

Eye Can Exhibition 2025 Booking Form

Please complete the separate tables below for each Eye Can Exhibition.

Registered charities with a turnover of less than £1m per year will be exempt from paying for a space and will be allocated a half table. Please note we ask you do not fundraise or sell items on the day to avoid confusion with our own fundraising activity at the event.

Your Organisation:	
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Please complete to attend Eye Can Salisbury Wednesday 2nd April 2025

The Guildhall, Market Place, Guildhall Square, Salisbury SP1 1JH. 10am – 3pm.

Eye Can Salisbury	X if required	Cost	Amount to pay
2 Tables (if available)		£200	£
1 Table (approx. 1.8m x 0.7m)		£120	£
Half Table (approx. 0.9m x 0.7m)		£75	£
Charity Half Table (for those with a turnover of less than £1m)		£0	
Full A4 page colour advertisement in the exhibition guide - incl VAT		£96	£

Total to pay on receipt of invoice	£
I agree to Sight Support's charges for exhibiting at this event.	Yes / no

Please complete to attend Eye Can Bath Thursday 16th October 2025

The Pavilion in Bath, North Parade Road, Bath, BA2 4EU. 10am – 3pm.

Eye Can Bath	X if required	Cost	Amount to pay
2 Tables (if available)		£200	£
1 Table (approx. 1.8m x 0.7m)		£120	£
Half Table (approx. 0.9m x 0.7m)		£75	£
Charity Half Table (for those with a turnover of less than £1m)		£0	
Full A4 page colour advertisement in the exhibition guide - incl VAT		£96	£

Total to pay on receipt of invoice	£
I agree to Sight Support's charges for exhibiting at this event.	Yes / no

Please provide contact details for the person needing information about the day's arrangements.

Name:	Telephone:
Email:	Mobile:

Details for the Exhibition Guide

The following information will be used in the exhibition guide, please provide the information you wish to be included.

Organisation	
Web or email address	
Telephone	
Organisation description (50 words max)	

I agree to the Terms and Conditions which are detailed below.

Name:	
Signature:	
Date:	

Contact Us

If you have any questions, please do not hesitate to contact the Eye Can Project Manager, Karen Cole on 0117 322 4885 / karen.cole@sightsupportwest.org.uk

Terms & Conditions of the Exhibition

1. ORGANISATION

Sight Support West of England is a registered charity no. 1178384. Registered office address St Lucys's Sight Centre, Browfort, Bath Road SN10 2AT. Sight Support West of England is organising and promoting Eye Can Gloucestershire 2024 and Eye Can Bristol 2024.

2 DEFINITIONS

Booking Form: The Eye Can booking form is available from the Sight Support West of England office by email from karen.cole@sightsupportwest.org.uk / cat.martin@sightsupportwest.org.uk

Contract: The contract including these terms and conditions formed upon acceptance of the Booking Form submitted by the Exhibitor to the Organiser

Exhibitor: The organisation or person who wishes to exhibit at the Exhibition and forms one party to the Contract.

Exhibition: The exhibition known as Eye Can Salisbury (2025) and / or Eye Can Bath (2025) which is an event held to showcase services and equipment available to sight impaired people and which is free to attend for visitors.

Venue: The conference facility, hotel or other suitable location where the Exhibition is held. This may consist of one or more rooms.

Eye Can Salisbury will be held at The Guildhall, Market Place, Guildhall Square, Salisbury SP1 1JH.

Eye Can Bath will be held at The Pavilion in Bath, North Parade Road, Bath, BA2 4EU.

Organiser: Sight Support West of England / St Lucy's Sight Centre, Browfort, Bath Road, SN10 2AT.

Space: An area within the Venue reserved for use by the Exhibitor. The measurements of each space are outlined on the Booking Form. Space is for the exclusive use of the Exhibitor. Walkways for visitors to access stands are provided separately.

Stand: The Space to be used by the Exhibitor together with any equipment including but not limited to tables, chairs and display equipment whether such equipment is provided by the Organiser or Exhibitor.

3. CONTRACT

3.1 Submission by the Exhibitor of a completed Booking Form to the Organiser shall be deemed as agreement by the Exhibitor to pay the full booking amount on receipt of invoice.

3.2 A binding contract between the Organiser and the Exhibitor shall be formed upon email acceptance by the Organiser of a booking form.

3.3 The Exhibitor confirms their understanding that upon acceptance of the booking by the Organiser the Exhibitor becomes liable to pay the full contract value even if they do not participate in the Exhibition for whatever reason. Amendments to this liability may only be made as set out in clause 5.

4: PAYMENT

4.1 Full payment is required prior to the event. If the due date on the invoice precedes the event, payment is required within 30 days of receipt of the invoice.

4.2 Both parties to this agreement hereby acknowledge that this is not a credit arrangement and that full payment of the total due under this contract is due prior to the Exhibition.

4.3 The Organiser will issue an invoice for the total amount due under this Contract.

4.4 The Organiser reserves the right to refuse to let the Exhibitor continue their involvement in the Exhibition if the Organiser has not received all payments due from the Exhibitor by the due dates.

4.5 On items that incur VAT liability, this will be at the rate current in England (currently 20%). –

5: CANCELLATION OR AMENDMENT

5.1: CANCELLATION OR AMENDMENT BY THE EXHIBITOR

5.1.1 An Exhibitor who wishes to cancel their participation at the Exhibition or to amend the Space requested must make a request in writing to the Organiser.

5.1.2 Such a request will be considered by the Organiser at their absolute discretion.

5.1.3 Cancellation or amendment of Space only becomes effective upon written confirmation by the Organiser which will include confirmation of the amended price if applicable.

5.1.4 Where more than 1 month notice is given, 50% liability of the Exhibitor will remain due.

5.1.5 Where less than 1 month notice is given, the total liability of the Exhibitor will remain due.

5.1.6 The Organiser may dispose immediately of the floor space which becomes free and is made available through any breach of the Contract, including non-observance of the payment deadlines by the Exhibitor.

5.1.7 Space booked, but remaining unoccupied (i.e. without the scheduled exhibits) as the Exhibition opens at 10am will be considered cancelled and may be disposed of by the Organiser at its discretion.

5.1.8 For the avoidance of doubt the Organiser shall be under no obligation to accept any request by the Exhibitor to amend the size of the Exhibitor's booking or to cancel a booking.

5.2: CANCELLATION OR AMENDMENT BY THE ORGANISER AND FORCE MAJEURE

5.2.1 If at the absolute discretion of the Organiser, the Venue shall become unfit or unavailable for occupancy or it becomes impossible or impractical to hold the Exhibition for reasons beyond the control of the Organiser including (without limitation) fire, flood, storm, government intervention, malicious damage, acts of war, acts of God, strikes, riots or any other cause, the Organiser reserves the right to (but shall not be obliged to)

a. Change the location and / or date of the Exhibition: or

b. Curtail the Exhibition: or

c. Reduce the installation period, display period or dismantling period; or

d. Cancel the Exhibition

5.2.2 In the circumstances specified in paragraphs (a), (b) and (c) of this section the parties agree and acknowledge that the Organiser shall not have any responsibility to the Exhibitor for refunds, additional expenses or charges or to make payment for any other loss or damage of any kind suffered by the Exhibitor.

5.2.3 If the Exhibition is cancelled in accordance with paragraph (d) of this section, the Exhibitor agrees to accept in complete settlement and discharge of all claims against the Organiser a refund of all charges paid by the Exhibitor less all costs and expenses incurred by the Organiser in connection with the Exhibition, which expenses shall be divided between all exhibitors at the Exhibition and the Exhibitor's share pro-rated accordingly.

5.2.4 In the event that the Exhibition is cancelled by the Organiser for any other commercial reason including (without limitation) the lack of support for the Exhibition, the Organiser will refund to the Exhibitor all charges paid by the Exhibitor to the Organiser and the Exhibitor agrees and acknowledges that he will have no further claim whatsoever against the Organiser in respect of such cancellation.

6: SPACE AND STAND RENTAL

The Organiser does not guarantee that any power supply provided is suitable for a particular purpose and the Exhibitor agrees to ensure that the power supply is suitable for their use before connecting equipment to it.

The Organiser does not guarantee that internet access, where provided, will work at any specific speed or at any particular time and the Exhibitor hereby acknowledges that this is beyond the control of the Organiser. The Organiser hereby agrees to make reasonable endeavours to ensure that such access works reasonably.

The Contract does not include:

- stand equipment
- on-stand decoration (including but not limited to table cloths)
- lighting
- insurance
- hiring of handling equipment
- parking spaces
- catering.

The Exhibitor is responsible for any risk assessment related to Stand designs.

The Exhibitor is responsible the PAT testing or any electrical equipment to be used at the Venue.

7: ATTENDANCE

The Exhibitor acknowledges that the Organiser shall not be held responsible for the failure of all or any other contracted exhibitors to attend the Exhibition or the failure of any number of attendees to attend the Exhibition for any reasons.

8: PROMOTION AND REPRESENTATIONS

Whilst the Organiser shall organise and promote the Exhibition in such manner as it considers appropriate, the Organiser reserves the right to amend or vary the manner or methods of such organisation and promotion provided that the promotion of the Exhibition is not materially reduced or affected and therefore any statements made by the Organiser as to audience projections or methods of timing of promotion shall constitute only general indications of the Organiser's promotion and organising strategy and shall not amount to any representation or warranty.

9: STAND ALLOCATION

9.1 The Organiser will allocate the stands taking account, as far as possible, of the special requests of the Exhibitors but no guarantee of specific allocations is made.

9.2 The Organiser may, where necessary, re-site an Exhibitor and / or assign him another stand, without incurring any liability for compensation. The Organiser is not required to state reasons for his decision.

10: WEBSITE & EXHIBITION GUIDE

10.1 All Exhibitors will be listed on the website and in the Exhibition Guide free of charge.

10.2 Appropriate access will be sent to Exhibitors in due time.

10.3 The Organiser accept no liability for errors or omissions.

11: STAND INSTALLATIONS & DECORATION

11.1 Exhibitors are liable for any damage they cause (or which a third party commissioned by them causes) to the walls, floors, pillars and installations of the exhibition halls, during the occupancy and operation of their stands

11.2 Exhibitors may not mount any installation, decoration or demonstration on their stands that could be considered prejudicial in any way to any other Exhibitor.

11.3 The Organiser reserves the right to remove or modify, at the risk and expense of the Exhibitor any installation or decoration detrimental to the general appearance of the Exhibition, or causing any danger or nuisance to other Exhibitors or to the public.

12: STAND MANAGEMENT

12.1: Exhibitors must ensure that their stands are staffed by appropriate members of staff at all times during the Exhibition opening hours.

12.2 Stands may not be dismantled nor exhibition materials removed until the end of the Exhibition and official authorisation has been given by the Organiser.

13: EXHIBITORS' INSTRUCTIONS

13.1 Exhibitors agree to abide by all site rules which will be sent to them in the confirmation letter prior to the Exhibition.

14: OTHER POWERS AND DISCRETION OF ORGANISER

The Organiser reserves the right to:

Refuse any person admission to the Exhibition without need for explanation

Remove from the stand or the Venue at the risk and expense of the Exhibitor any exhibit, fitting or machinery or other items which the Exhibitor fails to remove in accordance with, or which do not comply with, these terms and conditions.

Remove the Exhibitor from the Venue at any time if the Exhibitor is in breach of any of these terms and conditions or if in the opinion of the Organiser, the Exhibitor is behaving in a violent, threatening, abusive, immoral or otherwise inappropriate manner.

Change or vary these terms and conditions at any time, or permit exceptions in special circumstances.

15: LIMITATIONS OF ORGANISER LIABILITY

15.1 The Organiser accepts no responsibility in the event of cancellation, abandonment, postponement or curtailment, in whole or in part, of the Exhibition in the event of causes outside the reasonable control of the Organiser.

15.2 The Organiser, their employees or agents shall not be liable for the safety of Exhibitors, their employees, agents, contractors or invitees during the Exhibition (including build up and breakdown), nor for any exhibits, articles or other property of whatever kind brought into the Exhibition by Exhibitors, their employees, agents, contractors, invitees, or members of the public.

15.3 The Organiser accepts no liability for any loss, disappearance, damage or theft of any items.

16: INSURANCE

16.1 Whilst we take every precaution to protect your property during the event, the Organiser is not responsible for any loss or damage. We strongly recommend that you purchase appropriate insurance cover.

16.2 Exhibitors are responsible for insuring against legal liability incurred in respect of bodily injury to third parties or damage to property belonging to third parties. In addition to this, you should protect

your expenditure against cancellation and abandonment or curtailment of the event due to reasons beyond the Organisers control.

16.3 Exhibitors shall have suitable and current insurance throughout the term of the exhibition with a limit of not less than £2m of public liability and loss or damage to Exhibits or other property of the Exhibitor. Insurance is NOT provided by the Organiser.

17: DATA

17.1 The Organiser will not provide Exhibitor's records to third parties except to organisations contracted by the Organiser to provide a service on its behalf and the Exhibitor hereby confirms acceptance of this use of data held about them.

17.2 The Organiser will not provide visitor data to third parties or to Exhibitors.

17.3 Exhibitors may collect visitor data from those visitors who visit their stands and who wish to supply such data. Exhibitors are not allowed to collect visitor data at the Hall entrances, theatres, or in any other circumstances.

18: ADDITIONAL REGULATIONS AND FIRE PRECAUTIONS

18.1 The Exhibitor must comply with all statutory local and other regulations or requirements and by-laws which affect or apply to the Exhibition or the Venue and in particular any fire regulations.

18.2 All materials used on the stand must be non-flammable.

19: HEALTH & SAFETY

19.1 Exhibitors and their contractors are expected to ensure that they provide a safe place and system of work as is their legal duty under the Health & Safety at Work Act. Exhibitors and their contractors are responsible for all activities that take place on their stand throughout the event, and any actions that could affect others on their stand.

19.2 The Organiser is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all our events

20: INFRACTIONS OF THE TERMS AND CONDITIONS

Any infraction of any clause of the present terms and conditions will be penalised by the temporary or definitive expulsion of the offender, without entitling him to any claim for reimbursement or compensation.

21: JURISDICTION AND DISPUTES

21.1 This agreement shall be governed by the laws of England and the parties irrevocably submit to the non-exclusive jurisdiction of the courts of England.

21.2 In the event of disagreement the Exhibitor undertakes to submit his complaint to the Organiser in writing and allow the Organiser at least 30 days to try and remedy the situation before taking the matter to litigation.

22: INTELLECTUAL PROPERTY

22.1 Any use of the Wiltshire Sight visual identity must be agreed by the Organiser prior to use.

22.2 Any and all publicity material for, and related to, the Exhibition organised by the Exhibitor shall acknowledge the Organiser as owner of all rights in the Exhibition and shall not hold the Exhibitor out as the organiser or owner of the Exhibition.

23. GENERAL

The Organiser is empowered to rule on all situations not covered by the present terms and conditions, and make any modifications or additions to them, as they deems fit. Such modifications or additions shall have immediate effect.

End of Document

0117 322 4885 info@sightsupportwest.org.uk

Registered charity: 1178384. Registered Office: St Lucy's Sight Centre, The Beeches, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT.

If you require this document in an alternative accessible format, please contact us.