



TERMS AND CONDITIONS EXHIBITORS

Definitions and Interpretations:

“LIMITLESS”

The national youth and children’s ministry of Elim Churches, their staff and volunteers working on their behalf.

“EFGA”

Elim Foursquare Gospel Alliance. The legal charity name of Elim Churches. Their staff and volunteers working on their behalf

“The Exhibitor”

Any company or person ordering display space at the event, their staff and volunteers

THE CLOSING DATE FOR ALL APPLICATIONS TO BE PROCESSED IS:

1st DECEMBER 2023

1. Stand Application/Allocation

The Exhibitor must apply for a stand by completing and returning the stand booking form to the Events team at Limitless through the online portal. Stands are assigned subject to availability. Limitless reserves the right at any time to re-arrange the stand layout or allocation and compensation will not be given.

Please note that your application is a request from you to Limitless, to participate in Limitless Leaders. We are entitled to accept or decline this offer as we see fit based on our event type and our values. In either situation, we will inform you and the decision of Limitless is final.

2. Programme Advertising

Artwork will only be entered into the programme when full payment has been received.

For clarification, the Limitless Leaders Event Programme is a digital-only programme meaning that no printed media is being created.

Options are either half page or full page of A5 sized programme.

All artwork is to be in high-resolution PDF, JPEG, PNG or vector file format.

Artwork deadline is 1st December 2023

Any artwork deemed to be of an inappropriate nature, unhelpful images or wording, shall be returned and asked for an updated version.

If agreement cannot be found on the appropriate material for your printed advertisement, any decision of Limitless will be final and your payment shall be returned.

3. Payment

If your application is successful, an invoice will be issued for your quoted amount. You will have 14 days to pay the invoice in full.

After 28 days, Limitless reserves the right to add interest at the going rate. (Currently 8% + Bank of England base rate, found here: <https://www.bankofengland.co.uk/boeapps/iadb/Repo.asp>. More information can be found at <https://www.gov.uk/late-commercial-payments-interest-debt-recovery/charging-interest-commercial-debt>.)

If full and final payment is not received within 40 days of issue of invoice, Limitless is entitled to terminate the application and no refund shall be due.

In all instances, Full and final payment shall be required 14 days before the date of the event.

4. Cancellation

In the event of the Exhibitor giving written notice to Limitless of their intention to cancel or reduce their stand size or should they fail to occupy the space prior to the opening of the event, Limitless will have absolute discretion to deal with the display space as it thinks fit. In such instances, exhibitors shall be liable for the following cancellation.

Before 22nd December 2023:

50% of the fee will be forfeited

After 22nd December 2023:

100% of the fee will be forfeited

For the removal of doubt, “the fee” includes any additional items added to the exhibition space or advertising space such as meals and accommodation.

5. Change of Date or Venue/Event Cancellation

Limitless reserve the right at any time to change the date and/or venue of the event or to cancel it altogether if they deem it necessary due to events such as fire, acts of God, acts of war or violence, political unrest, labour disputes or any other cause beyond Limitless control. In such cases, the Exhibitor waives any and all claims they might have against Limitless for refunds, damages or expenses. In the event that the Event is cancelled by Limitless for commercial reasons such as lack of support then all sums paid by the Exhibitor for the stand will be refunded. The Exhibitor agrees that under these circumstances they will have no further claims against Limitless.

6. Set-up of Exhibits

Exhibitors will be responsible for delivery, erection, staffing, dismantling and removal of their stand and any material associated with it. The safety of this area is the responsibility of the Exhibitor.

All stands must be in place by 10:00 on Tuesday 30th January 2024.

7. Opening times

Stands must be manned during all opening hours as set out in the daily programme.
([Appendix 1](#))

8. Removal of Exhibits

No exhibit can be dismantled, packed away or removed before 12:00 on Thursday 1st February 2024. The Exhibitor must ensure that all equipment and materials are removed from the premises by 16:00 on Thursday 1st February 2024. Failure to do so may render them liable for costs incurred in storing and handling the equipment and materials together with additional site rental costs imposed by the venue and/or their contractors

9. Electrical Equipment

Any electrical equipment or appliances which the Exhibitor proposes to use requires a current Portable Appliance Test (P.A.T.) certificate.

Pat certificates are required to be sent electronically 14 days before arrival to the event to events@limitlesselim.co.uk.

Please bring copies of the certificates with you. Either electronically or hard copy.

Any equipment not accompanied by a valid PAT certificate shall not be permitted to connect to the event power supply.

A power socket will be provided on request.

10. Fittings

All stands, fittings and materials that the Exhibitor proposes to use for the event must be fire-retardant in accordance with the appropriate legislation.

All copies of compliance and testing certificates, structural reports (if over 3m high) along with Risk Assessments and method statements must be submitted to events@limitlesselim.co.uk 14 days before the event.

Please bring copies of certificates with you, including completed Risk Assessments.

You will be responsible for providing all table cloths, backdrops or display boards for your stand. All fittings should be of a high-quality professional standard.

The Exhibitor is not permitted to attach anything to the walls, floors, ceilings and other materials of the site.

11. Advertising and Intellectual Property

All articles, goods, advertisements, signs and any other materials displayed must comply with the law and be free from offensive or defamatory images, words or statements. They must not infringe any copyright, trademark, design, patent or other intellectual property right and must conform to any statutory provisions or regulations relating thereto. Furthermore, any images, words or statements deemed damaging to the Christian faith will not be accepted.

The use of the name or logo of Limitless and/or Limitless Leaders or any other combination of the event/organisation name and/or brand/logo is prohibited on any merchandise and marketing material.

Limitless reserves the right to ask Exhibitors to remove anything from their stand which is not appropriately certified or which it deems unsuitable at its absolute discretion. Exhibitors will indemnify Limitless against all actions, costs, claims and demands in respect of any breach of the provisions of this clause. Exhibitors will immediately remove any item from their stand if requested to do so by a member of the event management team.

12. Restrictions

Unless Limitless has granted prior permission in writing no Exhibitor shall make or arrange any:

- announcements with a microphone
- activities/sales outside their pitch space
- publicised special appearances
- Sales or distribution for free of books, e-books, mp3's, mp4's, CD's or DVD's

- Use or sale of combustible items, including candles.

The Exhibitor must ensure that any sound coming from their stand is kept to a volume that does not cause any annoyance to other Exhibitors, venues, exhibitors or delegates. In case of any dispute, Limitless' decision is final.

No part or whole of any pitch may be sublet by the Exhibitor without the prior written permission of Limitless.

The Exhibitor agrees to only sell their approved items. These items must be agreed with Limitless prior to the event. Any additional items being sold which are not approved shall be removed.

13. Security & Insurance

The exhibition area is located in an open area with public access throughout the day. EFGA, Limitless or any subsidiaries, contractors, volunteers and staff, do not accept any responsibility for the security of your stand, equipment or stock.

We suggest you speak to your insurance broker about insurance for your property whilst at the event.

The Exhibitor is required to hold their own Public Liability insurance, with an Indemnity limit of at least £5,000,000 per claim.

The Exhibitor must also hold employers liability insurance.

A copy of these must be submitted 14 days before the event to events@limitlesselim.co.uk and a copy must be available on site. Failure to supply this documentation on demand will result in the termination of your booking.

14. Health & Safety

The safety of your stand, your staff and volunteers, yourself and members of the public visiting your stand is your responsibility.

Copies of Risk Assessments, Method Statements, Electrical safety certificates, structural reports for any stand over 3m high, Public Liability insurance and employer's liability insurance

must be submitted 14 days in advance of the event to events@limitlesselim.co.uk.

Copies must also be available on-site whether electronically or a hard copy.

Failure to supply these documents on demand may result in the termination of your booking with no refunds being payable.

This list is not exhaustive of all documents that may be required for your stand. Each Exhibitor shall be checked individually depending on their activities.

15. Environment and Sustainability

Where possible and reasonable, Limitless requires all exhibitors to source their goods from ethical or sustainable sources.

16. Accommodation

You will be responsible for the booking and payment of your accommodation for the duration of the event. It is recommended that you do not book accommodation until your application has been accepted.

Full Board accommodation on site is available at an additional cost. Please notify us on the booking form if you wish to utilise this option.

In the case of utilising this option, the relevant terms of the booking terms and conditions found at <http://limitlesselim.co.uk/leadersterms> come into play. In the case of any discrepancy between the 2 documents, this document shall override the general booking terms and conditions. In any case, the decision of Limitless is final.

Limitless accepts no liability for items lost or stolen whilst on the event site

17. Human Access to the event

With your successful application, you will receive 2 passes for Limitless Leaders subject to the application being submitted before the closing date. The passes DO NOT entitle Exhibitors to any drinks or meals whilst on-site other than the free tea and coffee from the drink's stations.

Additional passes can be requested at the time of booking.

We will require the name and contact details of all your staff coming on-site. This is for the safeguarding of our delegates. The information will be held securely in line with our privacy and data policies and will only be used in the case of an emergency or incident.

If for any reason you need to change which staff members are attending the event, all new details need to be given to the Limitless staff team before the start of the event. Failure to do this could mean then new staff member would not be able to attend the event and any cost associated with their booking would be forfeit.

18. Vehicle Access to the event

During the event, vehicle movement is minimal on-site.

Please be responsible when moving your vehicle around site and adhere to any centre rules. Please do not block exits with your vehicle and park it in a marked bay when not loading or unloading.

Parking is free of charge on-site.

19. Accessibility

At Limitless Leaders we are dedicated to making our event as accessible as possible. As such, please make sure your stall is accessible for people with additional needs such as wheelchair users and people with impaired sight and hearing.

Please see [Appendix 2](#) for more information and guidance.

20. Contraband Products

The sale or distribution of alcohol, illegal drugs, legal highs, cigarettes or anything else unauthorised shall incur the immediate termination of your contract and you will be asked to leave the event immediately.

If the Limitless Event Leader sees it necessary, relevant legal actions will be taken.

The decision of the Limitless Event Leader and/or Limitless Director is final.

21. Conduct

Limitless Leaders is a Christian training event for youth and children's leaders.

The consumption of alcohol in excess, illegal drugs, legal highs, hallucinogens, or any other paraphernalia may lead to the person being asked to leave the site.

Furthermore, the protection of our delegates is foremost. Therefore, constant inappropriate language, constant innuendos, harassment of a delegate, sexual harassment or any other sexual conduct with a delegate is strictly prohibited and will result in the immediate dismissal of the offending staff member.

Recreational drugs and legal highs are strictly prohibited on site. The presence and/or use of them will result in dismissal.

Any cost incurred by the dismissal of an exhibitor's staff/volunteer will be the exhibitor's liability and Limitless or any subsidiary of staff thereof will accept no liability.

Furthermore, If the activity is deemed illegal and/or conflicts with Limitless Leaders safeguarding policy, the activity will be reported to the relevant authorities.

22. Disputes or Breach of Terms and Conditions

In matters of dispute, the authority and decisions of the Limitless Events Leader or

Limitless Director, or their representatives, is final and binding.

If the Exhibitor is in breach of any of the Terms and Conditions contained herein, LIMITLESS reserves the right, without notice to the Exhibitor to offer the pitch to another company or use it in any manner it deems fit. This shall not be construed as affecting the responsibility of the Exhibitor to pay the full amount specified by the contract.

23. Jurisdiction, Governing Law and Dispute Resolution

The Agreement and these Conditions shall be governed by and construed in accordance with the law of England and Wales.

Unless any alternative dispute resolution procedure is agreed upon between the parties, the parties agree to submit to the exclusive jurisdiction of the Courts of England and Wales in respect of any dispute which arises out of or under this Agreement.

If any provision of this agreement (or any part of any provision) is found by a court or other authority or competent jurisdiction to be illegal, invalid or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this agreement and the validity and enforceability of the other provisions of this agreement shall not be affected.

For event details or to apply, go to www.limitlesselim.co.uk/leaders

For concessions information or for general enquiries please contact:

Tel: 01684 588943

events@limitlesselim.co.uk

Elim Foursquare Gospel Alliance Registered Charity No.

251549 (England & Wales) SC037754 (Scotland)

APPENDIX 1

Provisional Opening Hours (Subject to alterations)

TUESDAY	
08.00 – 10.00	Exhibitor Arrival & Set Up
10.00 – 11.30	Exhibition Open
11.30 – 12.00	Main Meeting – Exhibit Closed
12:00 – 13:30	Lunch – Exhibit Open
13:30 – 14:30	Main Session – Exhibit Closed
14:30 – 15:30	Electives – Exhibit Closed
15:30 – 17:00	Social Time - Exhibit Open
17:30 – 19:00	Dinner and free time – Exhibit open
19:30 – 21:30	Main Session – Exhibit Closed
21:30 - Late	After-hours Networking – Close when seems fit
WEDNESDAY	
08:30 – 09:00	Delegates arrive from breakfast – Exhibit open
09:00 – 10:30	Main Session – Exhibit Closed
10:30 – 11:00	Coffee Break – Exhibit open
11:00 – 12:00	Main Session – Exhibit Closed
12:00 – 13:30	Lunch – Exhibit open
13:30 – 15:30	Electives – Exhibit Closed
15:45 – 18:30	Social time and dinner – Exhibit Open
19:00 – 21:00	Main Session – Exhibit closed
21:30 – Late	After-hours Networking – Close when seems fit
THURSDAY	

08:30 – 09:00	Delegates arrive from breakfast – Exhibit open
09:00 – 10:00	Main Session – Exhibit Closed
10:00 – 10:30	Coffee break – Exhibit Open
10:30 – 11:15	Electives – Exhibit Closed
11:30 – 12:15	Main Session – Exhibit Closed
12:30 – 14:00	Lunch – Exhibit end – Pack down
18:00	Clear of premises

APPENDIX 2

ACCESS GUIDANCE FOR TRADERS

Limitless Leaders is committed to making the event as accessible as possible.

We may have attendees with additional needs such as wheelchairs, impaired sight and impaired hearing.

It is essential that all traders on site consider access to their services in order to provide the best possible service. The following guidance covers a range of topics that we ask you to consider and to make plans for accordingly.

Access routes:

- Any created route (i.e. barrier-surrounded queue system) must be a minimum of 1.2m wide in order to allow for access by wheelchair users.
- No unnecessary barriers or ground surfaces (i.e. steps or cargo pallets) should be added to access routes that might impact access for people with mobility or sensory impairments.
- All access routes should be clearly sign-posted as appropriate. Dedicated accessible entrances / routes should be marked with the universal wheelchair symbol.
- Any constructed ramp should be a minimum of 1:12 in gradient.

Bars and Counters

- All traders that provide level or ramped access to a bar or counter should have a lowered section when the planned bar or counter is higher than 850mm. If a lowered bar or counter is not practical or safe, an adjustment should be made to enable people to view price lists and place orders easily. In practice, this might involve having staff able to take orders directly by coming in front of the bar or counter, taking money, and returning with drinks and change.
- The surface of any lowered counter section should be raised no more than 850mm from floor level.
- Where possible a recess should be included beneath the lowered counter section to allow users of wheelchairs to wheel right up to it.
- Any recess underneath a counter should be:
 - Height from floor level: 700-750mm
 - Width: at least 600mm
 - Depth underneath counter: 400-500mm
- All lowered bars/ counters should be positioned at the ends of bars and counters.

Assistance with Customer Choice

- Where drinks, food or merchandise lists are able to be provided, please ensure that you have black print on white background, laminated, large print (min. 18pt) menus available and/or on the bar or counter.
- Please consider that where appropriate, picture-based menus make choosing items far more accessible for some people on site.

For further information and advice on the events access facilities for festival goers with additional needs, please contact – events@limitlesselim.co.uk