will be asked to leave.
- **Negotiations with Wembley Stadium:** No Exhibitor may enter into separate negotiations with Wembley Stadium or the official contractors to this Exhibition or venue, other than those instigated by the organiser. E.g Direct Furniture Orders.

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- **Insurance Liability:** Neither the Organiser or the Owners accept any liability in respect of the loss or damage of Exhibitors' property or injury to any persons employed by the Exhibitor or their sub contractors. Exhibitors are reminded that they are required to accept third party liability and produce evidence of suitable cover if required.
- **Security:** Although the venue is covered by 24 hour security, Exhibitors are reminded that the Organiser cannot be held liable for any theft or damage to an Exhibitor's stand, exhibits or property.
- **Fire, Safety and Working Regulation:** Exhibitors MUST abide by the Fire, Safety and Working Regulation of Wembley Stadium and the local Authority. Exhibitors are reminded that all materials used in stand display must comply with these Regulations. The onus is on the Exhibitor to fully acquaint themselves with these Regulations and ensure that they comply.
- **Gangways Fire Protection Areas and Exits :** All gangways, fire protection areas and exits must be kept clear at ALL times.
- **Health and Safety:** Exhibitors are required by law to have a copy of their Health and Safety at Work procedure available on the stand and all staff and contractors must be instructed on its contents. All exhibitors will be required to advise organiser of their nominated health and safety representative.
- **Annoyance to Other Exhibitors and Visitors:** The Organisers reserve the right to prohibit any activity which in their opinion is causing annoyance to other Exhibitors or Visitors. This includes but is not restricted to the use of microphones, buzzers, sirens, bells, video, films, music live or recorded, flashing or over bright lights. It also included the use of roaming promotional staff and distribution of literature or other promotional materials other than that on the Exhibitor's own stand. Where neighbouring stands cannot mutually agree on a satisfactory level for such activities the Organisers will act as arbiter. Their decision is final and non-negotiable.
- **Music, Performing Rights:** Exhibitors are reminded that if they are using recorded or published materials they must ensure that they comply with the law in this respect. This requires evidence that licenses have been issued by the Performing Rights Society and Phonographic Performance Ltd.
- **Stand Regulations:** a) No exhibit or display may be more than 4m high (stand walls will be 2.4m high). b) part of any exhibit or display may overhang any gangway or neighbouring stand. c) Nothing may be affixed in any way to any part of the building. d) Any display involving film, video, etc must be positioned such that visitors watching it do not impede the gangways. e) If you are using a designer / contractor to dress your stand, details must be provided to the Organisers by third week of November. f) Exhibitors may not bring vehicles into the hall to unload. g) Build up is from 8am on the on the day of the show, however this is currently subject to change. Stands must be dressed by 10.00 on the day of the show. The organiser reserve the right to change these times. h) The Exhibition closes at 15.30 on the day of the show and contractors will begin dismantling stands from 16.00. Exhibitors must not remove materials from their stand until the show officially closes and visitors have left the show floor. Any material left on stands after 18.00 will be disposed of as rubbish. Any material due to be collected by a third party must be moved to the designated area and the Organiser must be advised.
- **Passes:** All staff working at the Exhibition, either during build-up, the actual show or breakdown, must be in possession of the relevant pass. Only the official Wembley Stadium passes will be accepted during show build up and breakdown. During Show Open period the Excursions pass will be accepted in the show area.
- **Photography:** No photography or video filming is permitted at the Exhibition other than by the official photographer and film crew. By exhibiting at the show all exhibitors consent to their company and personnel being used in the promotional photography and filming produced by the organiser. Exhibitors are allowed to take photos of their own stands for use on their social media and for their own marketing purposes in relation to their presence at the show.
- **Deliveries:** Deliveries of exhibition materials and literature to Wembley Stadium prior to, or on the morning of Excursions must adhere to the instructions set out in the Exhibitor Manual and the Organiser must be advised.
- **ADDITIONAL TERMS THAT APPLY IF EXCURSIONS IS IMPACTED BY COVID-19** Should the UK Government make a decision (due to Covid-19) that affects the delivery of Excursions on the intended date, the Organiser will consider all impacts and decide the best way to proceed. a) The Organiser reserves the final decision as to if the event is still viable, and will ensure we work with the venue to meet any government requirements, this may including adaptations to the floor plan and exhibition layout. The organiser reserves the right to make changes at short notice to meet these requirements. b) The Organiser reserves the right to postpone the event, and source a new date/venue. All bookings will be carried forward to the new date. No exhibitor refunds will be provided if the event is postponed. c) In the unlikely event of the exhibition being cancelled by the Venue or Organiser due to Covid-19, the Organiser will refund the full participation fee.

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