

Scale Model World

Booking Conditions

- 1.1 **All bookings will be made on a first come, first served basis. *Bookings which do not enclose the required payment will not be accepted. Bookings that include conditions relating to location or any other condition the trader seeks to impose as a basis of his booking will not be accepted.***
- 1.2 ***Businesses under common ownership or control may place separate bookings for space at the appropriate rate. However, if those businesses require being located together they must make a joint booking and pay the appropriate rate for the total space required. If this is not done then the businesses will not be co-located. For example two businesses under common control may book a two table and a single table space at the current rates, but they will not be co-located. To be co-located they must make a joint booking and pay the three table rate.***
- 2 **All bookings are subject to the approval of IPMS (UK) Ltd. *No discussions will be entered into regarding any rejected booking.***
- 3 **Full payment must be made in accordance with the dates shown on the booking form to secure space and inclusion in any publicity material. Note also any late booking and late payment surcharges that will be applied. *Any trader who fails to complete his booking by not making the final payment by the due date will be deemed to have cancelled his booking, thereby forfeiting any deposit/stage payments made. In this situation the IPMS (UK) Ltd is released from any obligation to provide space to that trader and may resell the space at its discretion. In the event that the trader later pays the balance owed the IPMS (UK) Ltd will endeavour to accommodate him at the show.***
- 4 **No refunds will be issued for cancelled bookings.**
- 5 **Payments using Paypal will incur a 3% administration charge unless the IPMS Treasurer agrees, in advance of payment being made, to waive the charge.**
- 6 **The organisers reserve the right to re-allocate space at any time, including during the event itself. Floor plans, if published, are only correct at the time of going to press and are subject to constant change by the organisers. Payment by deposit or in full does not guarantee location. If the re-allocated space is smaller than originally requested by the trader, the cost will be reduced appropriately and the difference refunded.**

- 7 Traders are expected to comply with all Health & Safety legislation, Fire regulations and in addition, with any terms and conditions laid down by the Telford Exhibition Centre Ltd.
- 8 Traders are required to make their own insurance cover provisions. And must have adequate (at least £1 million) public liability insurance.
- 9 Vehicles are only allowed into the Halls during Friday setup and Sunday strikedown and only for the purposes of unloading/loading. Entry is at the sole discretion of the Organisers. Vehicles **MUST** be unloaded and removed from the Hall as soon as practicable. Stands will not be allowed to set up whilst the vehicle is still in the Hall. Vehicles will only be moved under the guidance of a Vehicle Marshal.
- 10 Power Sockets (5 Amp / 1000 Watts Load each) and Telephone points are only provided though a contractor organised by IPMS (UK). You book your requirement with IPMS (UK) and we invoice you accordingly at the stated price. If during the show set up the electrician advises that the load requirement exceeds the power points booked you must either pay at once for the additional power points or have all power withdrawn. ***If power is withdrawn you may receive a refund provided that our contractor does not charge IPMS for the contracted supply.***
- 11 Exhibitors must not allow their space to be used by others without the express permission of the organisers.
- 12 Trader space is booked in units of 6' frontage (except for corner sites). Traders who book a space must ensure that their stand will fit into this space, including any entrances to and from their stands, which should be calculated into the space booked.
- 13 All instructions from the IPMS organisers & Telford Exhibition Centre Ltd management must be adhered to.
- 14 Overseas Traders are liable for VAT whilst trading in the UK and must pay the full cost inc. VAT, for their stand. Whether they can offset this VAT against their own country's tax is dependent on that country's law and IPMS (UK) is not responsible for any such matter beyond issuing a VAT invoice.
- 15 The show is open to IPMS members and the public until 16.00 on the Sunday. It is a condition of our hire of the halls that all members of the public must be out of the halls before breakdown commences. For this reason no trader is allowed to start to break down their stand until authorised to do so. Further, no vehicle may be brought into the halls until Telford centre staff authorise vehicle movements and only then under the direction and guidance of the Hall Managers. Any trader attempting to break down earlier or move vehicles without authorisation will be instructed to stop. Failure to comply with these instructions will result in future invitations to participate in the show being withheld.