



Exhibitor Manual

2026

Thursday 11 – Saturday 13 June 2026

Stoneleigh Park, Warwickshire

www.nationalfuneralexhibition.co.uk

Section One

<p>Show Organiser Kyle Daley National Association of Funeral Directors 618 Warwick Road Solihull B91 1AA T: +44(0)7716 242687 E:funeralexhibition@nafd.org.uk E:Kyle.Daley@nafd.org.uk</p>	<p>Postal Services c/o Kyle Daley – Exhibition Organiser NAFD Stand <insert stand number> Hall <insert hall number> National Funeral Exhibition Grandstand Group Stoneleigh Park Kenilworth Warwickshire CV8 2LZ</p>
<p>Hall services/catering/rigging Grandstand Group, Stoneleigh Park Kenilworth Warwickshire CV8 2LZ T: +44 2476 858 271 E: janew@stoneleighevents.com</p>	<p>Stand Build/Furniture/Equipment/Electrics Various Contacts; see relevant booking forms Showlite ltd Unit D, Usk Vale Parc, Mamhilad, Newport NP4 0JL T: +44 1264 365 550 E: exhibitorsales@showlite.co.uk</p> <p>Or Via the Exhibitor Portal - National Funeral 2026 Exhibitor Shop</p>
<p>Insurance/Liability SEIB Peter White T: +44 1708 850010 E: pwhite@seib.co.uk Steve English T: +44 1708 850019 E: senglish@seib.co.uk</p>	<p>Delivery labels C/O Stand <Insert Stand Number> Hall <Insert Hall number> National Funeral Exhibition. Grandstand Group, Stoneleigh Park Kenilworth Warwickshire CV8 2LZ</p>
<p>Audiovisual Equipment Hire ReMarkable t: 07395 058 887 e: mark@remarkableav.co.uk</p>	<p>Rigging Services Event Rigging Services Ltd email: naec@eventriggingservices.co.uk</p>

Section Two – Timetable

Opening and Closing Times:

The exhibition will be open to all registered **attendees** as follows:

Thursday 11th & Friday 12th June 2026 – 9:30 am – 4:30 pm

Saturday 13th June 2026 – 9:30 am – 4:00 pm

The exhibition will be open to all badged **exhibitors** as follows:

Thursday 11th & Friday 12th June 2026 – 8:00 am – 5:30 pm

Saturday 13th June 2026 – 8:00 am – 8:00 pm

Installation Period

Various access times have been agreed with the venue. These timings are set so that other contractors can ensure that all stands are marked out and electrical points installed. To aid in a smooth build for all involved, all exhibitors and contractors must adhere to the timings given.

Space Only Exhibitors

Each space-only stand will be allocated an entry time. You can arrive on site and begin to set your stand up this time. You cannot change this time unless you have been permitted the event organiser, as detailed in Section One of this document. This allocation aims to ensure that stands that need to cross others do so with no obstructions and ensure a smooth Event Setup.

Please ensure that if rigging or Forklift Trucks are required, you have made these arrangements via the required forms. Failure to do so will result in services not being provided.

All stand contractors must adhere to the times of entry provided. Failing to do so may result in delays, refusal to enter, or issues with access to the stand.

Space Only with Vehicles Inside

Each space-only stand with Vehicles inside will be allocated an entry time to build and an entry time for the vehicles to be delivered. Please note that the time you are assigned to bring your vehicles in must be adhered to because access will be restricted after this time. You can arrive on site and begin to set your stand up this time. You cannot change this time unless you have been permitted the event organiser, as detailed in Section One of this document. This allocation aims to ensure that stands that need to cross others do so with no obstructions and ensure a smooth Event Setup.

Shell Scheme

If you have a shell scheme stand, you will be allocated a time in the morning before the opening of the exhibition. If this does not work, please contact the event organiser to discuss the possibility of a different time.

You will have until 8 p.m. on June 10th, 2026, to complete the dressing of your stand.

Dismantling Period

The dismantling of exhibition stands will only be permitted after 4:30 pm on Saturday, 13th June 2026. Failure to do so may result in the exhibitor being refused to exhibit at future events.

Date:	Access Time:	Departure Time:
Saturday 13 th June 2026	4:30pm	8:00pm
Sunday 14 th June 2026	7:00am	3:30pm

Please be aware that should stand contractors wish to remove stands after 4:30 pm, parking outside the main halls will be reserved for exhibitors as a priority.

Any materials left in either hall i.e. fittings, fixtures, rubbish, will be removed by the organisers at the expense of the exhibitor.

Section Three – Stand Types

Space Only

Floor Covering

No floor covering will be provided for space-only exhibitors. Adequate flooring (i.e. carpet) must be provided by the exhibitor for the whole area. Our preferred supplier, Showlite can assist with this service.

Stand Design

In the interest of fairness, space-only stands must be designed to not offend or inflict harm on neighbouring stands. While limited amounts of walling built on the aisle line may be permitted to allow the building of an enclosure, this must be kept to a minimum and should be decorated in a way that will be pleasing to the opposite. A plan detailing the layout of the stand must be submitted to the organisers for approval.

Finish

All stands must be finished in a neat and clean manner.

Dilapidation

Should any damage be caused to the fabric of the building, the exhibitor will be responsible for the cost of rectifying this.

Stand Name and Number

All stands must include a name and given stand number. This must be clearly visible from adjoining gangways.

Stand Design Approval

Space-only exhibitors must submit stand plans for approval before Monday, 06 April 2026 to funeralexhibition@nafed.org.uk

Stand Construction

Detailed regulations regarding stand construction are shown in the next section of the manual. These regulations must be strictly adhered to

The organisers reserve the right to reject any stand design, which in their opinion, would be detrimental to the exhibition or to other exhibitors, and it's, therefore, essential that no part of any stand construction is commenced before approval has been given. Should any construction be built that contravenes any rules or regulations laid down or has not been approved by the organisers, the organisers reserve the right to require alterations to be made at the exhibitor's expense. The organisers' decision as to the interpretation of the rules and regulations will be final.

Shell Schemes

The basic shell system includes walls (where applicable), floor covering, fascia with name and number, and corner or fascia supports where necessary. All shell scheme stand exhibitors must complete the name board order form provided by Showlite.

Section Four – Construction

Mandatory Stand-Fitting Regulations

All work must be carried out in conformity with the requirements of the rules and regulations of Stoneleigh Park.

A) All stand structures, signs, notices, etc. must be confined within the area allocated and may not project into or over the gangways

B) No support may be made from the roof of the halls, nor may any fixings be made to the structure of the building.

Should you wish to fly, suspend or hang any items, speak to Showlite about utilising one of their Astra lite truss structures

Materials

The use of numerous materials in the construction of stands has given rise to problems in the past. the following information indicates what can and cannot be used in the exhibition industry

Materials should be either:

- non-combustible
- flame resistant plastic material
- flame resistant boarding
- timber of any thickness treated so as to be flame-resistant
- timber of thickness not less than 25mm or chipboard or block board each not less than 18mm in thickness

This applies to any part of a wall, floor or structure of all stands. The definition of non-combustible is satisfied if the material has been subjected to testing in accordance with the provisions of BS 476: part 4 1970

The introduction of plastic materials to stands for aesthetic reasons must be done with caution as, whilst they look good, plastics can be extremely flammable and can give off toxic fumes. The British standard that should be used in determining whether materials meet the necessary criteria of being fire resisting is BS 476 part 7:1971 and has a surface spread of flame classification of class 1

Where any materials used in the construction of a stand comprises a surface material together with a substrate, the material should be bonded throughout to the substrate, and the material in conjunction with the substrate should satisfy the relevant test criteria under BS 476.

The decorative finishes to stands (non-fabric material) should have been subjected to a test for flammability or for surface spread of flame, again to BS 476 part 7:1971 and have a surface spread of flame classification of class 1. Textile fabric materials shall not ignite when subjected to a flame duration of 10 seconds in accordance with test methods 1 & 2 of BS 5438, 1976

Paint used in decorative finishes on a stand shall be water-based paint. Oil-based paints can be used for small areas provided that they are not more than one-twentieth of the painted area of the stand and suitable PPE is used

Night sheets used to seal off a stand shall meet the criteria of flame resistance under BS 476 or BS 5438

Platform

- A. Platforms are not essential even with floor electrical or plumbing services. The general height may not exceed 10cm and must be clearly marked as to avoid any accidents. Areas may be super elevated for display purposes. Details of super platforms, above the height of 60cm to which persons have access must be submitted to the organisers for the approval of the authorities
- B. The flooring must not be less than 25 mm thick. Flooring must, in any case, 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 and visitors and exhibits having regard to the loading limits of the floors. Provision must be made for wheelchairs
- C. All raised platforms must have a sloped edge all the way around where visitors will enter, this is to remove trip hazards and also ensure that each stand is wheelchair accessible.**

Building Columns

- A. Where columns fall wholly or partly within the area of allocated space, they may be encased by the exhibitor on all four sides to a height of 2.50 m, but access must be allowed for any service outlets from the column
- B. The casing must be self-supporting and may not be fastened to the column. Only the faces of the casings (not the column) which fall within the allocated space may be used for display of photographs and other pictorial matter.

Partitions

Partitions separating stands may be erected up to a maximum of 4m high, but where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated.

Please note: it is the responsibility of exhibitors who have taken space only sites to supply, erect and decorate free standing single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.

The minimum height of the partitioning must be 2.5 m with a maximum height of 4m of which the area above 2.5m must be of double cladding and decorated to the choice of colour and material as agreed by the adjacent exhibitor.

The organisers can arrange for a shell scheme style dividing wall to be provided and will invoice each adjacent exhibitor separately. Our main stand contractor, Showlite can provide this service. Company details can be found on the enclosed contact sheet.

Stands Exceeding 4 Metres

The maximum height of space only stands is 4 metres, although in exceptional circumstances, we may consider features above this limit subject to very strict health and safety guidelines. Banners from the ceiling are permitted; please contact Grandstand for further information. Any exhibitor wishing to exceed 4 metres must first apply to the organisers for information on the procedure and stand fitting regulations. Multi-storey stands will not be permitted unless the Organiser, Health & Safety officer and Venue all agree to this feature.

Stand Contractors

Exhibitors must ensure that the construction and dismantling of stands are carried out in a safe and professional manner. The organisers recommend that space only exhibitors employ contractors who are also recommended suppliers. It is essential that stand specifications/designs are sent to the organisers before any contract regarding stand construction is entered into

The organisers reserve the right to stop work on any stand construction and, if necessary to employ approved contractors at the exhibitor's expense to complete any work on the stand if any of the regulations are not complied with

Section Five: Health & Safety inc. Insurance

Exhibitors Responsibility

It is the exhibitor's legal duty to ensure, so far as is reasonably practicable, that their stand and access to and from it are safe for stand staff, agents, visitors, contractors, and their subcontractors throughout the build-up, open, and breakdown phases. This includes any 'early access'.

The exhibitor (or exhibitors sharing a stand) is responsible for managing and overseeing the activities of contractors whilst working on-site. The contractors should also manage their activities. The exhibitor is also responsible for ensuring that all their exhibits, features and materials comply with the health & safety at work act, etc., 1974. The exhibitor is also responsible for ensuring that they and their contractors, comply with the Construction Design & management (CDM) 2015 regulations.

Appoint a competent person(s): You should first appoint a single planning supervisor (or 'safety co-ordinator') who will co-ordinate all stand functions throughout the installation and dismantling period. This person should be a senior member of your staff and will be responsible for appointing a competent stand designer and a competent principal stand contractor.

Review your accident records: How many accidents occurred on your stand last time? How did they occur? Can they be avoided in the future? Have you passed on all the safety information from the organisers? Please be aware that it is your own responsibility to log any accidents that occur on your stand.

Read this exhibitors manual thoroughly. Ensure that all parties connected with your participation are fully aware of the rules, regulations, and health and safety requirements.

Undertake a risk assessment (ra): A full and complete risk assessment document must be completed by all exhibitors and sent to the organisers by Monday, 6th April 2026. A template assessment is enclosed on the exhibitor portal on the website for your information and use.

Ask your principal contractors to undertake a risk assessment: Ensure that you see a copy of it, which should be specifically for your exhibition stand and shared with the organisers.

Notify all parties concerned of your findings: If you cannot eliminate a dangerous hazard that you wish to bring to site, agree suitable control methods with your stand staff and contractors including temporary staff. It is your responsibility to ensure all safety information that the organisers have sent you is shared with all members of your party

Paperwork: The organisers will require a full risk assessment, a copy of relevant insurance documents and complete method statement from the exhibitor by Monday, 6 April 2026

Review your safety measures for the show: revise the existing control measures where necessary and communicate your findings to all relevant parties.

Your appointed competent person must ensure that all operatives, including staff and contractors, are acquainted with the following:

- A. The understanding of fire and emergency procedures of the premises and the location of the medical centre on-site
- B. The need to maintain emergency gangways through and to the centre of the halls during the installation and dismantling period
- C. The use of hard hats when working beneath or near overhead working
- D. The need for operatives to wear suitable protective clothing relevant to their job, which includes eye, hearing, foot and hand protection
- E. The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas
- F. Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used
- G. Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it
- H. That stacker trucks are not used by other than fully trained personnel
- I. That disused fluorescent-type lighting tubes are placed in the collection bins in and around the halls, for safe and proper disposal
- J. That chemicals, noxious or flammable liquids are removed from the centre by the user or, in exceptional circumstances, brought to the attention of the hall owners for safe and proper disposal. Such products must not be placed in general rubbish bins or skips
- K. Any work area is maintained free from general waste materials which could be hazardous to operatives

That proper scaffolding is used during the construction of any buildings and structures within the halls, that safety features of the scaffolding are provided, as per laid down standards, and that any tower scaffold in use is properly stabilised and propped

- A. That all overhead rigging work is carried out by properly trained operatives and that such persons have available and in use approved and tested safety harnesses and equipment and that restrictions on portable equipment etc. which may be carried and / or used in such circumstances as over audience working is known to them and complied with
- B. All exhibitors must comply by wearing hi vis jackets and appropriate footwear on build and derig days. Failure to do this will mean exclusion from building or dressing your stand. You must provide the required PPE this is not provided by the organisers.**

Section Six: Stand Services

Electrical Requirements

- A. The official contractor for all electrical work in the exhibition is Showlite. Please see the contact sheet for their details, or look to the relevant requirement form attached.
- B. No electrical work should be carried out by any person or company other than Showlite unless approved by the organisers.
- C. An electrical order form which should be completed and returned to the official contractor together with a plan of your stand by Monday, 16 March 2026
- D. Only one four-way trailing outlet (500w maximum) per socket can be used. The flexible cord (round cable) cannot be longer than 2 metres.
- E. Exhibitors must order outlets that are appropriately rated for the equipment to be used. Excessive loads will result in a circuit break that may affect several exhibitors.
- F. The electricity at work regulations, notably regulations 4 and 16, describe the requirement that “all (electrical) systems shall at all times be of such construction as to prevent, so far as is reasonably practicable, danger” and that “no person shall be engaged in any (electrical) work activity where technical knowledge or experience is necessary to prevent danger or injury, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work”. the official HSE guidance to the electricity at work regulations suggests that “BS 7671 is a code of practice which is widely recognised and accepted in. The UK and compliance with it is likely to achieve compliance with relevant aspects of the regulations”. Absolute compliance with the BS 7671 standard is, therefore generally considered to
- G. Be the strongest legal defence for any given party in the event of legal action following an electricity eguide 2011 v2 pg. 43 related accidents, and some AEV venues may subsequently make this approach to electrical work a condition of tenancy

All stands require a certificate of safety. Our electrical contractor charges a mandatory £15.00+ vat to test and provide certification, which is included in the cost of your stand installation where specified. Where space-only contractors have been permitted to install lighting and/or electrical fittings, a test certificate must be provided or can be obtained through our official contractors. A copy of said certificate must be sent to the organiser.

Hall Services

Exhibitors requiring pipework mains, building services, communications cables, etc., should contact Stoneleigh Park. Details can be found on the contacts page.

Furniture

The official contractor is Showlite; they have provided a set list of furniture. If you require a copy of this, then please contact funeralexhibition@nafed.org.uk.

Telephones and Internet Access

Stoneleigh Park is wi-fi enabled and exhibitors should contact the organisers on arrival for details on how to operate the service. This service is provided free of charge. If you were using the internet as an integral part of your stand (e.g. to demonstrate a product/website), we would advise obtaining a dedicated wi-fi/hard-wired connection for this purpose. Please go to Stoneleigh Parks.

Photography and Videography

Any exhibitor requiring stand or event photography or videography during the exhibition may use the services of our official photographer and videographer. We would suggest requesting this prior to the show, if you do require the services of the official Photographer and Videographer please email – funeralexhibition@nafed.org.uk

Catering

Stoneleigh Park Catering has sole rights for the sale or distribution of any article of food or drink. Any stand providing refreshments to exhibition visitors must comply with the very strict requirements of the Food Hygiene Regulations 1990. We would therefore recommend that only a minimum of refreshments be provided. If an exhibitor is planning on supplying food/alcohol to the public, then please ensure that the organisers are made aware, as a form will need to be completed for insurance purposes. Exhibitors have access to a full range of catering services, from full hospitality to snacks and beverages provided by the in-house catering team.

Alcoholic Drinks

The serving of alcoholic drinks is only permitted if the appropriate paperwork has been completed and can only be served between the hours of **11 am and 4.30 pm** and to 18-year-olds and over.

If you wish to serve alcohol on your stand, please email funeralexhibition@nafed.org.uk. The relevant forms will be sent to you for completion, and a corkage charge will be payable to Stoneleigh Events.

If any alcoholic drinks are given out before 11 am the exhibitor will forfeit the right to serve alcohol on the stand for the remainder of the event, and the organiser will remove all remaining alcohol.

Stand Cleaning and Refuse Disposal

Stands will be cleaned daily, outside of show hours and during the show open period. However, please note this does not include the cleaning of actual exhibits.

Where stands are constructed with offices or interiors, or if a night sheet is being used, duplicate keys should be left with the organiser's office to allow access for cleaners. Exhibitors requiring emergency cleaning during the exhibition should contact the organiser's office please dispose of any liquids to avoid spillage and damage to the carpets.

Authorised Contractors

Only contractors with permission from the organisers will be permitted to canvass for work within the halls. Any unauthorised contractors found canvassing will be expelled from the halls immediately.

Tips and Bribery

Whilst some exhibitors may wish to reward individual contractors with a tip, we must advise that under no circumstances should any exhibitor offer any contractor or person within the hall money or gifts to obtain preferential treatment. Such practices are objectionable to all reputable contractors and only delay other necessary work. Any exhibitor who is approached by any individual for a bribe should immediately report the individual concerned to the organisers.

Additional Services

Exhibitors requiring any additional services or who have queries regarding any aspect of stand fitting and stand requirements should contact the organisers.

Section Seven: Promotion

Exhibition Catalogue / Show Guide / E-Guide

Exhibitor Manual 2026 – June 2026 – V1

The exhibition catalogue is a vital reference guide both before, during and after the show. It is, therefore in the exhibitor's interest to ensure that the booking form is completed correctly and efficiently.

Represented Companies

If an exhibitor is representing another company on their stand, they may wish to ensure that that company is also represented in the show guide. If this is the case, please contact the organiser to arrange this.

Section Eight: General Exhibitor Information

Traffic

All exhibitors must abide by the requirements of the hall owners and the exhibition security personnel regarding the parking of vehicles and for the loading and unloading of goods.

Delivery, Storage and Removal of Goods

Goods for display cannot be delivered before 8:00am on Tuesday, 9th June, and a representative from the exhibiting company must collect them from the organiser's office. Small packages can be received at the organiser's office from 1:00pm on Monday 8th June, but the organisers accept no responsibility for loss or damage. The address for delivery of goods for display can be found on the contact page

Exhibitors should be aware that there are no facilities for the storage of packing cases or excess goods during the show and that they must make their own arrangements to ensure that excess material is removed from the hall prior to the commencement of the show. If this is not possible please contact the event organiser

Under no circumstances may empty crates, cartons or other packing material be left on, under, or behind any stand or any other area within the hall.

Customs and Excise and Importation of Goods

Customs and excise and importation of goods

Exhibitor Conduct

Exhibitors should ensure that their conduct is such that will not offend visitors or other exhibitors and should avoid excessive noise, caused by audio visual presentations, music, or any other source. Where, in the opinion of the organisers, excessive noise is such that it is considered offensive, they reserve the right to insist that the exhibitor be required to cease operation of any such device.

Offensive Displays

No exhibitor will display, or permit the display, of any material which could be considered obscene or could cause offence to any other person.

Canvassing

No exhibitor or any other person will be permitted to canvass buyers outside the perimeter of their stand. It is, however, acceptable to use promotion staff within the hall.

Should any exhibitor be aware of persons from any other company, an exhibitor or visitor, they should immediately inform the organisers, and the appropriate action will be taken. The organisers will not permit any form of elicited canvassing by hawkers within the confines of the exhibition site, which includes all entrances, car parks and any other area which they have jurisdiction over.

Exhibitor Passes

Exhibitors must order all personnel passes. All persons entering the hall at any time during live tenancy will be requested to have Exhibitor Name Badges.

Hotel Reservations

All hotel reservations will need to be booked by the individual exhibitors.

Promotion Staff

Whilst promotion staff will be permitted to circulate the exhibition to promote goods or services offered by the exhibitor, they are not permitted to waylay buyers. Neither shall they be permitted to stand for any period of time at the entrance to the exhibition or in a position within the halls which could cause offence to other exhibitors.

Organisers' Discretion

In all matters concerning the behaviour of exhibitors or visitors, the organisers shall have the absolute discretion to cease any operation which, in their opinion, could be considered detrimental to the smooth running of the exhibition and reserve the right to expel any visitor or exhibitor who does not conduct themselves in a reasonable and unobjectionable manner.

Security

Security guards will be in attendance during both the installation and dismantling period as well as during the open days of the show. Exhibitors should, however, be aware that it is impossible to maintain constant security on individual stands or items. Neither the organisers nor the hall owners accept responsibility for any item stolen or lost during the tenancy period and would remind exhibitors that it is.

Their responsibility to maintain vigilance at all times

Exhibitor Insurance

Exhibitors must, as a condition of exhibiting, take out adequate insurance in respect of all claims regarding third parties. All NFE 2026 exhibitors need to carry public liability insurance with a minimum indemnity limit of £5 million. The cover must be in force for the dates of the event plus any additional days to allow for set up and break down of your stand. You will need to submit proof of insurance to NAFDV before Monday, 23 March 2026. we will accept a copy of your policy schedule as proof of insurance, providing it shows the following details: name of insurer | policy reference number | cover start and expiry dates | limit of indemnity.

The exhibitor shall indemnify and keep the NAFDV indemnified against all losses, damages, costs, charges and expenses (including contingent and consequential loss of profit) in respect of each claim and all actions, proceedings, costs, claims and demands in respect thereof.

Postal Services

letters and small parcels for exhibitors can be sent to the event organiser. Please use the postage label in Section One under Postal Services. Parcels will need to be collected from the organiser's office and will not be placed on exhibition stands.

Fire Extinguishers

The hall owners will provide fire extinguishers where appropriate. It is possible that some exhibitors may require additional safeguards for flammable materials or liquids. If any exhibitor is unsure of the situation, they should contact the organisers. The cost of any additional equipment will be charged to the exhibitor.

Action in Case of Fire or Personal Injury

A fire evacuation procedure will be provided on arrival

Registered Designs

Inventions which are intended for show at the National Funeral Exhibition should be protected by a UK patent before the exhibition opens

Broadcasting of Music

There are strict regulations in place regarding the broadcast of music from exhibition stands. To ensure that all rules are adhered to, a license must be obtained. further information can be found online at:

www.ppluk.com

www.prsformusic.com

Dangerous Substances etc.

Should anything which could be considered a danger to other exhibitors or visitors be present on a stand, the organisers must be informed so that any special requirements can be met. Any cost incurred will be met by the exhibitor.

Lost Property

Any lost property found within the halls should be handed to the organiser's office. Any items in the organisers' possession at the end of the tenancy will be handed over to Stoneleigh Park; it is then at their discretion to dispose of in a timely manner.

Third Party Liability

The exhibitor is responsible for all claims arising from personal injury or damage to property arising in connection with the erection, exhibiting or dismantling of the exhibitor's stand and anything permitted, omitted or done thereon or therefrom during the period of the exhibition or the construction and dismantling period caused directly or indirectly by the exhibitor or any contractor, subcontractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other article or thing of the exhibitor or in the possession of or use of the exhibitor or any servant or agent of his. The exhibitor will indemnify the organisers in respect of each and every such claim.

Exhibitors or Stand Holders Property

The organisers do not accept responsibility for any loss or damage from any cause whatever, in respect of any property brought to the exhibition premises by exhibitors or stand holders or their servants, agents, subcontractors, or any other property brought to the premises, whether it is their property or not.

Visitors

Only bonafide trade visitors will be permitted to attend the exhibition. All visitors will be required to wear an identification badge while in the halls.

Cancellation of Exhibition

The NAFDV reserves the right, without the obligation to enforce, to apply the following cancellation charges and to reallocate or resell the space booked by the trade stand holder if:

- (a.) the trade stand holder wishes to cancel the booking or
- (b.) the trade stand holder fails to meet the payment terms detailed overleaf, either in amount or date of payment.

If the trade stand holder fails to occupy the space by the opening time on the first day of the exhibition, the NAFDV reserves the right (but without being obliged to do so) to treat the contract as being cancelled by the exhibitor and apply the cancellation charges and re-allocate the space.

In all cases:

Written notice of any cancellation must be sent and received by the NAFDV.

More than twelve months prior, cancellation can be made with loss of deposit only.



Cancellations up to six months prior can be made with a loss of deposit and a charge of 50% of the total cost, excluding any discounts.

Less than six months prior, cancellation can be made with 100% of the total cost, excluding any discounts, charged. Deposits are non-refundable, and the NAFDV recognises that its actual loss may exceed these sums (because the NAFDV may be unable to reallocate or resell the space booked and may incur additional costs in attempting to do so). These sums represent a genuine attempt to pre-estimate the loss the NAFDV may suffer.

Failure to Vacate

If the exhibitor, agents, or subcontractors fail to remove all their property or otherwise fail to vacate the exhibition premises by 6:00pm on Sunday, 14 June 2026. the organisers will hold the exhibitor fully responsible for any penalties imposed by the venue owner or any other losses and costs incurred by the organisers as a result of the exhibitor failing to vacate the premises by the agreed time.