ANNUAL CONFERENCE 2022 25-28 September, Liverpool

EXHIBITION SALES GUIDE

Labour Exhibitions

In 2022 the Labour Party will be in Liverpool for our Annual Conference. I hope that you will join us and be part of our Conference and Exhibition.

Our Labour Exhibitions host many experts from their chosen fields and are a highlight of our Conference - visited by party activists, MP's, media, business and council leaders. Exhibiting with Labour is an excellent opportunity to share your message and ideas while showcasing your business or organisation to a wide audience.

Each year we welcome back many familiar exhibitors and new faces too. We are often amazed by the innovation and commitment undertaken to deliver each stand and welcome the contribution that each exhibitor makes to the discussion and debate at our Conference.

I look forward to meeting in Liverpool.

David Evans
General Secretary

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DID YOU KNOW?

Our conference attendees come from a wide variety of sectors and industries

- Party members
- Other visitors
- Business
- Staff/contractors
- Elected representatives
- International visitors
- Third sector
- Media
- Trade union

Sectors represented at Conference include:

- Academic and education
- Construction and infrastructure
- Creative industries
- Defence
- Energy and utilities
- Environment and climate change
- Financial services
- Health and medical
- Housing and property
- Legal
- Manufacturing and engineering
- Media and communications
- Public affairs
- Public sector and local government
- Retail
- Science and technology
- Sports and leisure
- Transport policy

AEO ASSOCIATION OF EVENT ORGANISERS

We are delighted to be members of the Association of Event Organisers (AEO) and be part of a community that is focused on supporting, promoting and developing the events and exhibitions industry.

These resources are extended to our exhibitors and include an AEO initiative called Facetime.

Facetime is an AEO initiative that provides access to FaceTime

- Online guides
- Webinars
- Research
- Exhibitor masterclasses – one day workshops where exhibitors can learn everything they need to know about exhibiting from a line-up of inspirational speakers.
- Industry facts and figures

WHY EXHIBIT?

We are delighted to return to Liverpool for our 2022 Conference.
The Labour Party Annual Conference is a key event in the political calendar and is attended by over 11,000 visitors from a wide range of sectors as illustrated opposite.

Exhibiting at our Conference provides a unique opportunity to increase awareness of your aims and objectives to a wider audience and reach influential groups of visitors and elected representatives with your message.

Our exhibition is located next door to our main hall ensuring it remains an integral part of our Conference and feature for our visitors.

So don't just take our word for it, below are direct quotes from recent exhibitors feedback.

"Increase awareness of our aims and objectives."

"Helps us to network with elected representatives on a national and local level."

"Promote our services."

"Launch a new campaign."

"Labour Conference provides a place for our small voice to be heard."

"We are made to feel welcome."

"We share values."

"Exhibiting allows us to reach mps with our campaign and acts as a springboard for our work through the year."

"Conference has helped us to spread our reach and amplified our voice."

"Faultless service."

"Highly professional, friendly and supportive team."

"the tours are well organised."

"incredibly helpful and response to the inevitable challenges that arise when staging an event'

STAND PACKAGES

Exhibition stands are available in a range of options and include a Conference Guide listing entry in both our printed and digital copy.

Shell scheme stand

This is our most popular option and is ready for you to display graphics, insert a banner stand or bespoke backdrop. 60% of our exhibitors choose this.

Space only Sites

Purchasing the exhibition space only allows the freedom to design your own stand from scratch without the limitations of shell scheme panels. Use your own contractor or select additional services through our appointed contractor.

Prime Sites

Our Prime site locations are placed throughout the Conference venue in main walkways and near key Conference areas that attract the main footfall of Conference ensuring your stand holds a central position.

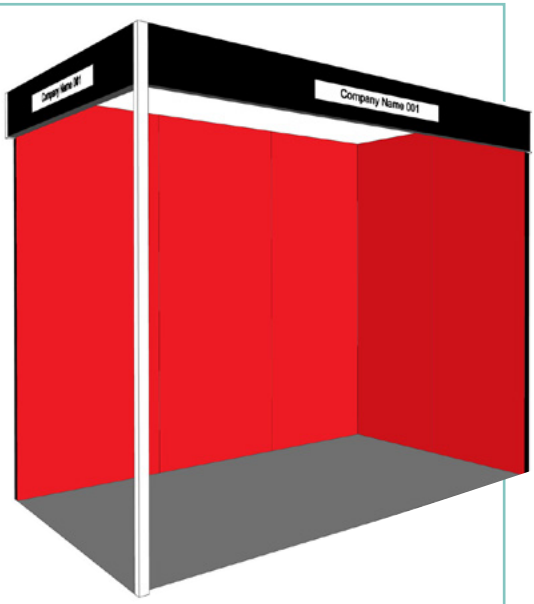
These stands are available as a complete or space only option.

To enhance your presence further all prime sites include a logo position and QR code on a collective banner in a prominent site within the Conference centre.

THE TECHNICAL BREAKDOWN

A shell scheme stand consists of a built shell scheme constructed 310mm high of red tweed panels that are 1m wide x 2.44m high with a black fascia board that is 310mm high and fitted with two spotlights, a single power socket and include a round coffee table and two chairs. A white Foamex board will be supplied with your organisation name and fitted to the fascia board. Corner stands will be open on two sides with a back and side wall. Centre stands will be open to the front only and supplied with a back and two side walls.

For illustration only



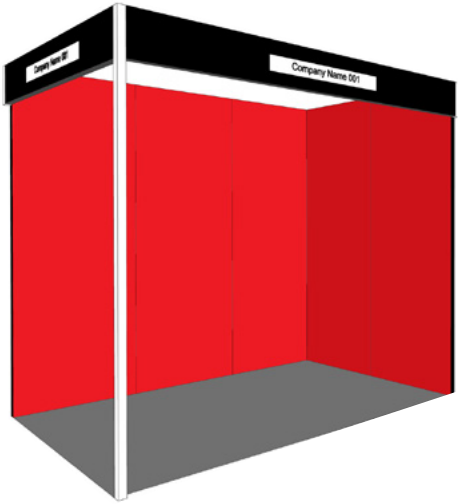
THIRD SECTOR ZONE

3RD SECTOR ZONE

These stands are available as shell scheme options only and are located in our main exhibition with prime sites on key walkways.

THE TECHNICAL BREAKDOWN

The Shell Scheme Package for these options include: A built shell scheme stand of 3m wide x 1m deep, each panel is 1m wide x 2.44m high, this includes, power socket, small table and two chairs with a name board above the stand. Corner stands will be open on two sides with a back and side wall. Centre stands will be open to the front only and supplied with a back and two side walls.



These small stands do not have enough space for banner stands with furniture and staff, please use wall graphic displays only.
Prime sites will include an upgraded fascia and logo on the stand and a logo and QR code graphic position .

For illustration only

FEATURE ZONES

A limited number of sites are available for space only lounges within the exhibition centre. These can be used for a solo project or for a shared theme as an integral part of our Conference.

CHARITY DISCOUNTS

Charities booking prime and standard sites on a two year booking option are offered a 20% discount on published costs with the costs spread over both years.

POLICE
BBC

Raise the Charity Lottery limits

Alzheimer's Society

FALKLAND ISLANDS

Accelerating digital connectivity
Extending our global reach

Alzheimer's Society
United Against Dementia
care reform must

ZERO CARBON HOMES
2025

GOES TO ALL
LUDING THE

WHAT IS INCLUDED

Each stand includes:

- **EIGHT** exhibitor passes for each stand 2m x 2m and over*
- **FOUR** exhibitor passes for stands of 3m x 1m*
- Exhibitor listing and logo in both printed and digital exhibition guide
- VIP stand tours with complimentary images delivered via social media
- Business centre and relaxation zone
- Exhibitor lounge with refreshments
- Exhibitor reception with VIP guests
- Best stand awards
- Dedicated support team
- Exhibitor website and regular newsletters

** subject to pass deadlines when free allocations end and late admin fees apply.*

What's next?

- Choose your site from new interactive floor plan - follow this link for available sites. *View Labour Conference 2022 Floorplan*
- Prime sites are highlighted in **blue**
- If you are a new exhibitor please include an overview of your organisation and planned stand activity with your completed application
- Read our terms and conditions before you sign up
- Complete, sign and return the booking form with a purchase order number if required by your organisation for payment

Our promise to you:

- Stands will be allocated on receipt of a completed application basis only
- We will do our best to meet your request and will call you to discuss the available options if your first and subsequent choices are unavailable
- An invoice will be issued for the full amount (this includes a 50% non-refundable desposit)
- All stands are subject to approval and we aim to notify you within 28 days of your application. A stand confirmation letter will be issued within seven days of approval
- An exhibitor manual link will be available 6 months before our event
- The link will include our pass accreditation process
- We will issue periodic newsletters to exhibitors
- We will provide a dedicated support service through our exhibitions team and appointed suppliers throughout the year
- Invites to training events

PROMOTIONAL OPPORTUNITIES FOR EXHIBITORS

There are a number of additional ways for you to enhance your presence at conference and highlight your stand to our 11,000 visitors.

Exhibition Banners

An opportunity to highlight your stand location and message with high visibility across our exhibition hall above your stand or as additional branding in catering areas.

Floor graphics

Highlight the route to your stand from the main entrance or catering point with our floor graphic option. A limited number of sites are available. These will be supplied in sets of 10 graphics for a route or alternatively as a single floor graphic position in front of your stand.

Feature exhibitor listing

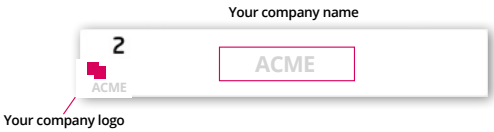
Upgrade the standard option of 50 words, your logo and website to 150 words in a highlighted listing box.

Fascia upgrades

All prime shell scheme stands include a full colour fascia nameboard with logo included as 1950mm x 250mm .

Standard sites will include a black/ white nameboard as 1100mm x 100mm.

This can also be booked as an extra service.



Help us to reduce the amount of printing at Conference.

New for 2022, all prime stands include a position on our QR code graphics located on main walkways.

Simply supply your QR link and we will print alongside your stand number and Logo.

Not booked a prime site, you can still book this as an added service

Advertising is one of the most effective ways to reach a politically engaged audience and all exhibitors are offered a 10% discount on advertising options subject to availability.

- Full page advert in guide
- Half page advert in guide
- Conference app banner advert
- Guide map logo
- Conference feed screen advert

LABOUR BUSINESS

The Labour Party Business Forum is the flagship engagement event for business at conference and is a crucial part of Labour's ongoing dialogue and consultation with business leaders from around the country.

This autumn we are returning to Liverpool for our Annual Conference. As part of Annual Conference, we are excited to invite you to take part in our Business Forum.

The Business Forum event will consist of speeches and Q and A's from our prominent Shadow Cabinet members, intimate policy themed roundtables with Frontbench politicians on your choice of topics, panel discussions with politicians and industry leaders, and lunch breakout networking sessions with Labour politicians.

Follow this link to *book your ticket* and for more information on applications, deadlines and pricing. For more information, contact the team on *business@labour.org.uk*

Our Labour Business team are running a series of round table events this year with our Shadow business team, interested in hearing more then get in touch via *business@labour.org.uk* or via Labour Business Relations via *Linkedin*

Receptions and events

There are a series of Labour Party Receptions and Events during Conference, for further information on Sponorship Opportunites contact our Labour Business team.

Labour
BUSINESS
Relations

FRINGE AT ANNUAL CONFERENCE

The 'fringe 'is the term used for the many individual events that take place around the main Conference. Hundreds of organisations host a range of events including seminars, debates, workshops and receptions across the Conference centre and host city.

It's a great opportunity for organisations to reach a wide audience. Annual Conference delegates, commercial visitors, MP's and other key decision makers make for lively and dynamic discussion on a huge range of topics. Booking your event directly through the Labour party enables you to take advantage of a full fringe package including:

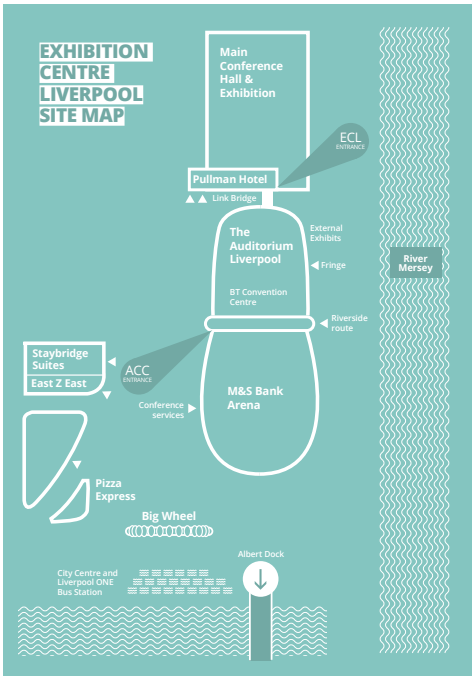
- Maximum impact by holding your event inside the Conference Zone
- Complimentary passes to Conference
- Discounted fringe listings
- AV on-site support service
- Priority advertising slots
- Dedicated Conference team to provide advice and support every step of the way.

Don't just take our word for it, here what our clients have to say.

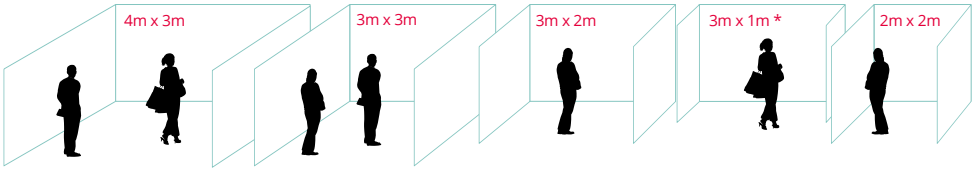
"We always choose to host events at the Labour Party Conference as we have found them beneficial in promoting the policy aims of our clients."
Connect Communications

www.labour.org.uk/conference, please check here for updated information on our Annual Conference fringe .

If you have any queries, please don't hesitate to get in touch with the Commercial team via at *conferenceservices@labour.org.uk* or on 0345 092 3311.



2022 COSTS



Size	Space only	Prime space only	Shell scheme	Prime shell scheme
3m x 1m*	n/a	n/a	£1,600	£2,200
2m x 2m	£4,150	£5,150	£4,950	£5,900
3m x 2m	£7,150	£9,150	£8,200	£10,100
3m x 3m	£9,500	£11,900	£10,850	£13,350
4m x 3m	£11,400	£14,000	£12,750	£14,350
Feature Zone	Price on application			

* 3rd Sector only

ALL COSTS ARE SUBJECT TO VAT AND FULL PAYMENT MUST BE MADE PRIOR TO CONFERENCE 2022.

- A 50 per cent non–refundable deposit will be included in your invoice. If you are required to raise a purchase order, please provide this with your application.
- A 20% discount will apply to charities booking a two year deal on standard or prime sites of 2m x 2m and above.
- ✱ 3m x 1m Third Sector Zone sites only, applications will be asked for their charity number or evidence they are a campaigning or voluntary sector group.
- A small number of sites are available at a reduced rate of £600 plus vat. Our Conference Arrangements Committee awards these. All applications should include a supporting letter; the deadline for this is 30 April 2022.

Political parties, elections and referendum act 2000 (PPERA)

The Political Parties, Elections and Referendum Act regulates donations to organisations involved in UK politics. The Act is not designed to affect genuine commercial relationships and explicitly excludes the hire of a stand at a party conference and various advertising and branding opportunities. These normal commercial deals are therefore not subject to any regulation under the Act.

Further information can be obtained from the electoral commission at ***electoralcommission.org.uk***

Promotional opportunities

Service	Size	Cost
Fascia graphic	1950mm x 250mm	£250
Floor graphic single	300mm x 300mm	£250
Floor graphic x 10	300mm x 300mm	£1,800
Feature listing	100 words	£250
Exhibition hanging banner	2m x 2m	£1,800
Exhibition hanging banner	3m x 2m	£2,000
Full page advert	160mm (w) x 223mm (h)	£3,900
Half Page advert	142mm (w) x 95mm (h)	£2,300
Conference app banner	-	£850
Logo on Conference map	-	£950
Conference feed screen advert *Special Exhibitor rate, subject to availability*	1920 x 1080 pixels which is standard 16:9 format	£1,000
Exhibition QR Wall	300mm x 300mm	£250

Changing the world
of work for good

Innovation Network

LBC
LEADING BRITAIN'S CONVERSATION

TRANSPORT FOR THE
NORTH

#defuse
abuse
YOU CAN HAVE DIFFERENT VIEWS
AND STILL BE KIND

Tideway

ANNUAL CONFERENCE 2022
APPLICATION FORM

STAND DETAILS

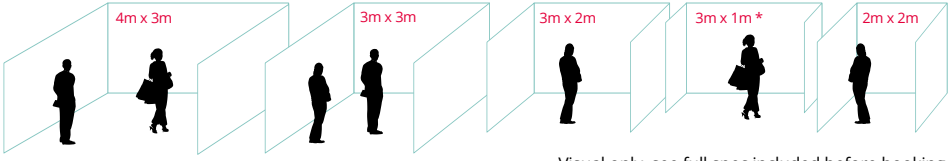
Booking name:

Space only sites

Size	Space only	Tick	Prime space only	Tick	Insert stand number choice 1	Insert stand number choice 2
2m x 2m	£4,150		£5,150			
3m x 2m	£7,150		£9,150			
3m x 3m	£9,500		£11,900			
4m x 3m	£11,400		£14,000			
Feature Zone	price on application		price on application			

Shell Scheme sites

Size	Shell scheme	Tick	Prime shell scheme	Tick	Insert stand number choice 1	Insert stand number choice 2
3m x 1m	£1,600		£2,200			
2m x 2m	£4,950		£5,900			
3m x 2m	£8,200		£10,100			
3m x 3m	£10,850		£14,350			
4m x 3m	£12,750		£14,350			



Visual only, see full spec included before booking

ADDITIONAL SERVICES

(Please tick)

- Fascia board upgrade
- Exhibitor listing upgrade
- Floor graphic
- Floor graphic x 10
- Feature listing
- Hanging Banner
- Full page advert
- Half page advert
- App advert
- Map logo

Costs apply to these additional services

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ANNUAL CONFERENCE LIVERPOOL 2022 APPLICATION FORM

FOR COMPLETE STANDS ONLY

Fascia name board to read:

I confirm that:

- I have read and agree to be bound by the terms and conditions of booking in this guide, for my chosen site on the *plan*.
- I confirm that I have checked the height restriction for my chosen site on the floor plan provided.
- I confirm that I will submit an entry for the Conference guide of 50 words, website address and logo as hi res jpeg by 30 June 2022.

Signature	Position
Date	Client's signature *(If applicable)*

Please state your organisation or company classification *(Please tick option)*

- ☐ Commercial
- ☐ NGO
- ☐ Charity
- ☐ Small trader
- ☐ Union
- ☐ Public sector
- ☐ Other please state _____

YOUR DETAILS

Name	Email:
Organisation/Company	Twitter:
Address	Tel No.:
	Mobile No.:
	Client *(If applicable)*:

The Labour Party may use the information you provide about your views to understand which issues are most relevant to you and to help us campaign better. The Labour Party uses your personal data for a variety of reasons related to engaging in the democratic process. Where we rely on consent, you are always able to opt out. We may use the information you provide, such as name and postcode, to match the data provided to your electoral register record held on our electoral database, which could inform future communications you receive from us. To find out more about how we use your personal data and to view our Profiling Notice, please see labour.org.uk/privacy-policy

Return this form by post to:

Ann Kennedy
The Labour Party
Southside, 105 Victoria Street,
London SW1E 6QT

Via email to:

ann_kennedy@labour.org.uk
or exhibitions@labour.org.uk

SUBMIT

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Terms and Conditions

1. Definitions In these terms and conditions, Organiser means Head of Exhibitions as appointed by the National Executive of the Labour Party. Exhibitor means any person, company or organisation and the staff or agents of any such company or organisation to occupy space on the exhibition floor or public conference area. The premises means for Annual Conference, Liverpool ACC and ECL used by the organiser for exhibition purposes. Authorities mean the local authority, fire authority or any other relevant body or person having jurisdiction over the premises.

2. General (a) Each exhibitor is bound in all respects by these terms and conditions and have full knowledge of the exhibition regulations and shall observe and confirm to the venues regulations and by-laws. (b) All exhibiting organisations occupying exhibition stands or feature zones are subject to approval by the Labour Party; this applies to shared partners, sponsors, exhibitors and clients that will use the space. Organisations are required to notify the organisers of any such arrangements with details of planned stand activity on booking. (c) Once approved an allocation confirmation will be issued outlining purchased services. (d) Any complaint must be submitted in writing to the exhibition organiser or representative of the organiser within 14 days of the exhibition. (e) The organiser reserves the right to alter the layout of the exhibition at any time and individual stands will be notified if this occurs. (f) We will appoint preferred suppliers to provide services to exhibitors, advertising agents, photographers and other conference services. These will be allowed to contact our exhibitors directly. We do not provide our data to external organisations not already engaged in related activities. (g) the organisers will arrange for general cleaning at the end of each day, exhibitors may request a full stand clean for which the venue may make an additional charge. (h) The organiser reserves the right to waive or alter any of these terms and conditions in the interest of the exhibition either generally or in any particular case.(i) A small number of sites are available at a reduced rate of £600 plus VAT for charities and community groups. Our Conference Arrangements Committee awards these. All applications should include a supporting letter; the deadline for this is 30 April 2022. **Each exhibitor is required to submit an entry for the Conference guide of 50 words,a website address and hi res logo as jpeg by 30 June 2022. This logo will also be used for other print products. please note no other specification will be accepted**.

3. Security and insurance Each exhibitor is responsible for the security and insurance of their own stand and exhibits and for their own employees' insurance cover. In no circumstances will the organisers or the Premises accept responsibility or are liable for loss or damage whatsoever or howsoever arising. In respect of personal injuries or loss of or damage to property, caused by or occasioned by the exhibitor, their employees / servants /agents or property, arising out of or in consequence of occupation of the stand /exhibition of an article or process / or otherwise howsoever. The exhibitor will respect all risks of every kind whatsoever in respect of personal injuries to themselves / servants/ agents or of loss or damage to any of their property or property in their custody and the organiser shall be under no liability In respect of any such risks. **For clarity all exhibitors are required to provide their own public liability insurance.**

4. Trading rights (a) The sole rights of exhibiting merchandise and transacting business on the premises during the period of the exhibition are owned by the organiser who will, at their sole discretion, grant licenses. To exhibitors subject to these terms and conditions. Shared stands are permitted with written permission only and a fee may apply. (b) The use of external F&B providers are subject to venue approval. A facilitation fee equal to the total service value may be charged by the venue and or in house appointed supplier in addition to the stand hire.

5. Opening hours Stands must be open for business during the published daily opening hours of the exhibition which are Sunday 10am to 6pm, Monday – Tuesday 9am to 6pm and Wednesday 9am to 1pm. Applications will not be accepted from organisations that are unable to commit to attending for the full period of Conference, subject to change.

6. Conduct of exhibitors (a) Any exhibitor displaying equipment operating a sound system of any type will demonstrate only at low volume and may be required to reduce or cease activity. Likewise if it is considered that they are continually hindering or disturbing other exhibitors. (b) Exhibitors wearing promotional costumes that obscure their faces must remain within the purchased stand vicinity and be accompanied at all times for identification and security purposes. The failure to cooperate may result in the exhibitor being asked to remove the costume for the duration of conference. (c) Exhibitors must not display their goods so that, in the opinion of the organiser, they distract the light or impede the view or allocated stand boundaries along open spaces or gangways, or inconvenience other exhibitors gangway, or impede egress routes. (d) Any damages caused by an exhibitor to the venue whatsoever or supplied stands during the event will result in the cost of repair or specialist cleaning being charged to the exhibitor concerned at an appropriate value. (e) Leafleting is prohibited throughout the conference site, such activity much be confined to the purchased stand site. Unsolicited leaflets from public areas will be removed. (f) All exhibition signs and fascias must be confined to the stand space unless agreed in writing with the organisers. (g) Limited shared storage areas will be provided and no liability is held for security of items. Empty cases and packing are not permitted to be stored behind stands or void areas, contravening items will be moved to a storage point and it is the exhibitor's responsibility to obtain items as required. (h) All stands are responsible for ensuring their working area is maintained with due care and consideration to other exhibitors nearby, debris must be cleared. (i) Promotional giveaways as stand activity must be agreed in writing with exhibition organisers. Printed lanyards are not permitted as stand giveways. (j) Stands must be completed by Fri at 5pm prior to conference starting – only literature displays and minor set ups will be permitted after this time. (k) Stands or exhibits are not permitted to be removed before the official close of Conference. Exhibitors attempting to break down before close of conference will be fined £250. (l) In the event of the exhibitor failing to clear his/ her exhibits and fittings by the prescribed times, a charge may be applied by the organiser.

7. H&S obligations (a) It is a condition of entry into the conference that every exhibitor, contractor, sub-contractor,supplier and his / her agents comply with the Health & Safety at Work Act 1974 (HASAWA74) and all other legislation covering the venue. The exhibitor accepts that it is his / her legal and moral responsibility to ensure his/her own and others health and safety is not put at risk by their actions (or inactions) during the conference. (b) Construction (Design & Management) Regulations 2015. To help make it easier for you to comply with this we have provided guidelines in the H&S section for the stand category that applies to you. (c) Required submits – you are required to submit the relevant

H&S and CDM Regs documentation to our appointed consultant no later than 31 Aug 2022. (d) Appointed contractors must undertake a Risk Assessment for this event in accordance with Health & Safety at work Act 1974 and he/she has trained and notified his/ her staff and subcontractors in all areas identified as being of risk.(e) Principal stand contractor must have a suitable and sufficient Method Statement prepared for the conference and exhibitor should satisfy themselves of his/her competence to undertake the tasks required of him /her.(f) The Exhibitor responsible for the stand should ensure that their own company's Health & Safety Policy and the stand staff will be sufficiently instructed and trained in matters relating to Health & Safety in order to carry out their tasks competently. (g) All stands over 4m and those deemed complex must submit a structural engineers report and meet our appointed H&S consultant before work commences on site to ensure all required submits are in order. Exhibitors will be responsible for structure engineers reports and insert associated costs.

8. Construction & finishing The construction of stand, signs and fascias shall be of the following materials: (a) Non-combustible material (in accordance with the tests prescribed in the current BS 476:part4) Inherently non-flammable material – the standard ' flameproof' in accordance with the provisions of BS 5438:1976 or the standard of Class 1 when tested in accordance with the provisions of BS 476; PART 7:1971 b) All paintings must be carried out with water based paints. Finishes having an oil or cellulose base are not permitted to be prepared on site. (c) Plywood, hardboard, pulp board or fireboard rendered flame retardant by a process of impregnation acceptable to the licencing authority and bearing a distinguishing band mark to indicate that it has been so impregnated.(d) The use of a plastic of grade less than Class 1 whether in standard construction or display arrangements is prohibited. e) Durable, flame proofed fabric (flame proofed fabric which after being submitted to a washing treatment remains flameproof as determined by the method of test prescribed in BS5438) (f) Doors and gates forming part of an escape route should open in the direction of escape, clear of any steps, landings or public way and should if necessary be recessed so as not to obstruct the required width of the gangway, all doors must have vision panels.

9. General (a) All space only sites are responsible for the finishing of all external / walls areas that are visible and that of external walls adjacent to shell scheme stands, especially where the height is more than the standard shell scheme. (2.4m) (b) Any exhibitors bringing an exhibit/stand over 2.5m should check with the plans or organisers that there will be sufficient ceiling clearance. c) No petrol, spirit or other hazardous spirit, liquid or vapour is to be brought into the exhibition premises unless previously approved in writing by the organiser. d) Approval for unopened stand tops, enclosed or partially stands must be sought from the Exhibition organiser / H&S consultant e) Long runs of solid stand walls along gangway edges are forbidden – walls should have natural breaks and should ensure that at least one third of each side is kept open. f) Any exhibitor who has concerns on the weight of their stand should include this in their stand drawings and RA. g) The use of Helium gas balloons and gas cylinders is strictly forbidden h) Exhibitors are reminded to ensure that entry to their stand is fully DDA compliant. The general height permitted for platforms on stands is 100mm but areas may be super-elevated for display purposes. Details of super-elevated platforms above the height of 600mm to which persons have access must be included in your stand plan submit for approval with the relevant calculations. Flooring must be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of the floors. Any stand featuring an overall platform should ideally have a gentle sloping, non-slip ramped edge to avoid any trip hazards. i) The use of a vehicle as an exhibit must be agreed in writing with the organisers, the fuel tanks drained and a drainage tray placed underneath the engine block. Vehicles are not permitted to run engines during the exhibition. Exhibitors will also be required to secure vehicles with steering locks during the event. Access arrangements should also be considered and venue charges incurred for these will be passed to the exhibitor if not agreed beforehand.

10. Financial terms The rent of the stand spaces contracted by exhibitors is payable to the organiser as detailed on the application form. (a) The completion of an application form and the allocation of the purchased stand notified to the exhibitor forms a contract of agreement. (b) A purchase order must accompany the application form if required by exhibitors payment process – the cost will include a 50% non-refundable deposit payment that is payable within 30 days. (c) If the balance is outstanding by the settlement date, the organiser reserves the right to cancel the application, reallocate the stand and retain the deposit payment. (d) An exhibitor applying for space within the 30 working days prior to the opening date of the exhibition will be required to remit the full cost of hiring the stand (plus vat) with the completed application form. (e) Any exhibitor cancelling or reducing the stand space after the organiser has accepted the application is liable for the following charges: Up to 60 days prior to each event a 50 per cent charge will apply, or cancellations under 60 days the full cost of 100% charge will apply. (f) In the event of the abandonment or curtailment of the exhibition due to circumstances beyond our control, the organiser shall be entitled to retain or receive on account of working expenses; the rent paid or contracted to be paid by the exhibitor. (g) If for any reason the exhibition cannot be opened and held at the site on the dates specified, the organiser may at their discretion: (i) Postpone the opening of the exhibition until such a date as in the circumstances of the case appear to them to be reasonable; or (ii obtain such premises as in their opinion are suitable and hold the exhibition on the date originally specified; or (iii) declare the exhibition abandoned. (h) The cost of the stand covers the hire during exhibition hours only, permission may be granted for additional use of the space for which a fee may apply. Additional venue costs may also apply to facilitate this use beyond the stand hire period.

11. Disclosure The hire of conference exhibition space represents a commercial service at a fair market value and is therefore not required to be disclosed under the PPERA.

12. Conference photography Attendees agree to the usage of any photography taken by the official photographers. Some of these images will be tweeted during conference @lpexhibition. If you prefer an image not to be used by the party, please inform the Head of Exhibitions Ann Kennedy in writing.

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- British Heart Foundation
- Guide Dogs
- Alzheimer's Society
- Labour Friends of the Forces

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