

## **BOOKING TERMS AND CONDITIONS VER. 3 2019**

Our wedding fair/guide booking terms & conditions are laid out below for your information. Please read fully as they explain what must be done with regards payment for attending fairs and/or appearing in our wedding guide including any deadlines. The requirements below have been put into place to facilitate the best utilisation for our wedding fairs in the interest of offering the best experience for couples visiting.

### **Wedding Fair Attendance**

#### **Booking**

- Deposits for wedding fair attendance are required within 48 hours of receiving your invoice either by bank transfer or PayPal

#### **7 weeks before**

- Wedding fair dates which are more than 7 weeks away only require a £50 deposit to secure your place.

#### **6 weeks before**

- An invoice for the outstanding balance will be issued requesting payment in full. Our payment terms are 14 days from date of invoice.

#### **4 weeks before**

- Payment in full is required with cleared funds in our account. We do not automatically issue receipts if you require one please contact [hello@silverlinings.co.uk](mailto:hello@silverlinings.co.uk)

#### **1 week before**

- An exhibitors' pack including floor plan along with more details will be sent during the week leading up to the exhibition (these are subject to change). The position of a stand on this exhibitors' pack is not part of the contract to exhibit and may be changed if for ANY reason the organisers deem it necessary.

#### **On the day of the wedding fair**

- Exhibitors shall have access for setting up 2 hours before the exhibition starts on the day of the event. All stands must be fully assembled / set-up by 10:45am on the morning of the wedding fair and cars/vans parked in nominated parking areas.
- All electrical equipment on site must be 'fit for purpose' and PAT tested.
- The organisers will bear no liability whatsoever for exhibitors, all persons employed or used by them, stock, money or possessions while travelling to/from or during the event.
- Exhibitors are required to have and are responsible for their own Public Liability Insurance.
- Stands may not display any product or promote any service other than their own. Stand sharing is not permitted (unless by prior written agreement with Silverlinings).
- The positioning of Exhibitors within the exhibition is at the absolute discretion of the organisers.
- In the interest of Health and Safety stands should be manned at all times whilst the show is open and should not be dismantled until after closing time or by express permission of the organisers.
- Specific venue instructions are issued ahead of any wedding fair in the 'exhibitors packs', these provide details specific to that particular venue and are in addition to the terms listed here.

#### **Late bookings**

Bookings made within 6 weeks of a wedding fair date must be paid in full within 14 days of booking confirmation. Bookings made within 4 weeks of a wedding fair date must be paid in full within 48 hours by either bank transfer or PayPal.



### **Non-payment**

If we do not receive your payment in full 4 weeks before the wedding fair date, we reserve the right to look for a replacement attendee to fill your space. If we should find a replacement attendee we will offer them your space. Your deposit is non-refundable; we may, but are not obliged to, partially refund your deposit and this is at the discretion of Silverlinings team.

### **Non-attendance**

Should you book a space at a Silverlinings wedding fair and not attend your deposit will be forfeit and we will insist on payment in full for the event. If payment has been made this will not be transferable to another fair. Please only book if you are sure you or a member of your team / business can attend in your place.

### **Additional points**

- You may be asked to remove services/products not agreed in advance.
- Companies/businesses other than the one named on the invoice may not be represented in any way. No literature/cards or flyers may be displayed or given out on behalf of ANY 3rd party.
- Full payment must be made in line with the timescales listed above
- Any companies with monies outstanding from previous events will need to bring their account with Silverlinings up-to-date before any further events will be considered.

### **Cancellation**

If any booking is cancelled for any reason, the deposit is non-refundable. If a cancellation is made less than four weeks prior to the event, the full amount is payable.

### **Force Majeure**

In the event that Silverlinings cancel the wedding fair due to circumstances beyond our control (including, but not limited to, venue closure and/or adverse weather etc) and you are unable to make the rearranged date, we will credit your account for the full amount but will not give a physical refund(s). We will not be held responsible for costs you may have incurred preparing for or traveling to a wedding fair held by us.

### **Attendee Contact Information**

Please note we do not share contact information for couples or individuals attending our wedding fairs. It is the responsibility of exhibitors attending our wedding fairs to ensure they successfully and securely record the contact details for attendees they talk to.

### **Contact details**

email [hello@silverlinings.co.uk](mailto:hello@silverlinings.co.uk) or call Emma on 07732 285617

### **Silverlinings Wedding Fairs (Midlands) Ltd**

The Moorings, King Charles Quay, Falmouth, TR11 3HQ. Tel: 07732 285617

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