



Information Pack

Dated 5th September 2019

To register as an Exhibitor please go to: www.oshwal.org.uk/weddingshow

About the Oshwal Wedding Show

Oshwal Wedding Show

Date: Sunday 24th November 2019

Pre-event set-up time for Exhibitors: 9am to 11am

Event Open to attendees: 11am to 5pm

Post-event time for Exhibitors to dismantle stands: 5pm to 7pm

Venue: Oshwal Centre, Coopers Lane Road, Northaw, Herts, EN6 4DG

Contact Details

Email: wedding@oshwal.org

Website: www.oshwal.org.uk/weddingshow

Key Event Features

- Fashion and mandap shows
- Bridal make-up and hairstyle workshops / demos
- Stalls showcasing wedding related products and services
- Luxury car and horse carriage hire stalls
- Food zone

Important Note

To ensure the wide range of wedding related products and services is reflected at the Oshwal Wedding Show, the Organisers reserve the right to limit the number of exhibit space allocated for any one particular type of wedding service providers. Exhibit space will be confirmed subject to the terms and conditions set-out in this information pack and receipt of full payment.

Event Caterer

The Organisers are looking for an event caterer who would be willing to sponsor the food zone. If you are interested in being the main event caterer, please contact us.

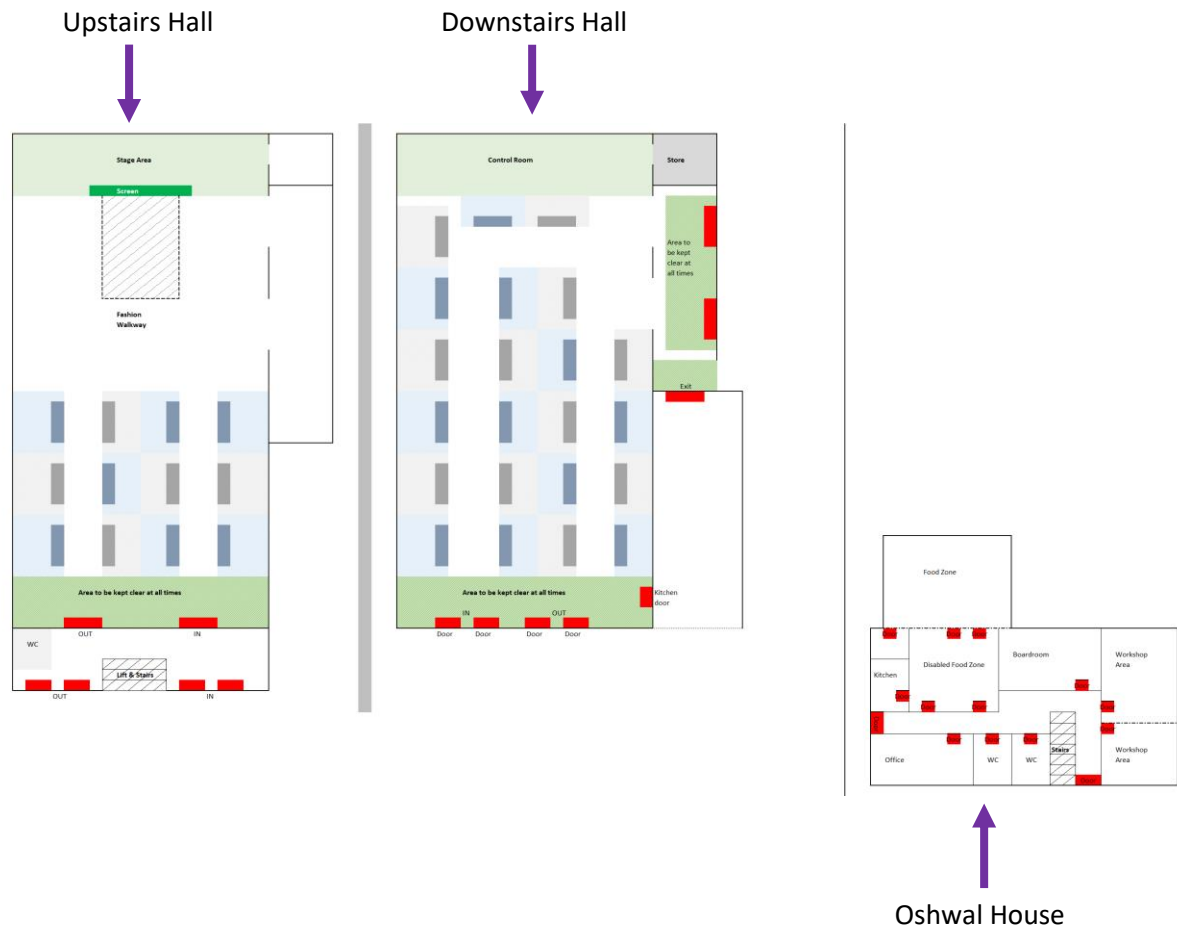
Sponsorship Opportunities

Please see the event rate card for various sponsorship opportunities.

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Venue Layout

Provisional layout for indicative purpose only and subject to change.



Note, some of the car park area may be used for Luxury car and horse carriage hire stalls.

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Registration as an Exhibitor

Exhibit space is only confirmed for the Exhibitor once full payment has been received. Please see full terms and conditions.

In order to register, please follow the steps below.

1. Read the information pack and terms and conditions in full.
2. Register online via our website www.oshwal.org.uk/weddingshow
3. Once registered you will be contacted by the Event Team who will confirm details with you and provide you with a unique Exhibitor ID Number and request payment.
4. Make payment by BACS payment
5. Once payment had been received you will receive a confirmation of your exhibit space.

Important Note

All exhibitors MUST provide names of ALL persons (staff, agents, officers, etc.) who will be at the exhibit space for the duration of the event, including set-up and dismantle times. They will be issued with ID badges which must be wore at all times during the event. Any other persons will NOT be allowed on-site.

No persons may bring any alcohol and/or products containing meat, fish or eggs on site. All Oshwal properties are strictly vegetarian and non-alcohol only.

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Event Terms & Conditions

1. Definitions

- a. EVENT - means the "Oshwal Wedding Show" to be held on 24th November 2019 at Oshwal Centre, Coopers Lane Road, Northaw, Herts, EN6 4DG from 11am to 5pm.
- b. EXHIBITOR - include all employees, servants, officers, third-party contractors and agents of any Company, Partnership, Firm or individual to whom stand space has been allocated for the purpose of exhibiting.
- c. ORGANISERS - means Oshwal Association of the UK, a registered Charity in accordance with the Charities Act, 1960. Charity No. 267037.
- d. VENUE - means Oshwal Centre, Coopers Lane Road, Northaw, Herts, EN6 4DG.

2. Promotion and Marketing of the Event

- a. The Organisers shall be entitled, at their sole discretion, to use and reproduce the Exhibitor's name, trademark and logo in connection with the promotion and production of the Event.

3. Cost of Event

- a. The cost of exhibiting is as set out in Schedule 1.

4. Application for Stand Space

- a. Application for stand space must be made on an Application form, as advised by the Organisers. Stand space will be allocated at the sole discretion of the Organisers and where possible in accordance with the Exhibitor's choice and preference, but this is not guaranteed by the Organisers.
- b. Only 1 stand space will be allocated per Application and must only represent 1 business of the Exhibitor. If the Exhibitor wishes to promote more than 1 business at a single stand, additional may apply at the discretion of the Organisers.
- c. The Organisers shall reserve the right to refuse any application for stand space or prohibit any exhibit without assigning any reason for such refusal or prohibition.
- d. Should it be necessary to revise the layout of the Event for any purpose, the Organisers reserve the right to alter the positions of stands as, in their opinion, may be required in the best interest of the Exhibitors.
- e. Stand space is only confirmed for the Exhibitor for the duration of the event only and only once full payment has been received.

5. Payment

- a. The Exhibitor agrees that all exhibit fees related to exhibiting at the Event, or any other amounts owed to the Organiser, must be paid to the Organiser prior to the Exhibitor's setting up at the Event.
- b. In the event, that the Exhibitor fails to pay any or all such fees in accordance with payment deadlines, the Organiser reserves the right to reassign or cancel the Exhibitor's Space.
- c. In the event, that Exhibitor pays the exhibit fees after such reassignment, the Organiser may, in its sole discretion, assign such other exhibit Space, if then available, which the Organiser deems appropriate. The Exhibitor remains liable for payment of all previously agreed fees, subject only to the applicable cancellation schedule set out in the Rate Card (Schedule 1).

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6. Occupation of Stand Space
 - a. The Exhibitor may enter the Event premises for the purpose of erecting, installing and preparing their exhibits on such date and times as are advised by the Organiser.
 - b. In the event, of an Exhibitor failing to turn-up to their allocated stand space, at least 1 hour before the scheduled start of the Event, the Organisers reserve the right to re-allocate or otherwise deal with the stand space as they decide. The charges for such allocated stand space will nevertheless remain due to the Organisers. The Organisers shall have the right to refuse to permit the Exhibitor to occupy or use the stand space until all the sums due to the Organisers from the said Exhibitor have been paid.
7. Display Installation
 - a. No Exhibitor will be permitted to install its exhibits or display in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces (including any aisle or corridors) as notified by the Organisers.
 - b. Open Spaces must be kept clear and free for passage and must not be littered or obstructed in any way.
 - c. The Exhibitor must undertake to abide by the decision of the Organisers on all matters in connection with the Event.
 - d. Plans for specifically built individual stands other than those constructed within the standard space provided must be submitted to the Organisers for approval before space is confirmed.
8. Electrical Requirements
 - a. The Exhibitor may provide their own electrical fittings where such fittings are in the form of made-up units, showcases, signs, etc, complete and ready for connection to the main supply provided, that they are industry approved and they have been properly tested.
 - b. Where appropriate, all electrical installations and connections may be checked by an electrical contractor appointed by the Organisers.
 - c. The Organisers expressly decline any responsibility for the condition or compliance of the Exhibitor's own electrical equipment and reserve the right to remove any that they consider not to comply with the regulations in force at the Event or to be dangerous.
 - d. The Exhibitor hereby warrants and undertakes that any equipment supplied by it shall be of satisfactory quality and agrees that it will be liable for any actions, claims (including without limitation consequential losses) damages, cost and expenses which may be brought, suffered or incurred by the Organisers as a result of a breach of this warranty or undertaking.
9. Exhibitor's Conduct
 - a. The Exhibitor is responsible to the Organisers for ensuring that its stand is maintained in a clean and orderly state during the open period of the Event. The Exhibitor (and each of its representatives, as appropriate) shall not promote its participation in any other event without prior written consent of the Organisers; bring or distribute alcoholic drinks into the Venue; operate games of chance or lottery devices or actual or simulated pursuit of any recreation pastime without prior written consent from the Organisers; use "live" microphones or loudspeaker equipment in any Space, unless specifically allowed by the Organisers, but laptop computers, portable film, slide and videotape projectors may be utilised as long as other rules are met and any noise level does not impede on a neighbouring stand.
10. No Alcohol, meat, fish or eggs

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- a. No persons may bring any alcohol and/or products containing meat, fish or eggs on site. All Oshwal properties are strictly vegetarian and non-alcohol only. It is the responsibility of the Exhibitor to ensure this is strictly adhered to.
- 11. Dangerous Materials and Exhibits
 - a. The Exhibitor must not bring to the Venue any explosives and dangerous materials, combustible or otherwise, as laid down by local authorities and other statutory bodies.
- 12. Fire Precautions
 - a. All inflammable materials must be effectively fireproofed in accordance with any statutory or local regulations or requirements to which the Event may be subject.
 - b. All electrical wiring and cables must be clear of the floor. No packing materials or empty boxes must be stored on or behind stands. Fire Points and Exits must always be kept clear. The Exhibitor must adhere to all fire and safety regulations which affect the Event.
- 13. Damage to Event Hall
 - a. No nails, screws or other fixtures may be driven into any part of the hall structure including floors. No vehicles may enter the Event Hall. Care should be taken to avoid any damage to any part of the hall structure or the venue in general. Should any such damage or disfigurement occur, the Exhibitor shall be liable for any reparation charges incurred.
- 14. Photography/Video/Recording
 - a. No photographs, video or recording of the Event shall be made by Exhibitor without the prior written consent of Organisers, which consent shall be granted in the Organisers' sole discretion. The Exhibitor agrees that the Organisers may record, broadcast or take photographs or video of the Exhibitor's Event stand space, exhibit, and exhibit personnel as part of the recording or broadcasting of the Event in general and not solely the Exhibitor, and the Exhibitor authorises such for any promotional use by the Organisers.
- 15. Annoyance
 - a. The Organisers reserve the right to regulate any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors to the Event. This includes excessive noise from working exhibits or sound equipment. Business must be conducted only from within the Exhibitor's own stand area. This includes the handing out of advertising material.
- 16. Failure to Vacate
 - a. If the Exhibitor should fail to remove all their property or otherwise fail to vacate the Event premises by the end of the Event due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed and/or any other losses and costs incurred by the Organisers. As a result of the Exhibitor failing to vacate the premises by the agreed time, the Organisers may remove any property of the Exhibitor left at the venue by the Exhibitor after the said time and the costs of such removal shall be paid by the Exhibitor to the Organisers on demand.
- 17. Security
 - a. Name badges, as provided by the Organisers, must be worn at all times by Exhibitors during the Event.
- 18. Health & Safety
 - a. All personnel entering the Venue must comply with all current health and safety legislation.
- 19. Data protection

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- a. The Exhibitor shall comply with all applicable requirements of the Data Protection Legislation in its collection, use, processing and storage of personal data from attendees to the Event or otherwise. The parties acknowledge that, in respect of such personal data, for the purposes of the Data Protection Legislation, the Exhibitor is the Data Controller. Without prejudice to the generality of this clause, the Exhibitor shall ensure that it has all necessary appropriate consents and notices in place.

20. Insurance.

- a. The Organisers do not accept responsibility for any theft, loss or damage from any cause whatsoever, in respect of any property brought to the venue by the Exhibitor. The Exhibitor releases from and indemnifies the Organisers against any liabilities in respect of any loss or damage to the exhibits or any other property brought to the Venue and the Exhibitor shall effect insurance on a full 'All Risks' basis for a sum insured equivalent to the full value of all exhibits and other property brought to the Event. If required and requested by the Organisers, the Exhibitor shall provide proof of adequate cover to meet the insurance requirements of the clauses concerning public liability.

21. Postponement or Abandonment

- a. The Exhibitor shall have no claim against the Organisers in respect of any loss or damage consequential upon the prevention, postponement or abandonment of the Event, or of the venue becoming wholly or partially unavailable for the holding of the Event by reason of matters being beyond the Organisers' control. The Organisers may at their entire discretion refund fees to the Exhibitor or part thereof, but shall be under no obligation to repay the whole or part of such fees and shall be under no liability to the Exhibitor in respect of any actions, claims losses (including consequential losses) costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor as the result of the happening of any such events. If in the opinion of the Organisers, re-arrangement or postponement of the period of the Event, or by substitution of another venue or by any other reasonable manner the Event can be carried through, the contract for stand space shall be binding upon the parties, except as to size and position of stands, as to which any modifications, substitutions or re-arrangement they consider necessary shall be determined by the Organisers.
- b. In the event, of cancellation of the Event by the Organisers, the Organiser, at their discretion, is only liable to repay fees paid by the Exhibitor for the exhibition space at the venue and nothing else.

22. Prohibition of Transfer

- a. The Exhibitor agrees not to assign or sublet any stand space allocated to them without prior consent from the Organisers, not to display or advertise goods or services other than those manufactured or carried by themselves in the normal course of their business.

23. Law and Jurisdiction

- a. These Terms and Conditions and any contract included shall be governed by the laws of England and Wales and any disputes regarding them shall be determined by the English courts.

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Schedule 1: Rate Card

Oshwal Wedding Show Rate Card	Rate £	Notes
Platinum Sponsor	2,500	With FREE FULL Page (Back cover) advert in event magazine, logo on event posters & on front of event magazine, Large stall, and upto 5 banner / poster displayed at Oshwal Centre
Gold Sponsor	1,500	With FREE FULL Page (front or back inside cover) advert in event magazine, logo on event posters, Large stall
Silver Sponsor	1,000	With FREE FULL Page (inside pages) advert in event magazine, logo on event poster, Small stall
Large Exhibit Space (2 table lengths)	300	Space allocated in hall with access to electricity plug (stall est. 3m x 2m)
Small Exhibit Space (1 Table length)	200	Space allocated in hall with access to electricity plug (stall est. 2m x 2m)
Wedding Car Hire Space in car park	500	
Wedding Mandap Exhibit Space	500	
Wedding Cooking Stalls (limited to 3)	400	
Advert in A5 event magazine - FULL Page (portrait format)	250	
Advert in A5 event magazine - HALF Page (landscape format)	150	

Note:

1. Exhibition space / advertisement in event magazine only confirmed upon full receipt of payment.
2. In the event, that the Exhibitor / Advertiser wishes to cancel, they must do so in writing by 30th September 2019 to receive 50% refund on fees. There will be no refunds for any cancellation notified after 30th September 2019. If by the time notice of cancellation is received, the Exhibitor's name or logo has already been included in any marketing material (hard copy or electronic literature) relating to this Event, there will be no refund on any cancellation.
3. In the event, that the Organiser cancels the Event, only fees for exhibit space will be refunded to Exhibitor within 60 days after the date of the Event. No other payments will be made to Exhibitor by the Organiser to cover for any costs incurred by the Exhibitor in preparation for the Event.
4. Artwork for adverts of the A5 event magazine will be provided in high-resolution PDF in the required format as above by 30th September 2019. Any artwork received after this date will not be included in the event magazine and no refund will be given on advert fees.

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