

Caterpillar Hill Limited

First Floor, Lipton House, Stanbridge Road, Leighton Buzzard, Bedfordshire, United Kingdom, LU7 4QQ | Company Registration Number: 13284328 | August 2026

TERMS AND CONDITIONS FOR EXHIBITING AT IN-PERSON EVENTS BY WORD+ EVENTS

1. DEFINITIONS

“Contract” means the Exhibition Space Contract, these Terms and Conditions and the Exhibitors’ Manual (where issued). “Exhibitor” means the person, firm or company taking a stand. “Organisers” means Caterpillar Hill Ltd. “Licence Fee” means the total price payable by the Exhibitor under the Exhibition Space Contract. “Venue” means the location where the exhibition is held. “Authorities” means relevant local, county and other public bodies.

2. RULES, REGULATIONS & STAND ALLOTMENT

The Exhibitor must comply with all Authority and Venue rules and with the Contract, including the Exhibitors’ Manual; exemptions are only valid if given by the Organisers in writing. A stand is held for 30 days after signing/purchase order, subject to full payment; unpaid stands may be reallocated without notice. The Contract is a licence, not a tenancy — the Organisers may alter the floor plan, size or location of stands (with a proportionate fee adjustment if space is reduced, never increased) or substitute a different stand. Allotment does not imply approval of exhibits; the Organisers may exclude anything not germane to the exhibition, and their decision is final. The Contract is personal to the Exhibitor and may not be assigned, subcontracted or sublet, and no other party’s goods, names or literature may be displayed without the Organisers’ written consent. The Organisers may refuse to let the Exhibitor occupy a stand if there is an outstanding material breach, including unpaid fees.

3. CANCELLATION OF THE CONTRACT BY THE EXHIBITOR

The Exhibitor may cancel the Contract by giving at least 30 days’ written notice, acknowledged by the Organisers, to expire no later than the next cancellation date below. The Organisers are entitled to retain, or require immediate payment of, the applicable percentage of the Licence Fee:

Notice given by the Exhibitor	Fee due (% of stand space)
At least 10 months’ notice	25%
At least 8 months’ notice	50%
6 months’ notice or less	75%
2 months’ notice or less	100%

These cancellation dates and fees cannot be changed and are unaffected by any payment plan agreed with the Exhibitor (save as set out under Alteration of Exhibition Dates, below).

4. PAYMENT

The Licence Fee is payable in full according to invoice.
Outstanding debts may be passed to a Legal Collections Agency, with recovery costs charged to the Exhibitor.

5. ALTERATION OF EXHIBITION DATES & BREACH OF CONTRACT

The Organisers may move the exhibition dates (by no more than 12 months, and not within 120 days of the opening day), adjusting cancellation and payment dates accordingly and notifying the Exhibitor. The Organisers may terminate the Contract immediately if the Exhibitor becomes insolvent, fails to pay an instalment, or breaches any other obligation and fails to remedy it within 14 days of notice. On termination for breach, the Organisers may remove the Exhibitor’s property at its risk and cost and recover all related legal and reinstatement costs from the Exhibitor.

6. CANCELLATION OF THE EXHIBITION, LIABILITY & INSURANCE

If the exhibition is abandoned, cancelled or suspended for reasons outside the Organisers’ control (e.g. war, fire, emergency, strike, unavailability of premises), the Organisers owe no refund and no liability, though the Venue may be substituted. If the Organisers cancel for commercial reasons up to 14 days beforehand, fees already paid are refunded within 120 days in full settlement. The Exhibitor exhibits at its own risk; the Organisers’ total liability is capped at half the Licence Fee paid, excludes indirect/consequential loss, and this cap does not limit liability for death or personal injury caused by the Organisers’ negligence. The Exhibitor indemnifies the Organisers against claims arising from its own acts or omissions. The Exhibitor must hold adequate public liability and employer’s liability insurance (and cancellation insurance) and provide evidence on request; the Organisers accept no liability for failure of Venue services or infringement of the Exhibitor’s IP rights.

7. ADMISSION, CONDUCT & EXHIBITING

Opening hours and stand-readiness times are set out in the Exhibitors’ Manual; exhibits may not be removed or covered before the official close. Only official passes and tickets permit admission, and the Organisers may refuse entry or withdraw a pass at their discretion. Gangways must be kept clear, and advertising/literature distribution is confined to the Exhibitor’s own stand. Exhibits must fall within the exhibition’s scope and Organisers’ approval; stands may not be sub-let. Stands must be staffed and open throughout show hours; Exhibitors must not canvas visitors outside their stand and must conduct themselves so as not to cause disturbance, on pain of removal. Machinery, video/sound equipment, lasers and competitions require the Organisers’ prior written consent and must meet safety and noise requirements.

8. STAND DESIGN, CONSTRUCTION, DELIVERY & REMOVAL

Shell-scheme stands must follow the Organisers’ specification; additional fittings may not exceed the shell height. Space-only stands require the Organisers’ approval of design and a contractor bound by the industry Working Rule Agreement; multi-storey or unusual stands need Authority approval via the Organisers, with plans submitted in advance. Walling, backing and stand-number panels must meet the design rules in the Exhibitors’ Manual, and all electrical work must use the Organisers’ appointed contractor. Deliveries and build-up/breakdown must follow the published timetable; the Organisers do not sign for goods on an Exhibitor’s behalf. All exhibits, materials and rubbish must be removed by the specified deadline, failing which the Organisers may remove them at the Exhibitor’s risk and cost. Exhibitors are liable for all damage or dilapidation to the Venue, Shell stand structures or fittings, assessed and charged by the Organisers/Venue.

9. SERVICES, FIRE SAFETY & DANGEROUS MATERIALS

Only the Organisers’ official contractors may be used for photography, catering, cleaning and other exhibition services, save for site-only construction and shell interiors. All display materials must be fireproofed; naked lights, explosives, petrol and highly flammable substances are prohibited without prior written Organiser and Authority consent, and fire extinguishers/alarm points must be observed. Breach of fire or safety provisions makes the Exhibitor liable for resulting claims, loss and damage.

10. GENERAL

The Organisers may add to, alter or remove these Terms and Conditions at any time; the English-language version prevails over translations. Exhibitors must pass on relevant terms to their agents and contractors and remain responsible for their compliance. The Organisers and Venue owners may enter the Venue at any time for works or repairs, without compensation to the Exhibitor. If labour disputes threaten stand-fitting work, the Organisers may require work to stop, change or be carried out differently, or terminate the Exhibitor’s licence by immediate notice. All notices must be in writing and are deemed served the day after posting (or same day for fax, if confirmed by post). This Contract is governed by English law and the exclusive jurisdiction of the English courts.