



Ice Cream Alliance Annual Exhibition Terms & Conditions

Payment

1. A stand booking is only guaranteed when deposit / full payment is made and a signed copy of the terms and conditions are received at Head Office.
2. Bookings taken after Friday 24th March 2017 and before Friday 25th August 2017: A non-refundable deposit of 45% is due under our normal 30 days terms of business, with the remaining 55% stand balance to be received at our Head Office no later than Friday 29th September 2017.
3. Any booking taken on or after Friday 25th August 2017, but prior to Friday 29th September 2017: An invoice will be raised for the full amount and payment is required under our normal 30 days terms of business.
4. Any bookings taken from Monday 2nd October 2017 onwards: Full payment will be required by Credit / Debit Card or BACS transfer at time of booking.
5. We will not hold any stands on a provisional or reserve basis. Payment and signed terms and conditions are required as detailed above to confirm your stand space.

Alterations to Stand Bookings

1. If you decide to downsize your existing stand, please note **no refunds** will be given.

Space Only

1. Please note, 'space only' is only available to exhibitors which build their own stands. Where 'space only' is purchased but where carpet or walls are required as determined by the organiser to ensure the overall aesthetics of the Expo, a surcharge of £7 per m2 will be applied.

Cancellation

1. In the event of the stand being cancelled by the exhibitor for any reason, the following refunds will apply to **fully** paid stands only:

-	on or before Friday 29 th September 2017	25%
-	Monday 2 nd October 2017 onwards	0%

If only a deposit payment has been received no refund will be made.

PLEASE SIGN AND RETURN TO THE ICA HEAD OFFICE

2. The ICA (as organisers) reserves the right to cancel a stand at any point without liability. Should this occur, the ICA will agree to refund the total monies received for the stand only.

Stand Allocation & Requirements

1. Exhibitors should note that whilst we will endeavour to ensure that your chosen stand number and space is confirmed, stand numbers and location maybe subject to change prior to the exhibition at the discretion of the organiser or venue.
2. The ice cream industry within the UK is very diverse and as such exhibitors may find themselves located close to or adjacent to a competitor selling similar or the same products. The ICA is not responsible for the allocation or locations of competitors' stands. Exhibitors do not have the right to request that competitors' stands are re-located.
3. All stands MUST be built before 9pm on Monday 12th February 2018. All stands must be staffed throughout the entire exhibition; breakdown can only be completed when instructed by the organiser or venue management.
4. Any stands not present for the full duration of the show, will be liable for the pro rata daily rate that they are not present. This will be invoiced on return to the ICA Head Office and payment is required within 7 days. This could jeopardise any future opportunities with the ICA.

*Please note, no stand will be built without full payment being received.

**Please note, if you have been issued with the ICA terms and conditions, whether you sign them or not, they are legally binding when booking a stand.

Company:..... Stand Number:.....
Stand Size:.....
Name:.....
Signature:..... Date:

PLEASE SIGN AND RETURN TO THE ICA HEAD OFFICE