



**AFCEA LONDON CHAPTER TERMS AND CONDITIONS:
TriCyCIS 2025 CONFERENCE – JUNE 26TH 2025 – PULL-UP BANNER EXHIBITION SPACE**

1. Terms

- 1.1 A reference to 'us' or 'we' is a reference to the AFCEA UK London Chapter, also known as AFCEA London.
- 1.2 A reference to 'you' or 'client' means the organisation / company and point of contact, who wishes to exhibit and who are responsible for the commissioning and payment of the invoice.
- 1.3 'Invoice & Schedule' means the document setting out the details of the services being booked which, together with these terms and conditions, forms the 'Contract' between AFCEA London and the Client for that event.
- 1.5 'Force Majeure Event' has the meaning given to that term in clause 4.2

2 Booking & Payment

- 2.1 Bookings for the hire of Pull-Up Banner Exhibition space at TriCyCIS 2025, to be held at Royal Holloway University of London, on 26th June 2025 can be made either directly on line via the dedicated website www.tricycis.co.uk, or by emailed requests to tricycis@afceauk.online. If requested by email, we will issue an Invoice & Schedule. The schedule represents confirmation of your participation at the Event. Bookings made online must acknowledge having read and agreed to these Terms and Conditions before proceeding.
- 2.2. We require full payment of Invoices prior to the event. Only when payment has been made will the booking be deemed as confirmed.
- Payment terms are strictly 30 days from date of invoice. Cheques should be made payable to: AFCEA London.
 - Invoice payments by Credit Card can be made via the dedicated event website at www.tricycis.co.uk
- 2.3 For payment by Bank Transfer, our account details are as follows:
- Lloyds TSB Sort Code: 30-91-79
- Account Name: AFCEA London
- Account Number: 00665968
- IBAN: GB95 LOYD 3091 7900 6659 68
- 2.4 AFCEA London Chapter is not registered for VAT.

3. Cancellation by You

- 3.1 Once your booking has been confirmed, any change by you will be considered as a cancellation unless otherwise agreed by us in writing.
- 3.2 If you wish to cancel your booking, the following charges will apply:
- More than three months' notice – Full refund available
 - Less than three months' notice – 90% charge of the total value of the booking
 - Less than one month's notice – 100% charge of the total value of the booking

4. Cancellation by Us

- 4.1 We reserve the right to cancel any booking that we cannot fulfil for reasons beyond our control.
- 4.2 We cannot accept responsibility if we cannot provide the contracted services because of circumstances beyond our control (a 'Force Majeure Event') including, but not limited to:
- Acts of God, flood, earthquake, adverse weather conditions, or other natural disaster,
 - interruption or failure of utility service, including but not limited to electric power, gas or water,
 - terrorist attack,
 - civil commotion, sit-in or riots,
 - any law or government order, rule, regulation or direction, or any action taken by a government or public authority,
 - fire, explosion or accidental damage,
 - any labour dispute, including but not limited to strikes, industrial action or lockouts,
 - non-performance by suppliers or subcontractors,
 - collapse of building structures, failure of plant machinery, machinery, equipment, computers or vehicles,
 - epidemic or pandemic, (which shall include Covid-19).
- 4.3 If we are subject to a Force Majeure Event that we believe is likely to affect your booking, we shall use every effort to notify you as soon as is reasonably practical. If we believe that we have no alternative but to cancel your booking, our sole liability to you shall be to refund you any money that you have paid in advance towards your cancelled booking and you shall not be liable to make any further payments for such booking.
- 4.4 If we are subject to a Force Majeure Event, but we still reasonably believe that we are able to proceed with the

event, the provisions in Clause 3 shall continue to apply if you decide to cancel all or part of your booking.

5. **Exhibit Space & Stand Etiquette**

5.1 Pull-Up Banner Exhibit space includes:

- Approx..2 x 1 meter exhibit space (room for one standard size roller banner pull up)
- 1 table, tablecloth & 2 chairs
- Access to a 13 AMP power socket
- Wi-Fi Internet access
- General cleaning
- General security services
- Web publication (logo on the event website)
- Logo on certain printed or electronic conference materials
- Opportunity to distribute company marketing material during the event
- 1 Conference Delegate pass
- Lunch and tea /coffee breaks

5.2. You must keep your Pull-Up Banner Exhibit within the bounds of the floor space made available to you. We reserve the right to refuse entry to oversize stands.

5.3. Displays and demonstrations are limited to the confines of your own stand area, as is the distribution of literature or other items. You must not block or obscure any door or fire exit under any circumstances.

5.4. Sharing Pull-Up Banner Exhibit space with another company is not permitted, unless agreed by us in writing. An additional charge may apply.

5.5. Once confirmed, Pull-Up Banner Exhibit space is not transferrable. (See clause 3)

5.6. The names of your exhibit personnel must be confirmed at least 10 working days prior to the event. Substitutions will be accepted up to 48 hours prior to the event.

5.7. The Pull-Up Banner Exhibit space is an integral part of the TriCyCIS 2025 Conference. Exhibits personnel must register according to the rules of the TriCyCIS 2025 event.

5.8. In your own best interest and for security, you are required to keep an attendant in your Pull-up Banner Exhibit space during all conference breaks and refreshment periods. You may not dismantle or remove any part of your exhibit or equipment once it has been set up, until the conference closes.

5.9 We reserve the right to limit or prohibit prize drawings or contests, distribution of novelties including literature bags or envelopes and any "extreme" promotional activities.

5.10. The dress code for Exhibitors is normal business attire. Costumes not regularly associated with the business

and professional character of the conference will not be allowed.

6. **Damage**

6.1 You must accept responsibility for any damage to the Venue property (or to that belonging to any individual or organisation) other than fair wear and tear, and for injuries, fatal or otherwise to any person(s) arising from or in connection with their use of facilities caused by negligence, wilful act, or default. We reserve the right to ask any person or group of persons to vacate the venue premises immediately for bad or inappropriate behaviour.

6.2 The costs of repairing any damage caused to the property, contents or grounds by you or any of your guests must be reimbursed directly to the venue owner by you.

7 **Insurance**

7.1 We do not insure exhibitors, nor their equipment under any circumstances. You are urged to make your own arrangements to insure your equipment and exhibits. We carry public liability and property damage insurance, but this insurance does not protect the individual exhibitor.

8 **Health & Safety**

8.1. Smoking is not permitted on site, other than in specifically designated areas.

8.2 You are required to acknowledge that you have read and understood any Venue specific Fire Safety Regulations, which may be provided to you.

8.3 You are required to conform to any additional health and safety protocols necessary to meet any Venue specific Covid regulations in place at the time of the event. We reserve the right to ask any person or group of persons to vacate the venue immediately for bad or inappropriate behaviour.

9 **Photography**

9.1 Photography of your Exhibit space is limited to closed hours or candid shots only. You may not disrupt visitor traffic by clearing an Exhibit space or aisle for photography during exhibition hours.

9.2 No photography is allowed in the Conference Auditorium.