



Scale ModelWorld Trader Booking Conditions

Definitions

- “IPMS” means IPMS (UK) Limited, the organisers of the Scale ModelWorld show.
- “IPMS Executive Committee” means the elected directors of the IPMS.
- “SMW” means the Scale ModelWorld show organised by IPMS which runs from a Friday for setting-up until the following Sunday (i.e. a total of 3 days).
- “TIC” means The International Centre, Telford, operators of the venue for SMW.
- “Halls” refers to the business premises rented by the IPMS from the TIC when hosting SMW
- “Trader” means any individual or business who wishes to sell goods or services or to or promote themselves at SMW by renting a trade stand.
- “Data protection requirements” refers to the General Data Protection Requirements and other requirements as implemented under UK law by the Data Protection Act 2018.
- “Booking form” refers to the form that must be completed and submitted to the IPMS together with payment of at least the minimum deposit by a trader.
- “Rate” refers to the price for a trade stand as published on the booking form, including the minimum deposit required.
- “IPMS Treasurer” is the current elected Honorary Treasurer of the IPMS.
- “Members of the public” refers to anyone who is not associated with a Trader or the IPMS and in all instances a minor under the age of 16.

1. Booking

- All Trader bookings for SMW will be made on a first come, first served basis.
- Bookings will not be accepted until such time as a completed booking form and payment of at least the minimum deposit required has been received by the IPMS Treasurer.
- An invoice will be sent to the Trader in respect of any booking accepted by the IPMS which will show the due date by which any balance must be paid in full.
- Bookings that include conditions relating to location or any other condition the Trader seeks to impose as a basis of their booking will not be accepted. Requests will be considered and honoured as far as is practically possible.

2. Co-Location

- Traders who are businesses under common ownership or control may place separate bookings for space at the appropriate rate.
- However, if those businesses wish to be located together (i.e. co-located) 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 double 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.

3. Acceptance of Booking

- All bookings are subject to the approval of IPMS in accordance with section 1.
- No discussions will be entered into regarding any rejected booking.

4. Payment

- Full payment must be made in accordance with the dates shown on the booking form and invoice in order to secure space and inclusion in any publicity material.
- The IPMS reserves the right to impose late booking and late payment surcharges.
- Bookings for which the full payment of the invoiced sum has not been received by the stated settlement (due) date as shown on the booking form and invoices sent to the trader are deemed to have been cancelled by the Trader. Any monies received by the IPMS in respect of such bookings will be forfeit and non-refundable. They will be reviewed by the IPMS and may be honoured at the IPMS's discretion provided that an acceptable resolution has been reached with the Trader.
- In the event that the Trader later pays the balance owed, IPMS (UK) Ltd will endeavour to accommodate them at the show.

5. Refunds

- No refunds will be issued for cancelled bookings. If the Trader wishes to make a case for a refund this will be considered and the decision reached by the IPMS will not be open to further negotiation.

6. Additional charges

- The IPMS reserves the right to impose a 3% administration charge to cover the associated bank or equivalent charges.
- The IPMS Treasurer may agree, in advance of payment being made, to waive such charges.

7. Space allocation

- IPMS reserves the right to reallocate space at any time, including during the show itself.
- Floor plans are only correct at the time of going to press, and may be subject to change by IPMS.
- Payment by deposit or in full does not guarantee location.
- If any re-allocated space is smaller than that originally requested, the cost will be reduced appropriately and the difference refunded.

8. Laws and Regulations

- Traders are expected to comply with:
 - All Health & Safety legislation
 - All fire regulations
 - Any terms and conditions laid down by TIC
 - Data protection requirements

9. Insurance

- Traders are required to make their own insurance cover provisions, and must have at least £5 million public liability insurance.
- The IPMS will verify that the required insurance is held by the Trader and reserves the right to refuse admittance to SMW until or unless the cover is arranged by the Trader and confirmation provided.
- In the event that the Trader is unable to arrange the required cover they are advised that they may be held personally liable for any damages or injury caused to third parties.

10. Vehicles in Halls and setting up/break-down of trade stands

- Vehicles are only allowed into the Halls during Friday setup and Sunday break-down, and only for the purposes of unloading or loading.
- Vehicle entry is at the sole discretion of IPMS.
- Vehicles must be unloaded and removed from the Hall as soon as practicable.
- A stand will not be allowed to set up whilst any vehicle associated with that stand is still in the hall.
- Vehicles will only be moved under the guidance of a Vehicle Marshal designated by IPMS.

11. Electricity Supply

- Power sockets of 5 amps (1000 watts) each are provided though a Contractor organised by IPMS
- Traders book their requirements with IPMS, who invoice the Trader at the stated price.
- If during the show setup the Contractor's electrician advises that the load requirement exceeds the power points booked, then the Trader must either pay at once for the additional power points or have all power withdrawn.
- If power is withdrawn the Trader may receive a refund, provided the Contractor does not charge IPMS for the supply.

12. Re-use of space

- A Trader must not allow their allocated space to be used by other parties without the express permission of IPMS.

13. Trade stands

- Trade stands are booked in units of 6 feet (approximately 1.8 metres) frontage.
- Corner sites are an exception to the above.
- A Trader who books a trade stand must ensure that their stand will fit into this space, including any entrances to and from their stand.

14. Management

- All instructions to Traders from IPMS Hall Managers, IPMS Executive Committee Members and from TIC Management must be adhered to.
- Failure to adhere to such official instructions may result in the IPMS refusing to accept further/future bookings from the Trader.

15. Overseas Traders and VAT

- Traders from outside of the United Kingdom are liable for VAT whilst trading in the UK.
- Therefore they must pay the full cost, including VAT, for their space at SMW.
- Whether they can offset this VAT against their own country's tax is dependent on that country's laws, and IPMS (UK) is not responsible for any such matter beyond issuing a VAT invoice.

16. Break-down of trade stands

- SMW is open to IPMS members and the public until 16.00 on the Sunday.
- It is a condition of IPMS's hire of the Halls that all members of the public must have exited the halls before breakdown commences.
- For this reason no Trader is allowed to start to break down their stand until authorised to do so.
- No vehicle may be brought into the halls until TIC staff authorise vehicle movements, and only then under the direction guidance of a Vehicle Marshals by IPMS.
- 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 SMW being withheld.

17. Data Protection Requirements

- The IPMS will store and manage Traders' data in accordance with the Data Privacy Notice for traders as available from the IPMS website at <https://ipmsuk.org/wp-content/uploads/2018/05/IPMSUK-Data-Privacy-Notice-for-traders-2018-05-04.pdf>
- The IPMS does not consider that Trader details necessarily constitute personal data because the details received by the IPMS on a booking form from a Trader are business details. However, the booking form will contain a box to be ticked by a Trader to confirm they grant permission for their attendance at SMW to be published by the IPMS and unless this is ticked their attendance will not be published. A link to any Trader's website will be included on the IPMS website.
- The IPMS will not use the Trader's details for marketing purposes. There is one exception; a guide relating to SMW may be prepared and published on behalf of the IPMS by a third party using the published attendance details to contact a Trader with the purpose of inviting them to pay for an advertisement to be included in that guide. The IPMS will not provide contact details to that third party.