



# THEATRE SHOW 2020

10 & 11 June - West Hall, Alexandra Palace, London

## TERMS AND CONDITIONS

Acceptance of an application to exhibit is the decision of the organisers, who have the discretion to decline any application without further explanation.

On payment of the deposit invoice the Exhibitor confirms their booking and accepts the full terms and conditions for exhibition space at ABTT Theatre Show 2020 as detailed below.

The Exhibitor confirms that they are insured to at least £2,000,000 for third party claims arising from their participation in the exhibition and accept full responsibility for the security of their display.

The Exhibitor hereby agrees to indemnify Theatrical Trading Limited, The Event Kit Limited and Alexandra Palace against all claims, actions, costs or other expenses arising directly or indirectly out of their participation in ABTT Theatre Show 2020.

- Exhibitors may not share occupation without permission from the Organisers.
- The floorplan is subject to change and the latest confirmed plan is available on the Theatre Show website.
- Exhibitors agree to abide by the decisions of the Organisers.

### Special Note

**We request that you pay your non returnable deposit invoice by return. Only when we receive cleared funds will your company name appear on the plan and your booking will then be secure.**

**We will hold your booking for a maximum of 3 weeks before releasing it and issuing a credit note against the deposit invoice.**

### Cancellation

All cancellations must be received in writing. Where a participant cancels or where a participant fails to make a payment on the due date the Organiser reserves the right to cancel or accept cancellation of the booking and to apply the following cancellation charges :

Cancellation / notice received : Prior to 27<sup>th</sup> March 2020 : 50% total cost

After 27<sup>th</sup> March 2020 : 100% total cost

### Prohibition of Transfer

Exhibitors may not assign or sub-let the whole or any part of the space allocated to them (with the exception of companies in the same group) without permission of the show director.

### Balances

Exhibitors will be invoiced for the total amount by 9<sup>th</sup> April 2020. Balance is due by 8<sup>th</sup> May 2020 latest. Please ensure that all stands have been paid for in full by this date. Exhibitors with outstanding balances will not be allowed into the venue.