

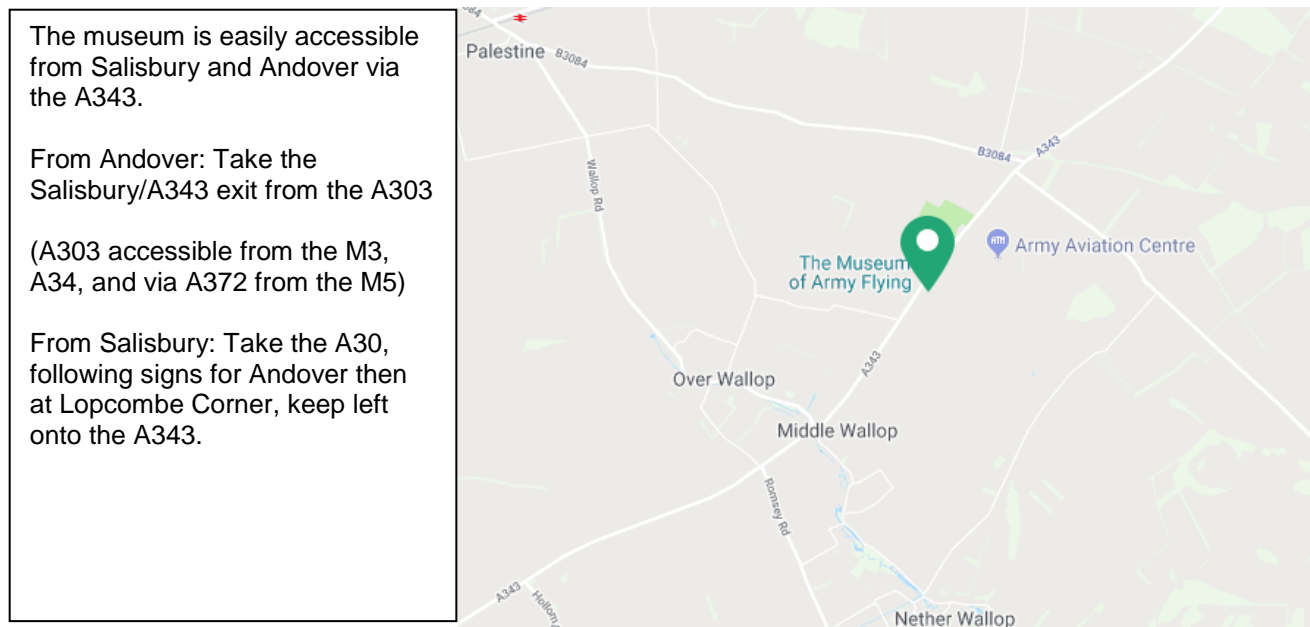
The BIGger Network Event 2018

Exhibit Information, Terms and Conditions

1. Venue

The Museum of Army Flying, Wallop, Stockbridge SO20 8DY – refer to Figure 1. below:

Figure1. – Directions



Date & Timings

Date: Tuesday, 9th October 2018
Set up: 3:00 pm – 4:55 pm
Delegate registration: 5 pm
First speaker sessions:
5:30pm: EM3 Hub
5:45pm: Barclays Bank
Facilitated speed networking: 6pm – 6:30 pm
Second speaker sessions:
6:30pm: TVBC
6:45pm: The University of Winchester
Informal networking, buffet & draws: 7pm –8 pm
Pack up and exit: 8 pm – 8:30 pm

2. Parking

There is plenty of free parking at the Museum. For set up/pack up – when you enter the car park, go around the right side of the museum next to the perimeter fence. The hangar door will be open on the left at the end of the road. You may park here temporarily to off load. There is also an over flow car park on the grass opposite the main car park.

3. Displays

Exhibition spaces are limited to a max width of 2 metres, including your table. Please state on the application form if you require a table or have your own. **Tables cost £10.00 if you wish to have one provided for you.** You must supply your own table covering for a 6 foot table, as these are not provided. Chairs are not provided, but we will provide for disabled exhibitors; Please note this on your application form if you require a chair. If you require additional space, please contact us before submitting your application or payment.

Your exhibit set up must be complete by 4:55pm at the latest and **we reserve the right to refuse admission to set up your display if you arrive late.**

Exhibitors who provide their own display stand must ensure this will fit in your allocated space.
Please do not bring a frame stand without prior discussion with the organisers.

Banners can only be placed within your allocated space.

Electric points are available but are limited; these **must** be requested and pre-booked on the application form and we will do our best to accommodate your request, but can't guarantee this. Please bring your own PAT tested extension cable.

4. Dilapidations

Exhibitors are not permitted to fix any graphics, notices or material to any part of the venue or its walls. Exhibitors are responsible for any damage caused by their staff or contractors to the fabric of the building. Any damage caused will be charged to the exhibitor concerned. Exhibitors will ensure they clear and remove all the rubbish, refuse and other materials not belonging to the venue from the premises, so that they are completely clean and tidy during and at the end of the event. Any excess waste removal will be charged following the event.

5. Security/Insurance

It is the Exhibitor's responsibility to ensure the safety of your belongings and you are advised not to leave any valuable equipment or articles unattended at any time. It is also the Exhibitor's responsibility to ensure that their insurance extends to transport between the venue and the space occupied during the event. **You must provide details of your public liability insurance on your application form, at the time of booking.**

6. Refreshments

A buffet is included. Drinks can be purchased from the Apache Café above the Hayward Suite. This can be accessed via stairs and lift. ***Please notify us of any special dietary requirements for the buffet.***

7. Wi-Fi

Free Internet/Public WIFI is available at the venue.

8. Publicity material

Exhibitors are reminded that publicity materials may only be distributed from their stands.

9. Cancellation

Cancellation must be made by email or in writing by 14th September 2018, at the latest. No refunds for cancellations will be made after this date.

10. Payment

Please complete the application form and send with your cheque made out to AWIBC to: The Organisers, 1 The Link, Andover, SP10 3BX. The deadline for applications and payment is Monday, 3rd September 2018. Please email info@awibc.co.uk if you wish to pay by BACS.

The number of exhibitors by business type may be limited at our discretion; this will be on a first come, first served basis and it is recommended you send your application as soon as possible to avoid disappointment.

On receipt of your cheque and booking form, you will receive an email acknowledgement. Confirmation of successful applications will be notified by Friday, 18th August 2018 by email. Cheques will not be deposited until you have had a confirmation. Unsuccessful applicants will have their cheques returned by post or destroyed.

Your completed and signed application form will be proof of your acceptance of our terms and conditions above.