

Terms & Conditions

1. A completed booking form is required for all businesses wishing to exhibit at any business event organised by Memo Events Ltd.
2. All bookings will remain provisional until full payment is made, failure to complete payments by the due date will be treated as a cancellation and the event organisers at Memo Events Ltd will reserve the right to resell the stand.
3. All charges will be invoices upon receipt of a completed booking form.
4. Payment must be made within 7 days of the invoice, unless otherwise stated.
5. Cancellation less than 8 weeks prior to the event will be liable for the full amount of charges. Cancellations more than 8 weeks prior to the event will be subject to a 50% cancellation fee. Cancellations must be made in writing to Memo Events Ltd, The Innovation Centre, Basing View, Basingstoke, Hampshire, RG21 4HG. Cancellation is deemed to take effect on receipt of the cancellation letter.
6. Exhibitors, who fail to show up at the event and have paid in full, will not be entitled to a refund. Exhibitors who have booked to exhibit, but who fail to show up at the event and have not paid in full will be liable for the full amount of charges. Refunds are at the discretion of Memo Events Ltd. Any refunds issued will have a 50% administration fee deducted.
7. In the event that the event in question is cancelled, before 4 weeks prior to the original event date, exhibitors will be entitled to a 80% refund. If the event date is cancelled, but the event date is changed, exhibitors will be told in writing of the changes and will have the option to withdraw from the event. Exhibitors who withdraw from the event, due to the amendments of the original event/exhibition date, will be entitled to a 50% refund only.
8. The organisers of this event assume no liability for loss, damage or disappearance of any property used by the exhibitor in connection with their participation in the event. The exhibitor agrees to assume all risk of loss for their property and agrees to waive any and all claims to hold Memo Events and is organisers of this event harmless from and against any loss of, damage to, or disappearance of such property.
9. At the end of the event, the exhibitors will remove any property used by them in connection with their participation in the event. The exhibitor is liable for all storage and handling charges resulting from failure to removal all equipment from the venue.
10. Neither Memo Events Ltd, the organisers nor the venue will accept delivery of any exhibitor's product or equipment and will not be held responsible for any such materials being delivered to the venue prior to this event/exhibition.
11. The exhibitor shall make good and indemnify Memo Events Ltd and the event organisers for any damage to the venue by the exhibitor, their agents or employees. In the event that exhibitor insurance is required by the exhibitor this must be independently arranged.
12. By completing and returning this Exhibitors Booking Form you confirm that you have the appropriate public liability insurance in place to meet our Exhibitor Terms and Conditions.

All terms and conditions have been recently updated in December 2013.