

Booking form to exhibit at the **Global Peace & Unity Festival** on the **19<sup>th</sup> - 20<sup>th</sup> October 2024**.  
This agreement is subject to both the Terms and Conditions and Health and Safety as attached.

Agreement is between

**Global Peace & Unity Foundation**

428-432 Ley Street  
London IG2 7BS

and

## COMPANY DETAILS

MAIN CONTACT:	COMPANY NAME:
COMPANY ADDRESS:	
	POST CODE:
CONTACT NO.	EMAIL:
PRODUCTS/SERVICES TO BE EXHIBITED:	
SOCIAL MEDIA HANDLE:	

## EXHIBITION PACKAGES

Please select package type and number of packages required

<b>STANDARD PACKAGE A</b> <b>2M X 2M BOOTH</b> <b>£1,200 + VAT</b> Number Required:	<b>STANDARD PACKAGE B</b> <b>3M X 2M BOOTH</b> <b>£1,800 + VAT</b> Number Required:	<b>SPACE ONLY PACKAGE C</b> <b>4M X 4M</b> <b>£5,280 + VAT</b> Number Required:
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£50 per m<sup>2</sup> supplement applies for corner booth

- Standard shell scheme
- Standard floor covering
- PVC name board
- 500 watts electricity with 2 LED spotlights

- 1 x table with 2 chairs
- Listing in the event brochure & website
- Complimentary GPU tickets
- Opportunity to participate in GPU programmes on TV

- Floor space
- Listing in the event brochure & website
- Invite to the GPU Gala Dinner
- Complimentary GPU tickets
- Access to the VIP lounge
- Opportunity to participate in GPU programmes on TV

Any additional electricity or furniture needs to be booked with the official exhibition contractors.

## NAME BOARD FOR EXHIBITION STANDS

Please PRINT below the name you want to be displayed on the Name Board.

(Excludes package C)


## COMPANY PROFILE

Please provide the text for your company's profile to be published on the website. (100 words)

COMPANY NAME:	STAND NUMBER/S:
WEBSITE ADDRESS:	
PROFILE TEXT: _____ _____ _____ _____	

Please do not exceed the 100 words limit allocated. All such entries will be edited without notice

## METHOD OF PAYMENT

PACKAGE COST:
NO OF PACKAGES:
ADDITIONAL COST:
20% VAT:
DISCOUNT ( IF APPLICABLE):
TOTAL PAYABLE:

## HOW TO PAY

Please make a Bank Transfer to:

Account Name:	<b>Global Peace &amp; Unity Events</b>
Bank:	<b>Al Rayan Bank PLC</b>
Account Number:	<b>01128501</b>
Sort Code:	<b>30-00-83</b>

## TERMS & CONDITIONS

This Agreement is made on the date stated in the Agreement, between the Organiser and the Exhibitor as specified in the Agreement. It is agreed as follows:

### 1. DEFINITIONS

In this Agreement:

'Organiser' means The Global Peace and Unity Foundation of 428-432 Ley Street, Ilford, Essex, IG2 7BS

'Exhibitor' means any person, company or organisation contracting with the Organisers to take stand space at the Festival

'Exhibition' means the Global Peace and Unity Festival held on the 19th and 20th of October 2024

'The Venue' means the Excel, London at 1 Western Gateway, Royal Victoria Dock, London, E16 1XL

'Exhibition Stand' means the space allocated to the Exhibitor by the Organisers

'Exhibits' means any items to be exhibited or displayed on the stand

'Authorities' means all public, governmental and judicial bodies, authorities and organisations having any right to control or exercise any discretion in relation to the Exhibition

'Event' means the Global Peace and Unity Festival 2024 (GPUF)

### 2. APPLICATION OF TERMS AND CONDITIONS

**2.1** These terms and conditions apply to all GPUF services provided by the Organiser under this Agreement and no modification is binding on the Organiser unless in writing and signed by the Organiser.

**2.2** These terms and conditions override any other terms or conditions stipulated or referred to by the Exhibitor in correspondence or otherwise.

**2.3** This Agreement shall not be assignable.

**2.4** This Agreement shall be governed by and construed in accordance with the laws of England and Wales.

**2.5** Where there is a conflict between these terms and conditions and the Agreement, this Agreement prevails.

**2.6** If more than one person-in-charge is named on the Agreement the liability is held joint and several. This means that each person in charge can be held responsible for all responsibilities under this Agreement.

### 3. PAYMENT TERMS

**3.1** The Exhibitor shall pay the Organiser on execution of this Agreement online, a non-refundable deposit of £400 + VAT payable within 7 days of receipt of booking confirmation. Bookings are confirmed on a first-come, first-served basis.

**3.2** The balance will be invoiced by 1st July 2024, with payment due within 20 days of the invoice date.

**3.3** Bookings received after 1st July 2024 will be confirmed subject

to availability. Upon confirmation, a non-refundable deposit of £400 + VAT is payable within 7 days of receipt of booking confirmation.

**3.4** The balance of payment must be made for all bookings in September and October 2024 within 7 days of the date of invoice to exhibit at the event.

**3.5** Where a reduced timeline to the Event commencement prevents the application of the standard Payment schedule the Organiser reserves the right at its sole discretion to vary the terms accordingly.

**3.6** Time is of the essence for the GPUF exhibition space.

**3.7** The currency of this Agreement is pounds sterling.

**3.8** Bank transfers, cheques and other payments will be drawn on a bank trading in the United Kingdom.

### 4. CANCELLATION BY THE EXHIBITOR

**4.1** Cancellation by the Exhibitor is subject to the following:

- a)** Deposits paid at the time of booking are non-refundable under any circumstances.
- b)** If the Exhibitor cancels before 19th July 2024, a full refund will be issued upon written request minus the non-refundable deposit.
- c)** If the Exhibitor cancels after 19th July 2024 and before 2nd September 2024, 50% of the monies paid will be refunded upon written request minus the non-refundable deposit.
- d)** If the Exhibitor cancels after 19th September 2024, no refund will be issued and the Organiser will retain 100% of the monies paid.
- e)** If the Exhibitor terminates the Agreement for any reason: Notice of cancellation should be in writing by email by the person responsible for booking the stall, and receipt acknowledged by the Organisers
- f)** The Exhibitor shall be liable to reimburse the Organiser for any costs incurred on behalf of the Exhibitor in connection with the Agreement or the Event.

### 5. CANCELLATION BY THE ORGANISER

**5.1** The Organiser may by written notice to the Exhibitor cancel the Agreement for any reason. Should the Organiser cancel this Agreement, (clause 4.1 a to f) will apply.

**5.2** The Exhibitor shall have no claims against the Organiser for any loss or damage sustained nor any liability the Exhibitor may have incurred in consequence of such cancellation by the Organiser.

### 6. FORCE MAJEURE

**6.1** If the Organiser is unable to perform any its Obligations under this Agreement by reason of any circumstance, cause or event outside its reasonable control including (without limitation to the generality of this Clause):

**6.2** Any acts or restraints of the government or public authorities including war, invasion, act or foreign enemies, hostilities including war, invasion act of foreign enemies, hostilities (whether war is declared or not) civil war or Revolution riot, or civil commotion, strikes, lock-outs or other industrial action or Blockage or embargo

**6.3** Failure of supplies of power, fuel, transport, equipment or other goods or services or damage to the Premises or storage facilities by explosion, fire corrosion, ionising radiation, radioactive contamination, flood, natural disaster, storm, subsidence, heave, landslide, impact by vehicles and malicious or negligent act or accident

**6.4** The Organiser shall be entitled to be relieved of its obligations hereunder to the extent to which performance of its Obligations is prevented, frustrated or suspended. In such circumstances no performance of the Obligations of the Organiser hereunder shall not entitle the Exhibitor to claim damages or any kind whatsoever whether direct, indirect or consequential.

## 7. HOURS OF OCCUPATION AND FINISHING TIMES

**7.1** The Contractor may build the exhibit stand on Thursday 17th October between 12 pm and 6 pm.

**7.2** On Friday 18th October access to the stand for Exhibitors will be made available from 2pm for set up.

**7.3** Exhibition will open on Saturday 19th October from 10:30 pm to 7 pm.

**7.4 a)** Exhibitors can remove items on Sunday 20th October from 7.30 pm -11 pm.

**b)** Contractors can dismantle their exhibit stands on Monday 21st October from 8 am to 2pm.

**7.5** Strictly no children (under 16) will be allowed in the Exhibition during the build-up and breakdown of the stands. Any breach of this could lead to a penalty and or immediate eviction from the premises.

## 8. EXHIBITION

**8.1** The Organiser will allocate exhibit space. The Organiser reserves the right to vary the deployment of allocated space in order to satisfy operational, commercial or Health and Safety requirements.

**8.2** Exhibitors agree to have their stalls ready by 9:30am on both Saturday 19th and Sunday 20th October 2024

**8.3** Exhibits and goods displayed, or services provided, using any equipment will be as agreed in the Agreement.

**8.4** The Exhibitor shall not use or install supplementary equipment without prior consent. Any additional electrical equipment can be requested through the Organiser who will make the order directly with the Venue. If the extra electricity cannot be sourced from the Venue there will be no liability on the Organiser.

**8.5** The Exhibitor must exhibit goods in a manner which does not, in the opinion of the Organiser, obstruct the light, impede the view along the open spaces or gangways of the Exhibition or cause inconvenience to or affect the display of any other Exhibitor.

**8.6** Exhibitors are not permitted to display marketing material or any other material at the event beyond their designated exhibition space. Exhibitors agree not to walk around the event handing out flyers or marketing for their business and note that all activities in association with the promotion of their business must take place only from their exhibition stall.

**8.7** The Exhibitor's display should not extend beyond his allocated space, in the event this does occur the Organiser,

reserves the right to seek a penalty fee from the Exhibitor at the rate of £168.00 +vat

**8.9** The Exhibitor must conduct business only from the Exhibition Stand and no other part of the Venue.

**8.10** Exhibitors are prohibited from handing out leaflets or carrying out charity collections outside of their stall space. Any such items found will be confiscated and destroyed.

**8.11** Exhibition shall comply with GPFU Event. The Organiser reserves the right to prohibit any exhibits, sales or equipment on the Exhibition Stand.

**8.12** The Exhibitor shall keep the display space properly maintained and clean. Any residue or disposable waste, including cartons, boxes, and packing must not be kept on the stands during the exhibition.

**8.13** The Exhibitor shall not be entitled to assign, sublet or grant licenses in respect of the whole or any part of the space allocated.

**8.14** The Exhibitor shall not carry out any electrical work including amplification and lighting without prior consent.

**8.15** The Exhibitor shall not show films or videos. For any exceptions, the Exhibitor must seek approval.

**8.16** The Exhibitor shall not infringe or permit or suffer to be infringed any trademark or copyright belonging to other person or body and shall in any event fully indemnify the Organiser against all damage or claims of infringement of trademark or copyright that may be made against the Organiser in relation to anything done by the Exhibitor together with any costs or loss whatsoever incurred in connection therewith.

**8.17** Each Exhibitor is entitled to five (5) entry passes for their staff for use at the Exhibition.

**8.18** Exhibitors are responsible for their behaviour at all times and must ensure that any members of staff or volunteers behave appropriately. Shouting, threatening or unruly behaviour, abusive language, violence, or disrespect in any way to other exhibitors, visitors, security, medical staff, venue staff, event volunteers, organising team, or any other people within the building, will not be deemed acceptable in any circumstances and anyone who is found to be in breach of this may be subject to eviction from the premises at any time with no explanation and no refunds.

## 9. CLEANING AND DAMAGE OF EXHIBIT AREA

**9.1** The Exhibitor will ensure that the Venue premises are clean, undamaged and free from rubbish. The Exhibitor agrees to remove their rubbish, leftover stock and other equipment from the Venue at the end of the Event. Failure to do so may incur an extra removal charge after the Event.

**9.2** The collection and removal of waste material produced by working demonstrations and any waste that cannot be placed into a refuse sack and is easily lifted is considered unreasonable and will not be included in the Venue general cleaning. This type of waste needs to be removed by the Exhibitors.

**9.3** Any removal of unreasonable waste abandoned by Exhibitors will be subject to a surcharge.

**9.4** The Organiser may at the expense of the Exhibitor do all that is necessary to comply with this clause.

**9.5** The Exhibitor shall restore all rented items and equipment and the premises to their original condition. Any damage incurred to the fittings of the venue may incur an extra dilapidation charge after the event.

**9.6** The Exhibitor shall be responsible and shall fully indemnify the Organiser in respect of any damage intentionally or negligently caused by the Exhibitor or its subcontractor or its guests. In the event that damage does occur the Organiser will specify in writing the nature of the damage and the amount requested to rectify the damage caused or to replace or compensate the Organiser's loss. The Exhibitor shall within 7 days compensate the Organiser for any loss.

## 10. LIABILITY

**10.1** Under no circumstances is the Organiser liable to the Exhibitor for any loss of sales or business incurred by the Exhibitor

**10.2** The Exhibitor shall be liable for any loss, damage, personal injury or death arising out of or in connection with the Event, except to the extent that such loss, damage is caused by the negligence of the Organiser or its agents.

**10.3** The Exhibitor indemnifies the Organiser against any claim brought against the Organiser in relation to the extent that such claim arises out of the negligence of the Exhibitor or its agents.

**10.4** Exhibitors are responsible for their own goods at the Exhibition and no responsibility is accepted by the Organiser for loss, damage or financial loss due to activities on or pertaining from the Exhibitor stall.

**10.5** The Organiser accepts no liability or responsibility for deliveries to and collections from the venue which are entirely at the Exhibitors' own risk.

## 11. CONFIDENTIALITY

**11.1** Each party shall not disclose to any third party any confidential information disclosed by the other party, including without limitation the existence or contents of this Agreement, confidential business, current/future plans or prices, except as required by law or with the express consent of the other party. This provision shall survive the expiration or termination of this Agreement.

**11.2** Subject to clause 11.1, each party may share confidential information of the other party among their own organisations to those individuals with a reasonable need to know it in order to perform under the Agreement. This provision shall survive the expiration or termination of this Agreement.

## 12. CHARITY COLLECTIONS

**12.1** Children (under the age of 16) are prohibited from carrying out charity collections.

**12.2** The charities should not carry out forceful charity collections

**12.3** All individuals who are collecting monies must wear visible passes with their names, charity and identification numbers, throughout the event.

**12.4** All collection buckets must be clearly marked with the name of the charity.

**12.5** Subject to clause 12.6, collections will be strictly prohibited to the exhibition stall and therefore it will be prohibited for collections to be made in any other part of the exhibition and venue.

**12.6** Charity Collections may only be made at stalls that are registered and hold the correct license for collecting in public. Collectors are not permitted to walk around the venue or outside the venue collecting for charities in any circumstances.

## 13. CATERERS

**13.1** All caterers are required to arrive on Friday 18th October 2024 for setup, with their electrical appliances ready to be tested on either the evening of Friday 18th October or the morning of Saturday 19th October 2024 before the Exhibition opens to the public.

**13.2** All Restaurant, Dessert and Café stands must submit following catering documentation and requirements 40 days prior to GPUF, namely by 9th September 2024:

**13.3** A fully documented HACCP based risk assessment and procedures covering the specific menu being provided for the Global Peace & Unity Festival. The HACCP must cover the full process of food production from raw ingredients suppliers to service. The HACCP to include the manner in which appropriate records are to be kept of matters such as:

a) Temperature records of foods under storage, cold or hot display and also core cooking temperatures.

b) Cleaning Schedules and Records.

c) Records to show where foods have been sourced from.

d) Full details with information on how the food is stored, how it is transported, how it is heated/kept cold, how it is handled, how it is served.

e) Company details to include company registration number and VAT certificate.

f) A breakdown of proposed catering and menu's

g) A plan detailing the proposed design and layout of any temporary catering facilities. The plan must clearly show food storage, preparation, cooking and service areas together with the location of equipment such as refrigerated units, cookers, sinks, wash hand basins etc.

h) CIEH Food hygiene certificates of all people serving food and operating on site to be dated within the last three years

**13.4** The Caterer must inform GPUF & ExCeL London of the identity of the Local Authority where its food business is registered.

**13.5** The Caterer must provide to GPUF & ExCeL London a copy of their most recent food hygiene inspection report from the Local Authority.

**13.6** The Caterer must have achieved a Food Hygiene Rating of 4 or 5 at the time of the last inspection by the Local Authority and provide evidence of this to GPUF & ExCeL London.

**13.7** An audit may be carried out at the principle caterer's normal place of business by ExCeL London's appointed food hygiene auditor prior to being approved to operate at ExCeL London. If the Caterer fails to achieve an acceptable standard, they will not be permitted on to the ExCeL London site.

**13.8** The Caterer will be subject to audit by ExCeL London's appointed food hygiene auditor each day the Caterer is on site at ExCeL London. If the Caterer fails to achieve an acceptable standard, they will be asked to leave the premises.

**13.9** All food and drink exhibitors must be given copies of the Guide Catering regulations and will be required to provide signed copies of the document as proof of receipt.

**13.10** All menus will be pre-approved and an audit of the exhibition will take place prior to open to ensure compliance with the above requirements

### 13. PROMOTION

The Organiser reserves the right to distribute promotional material about the Exhibition. No responsibility is accepted by the Organiser for any error, omission or type or extent occurring in any promotional material.

### 14. PASSES

**14.1** The Organisers reserve the right to exclude or remove any person from the Exhibition area or the venue, whose presence at the absolute discretion of the Organizers are or is likely to be undesirable and the Organisers may exercise such rights even if that person is an agent of the Exhibitor or otherwise connected or associated with the Exhibitor.

**14.2** No Exhibitor will be admitted without producing the official exhibitor passes at the entrances. Passes must be worn and be visible at all times whilst at the venue.  
The Exhibitor shall ensure that the passes supplied for the use of the Exhibitors are not used by unauthorised persons or otherwise used to admit people into the exhibition who is not working for the Exhibitor on the Exhibitors stand.

### 15. HEALTH & SAFETY

**15.1** All materials used for decorating or covering stands or displays must be non- flammable material. Exhibitors must comply with all instructions given by the Organizers to avoid the risk of fire or any other risk.

**15.2** Each Exhibitor is responsible for the security of their own stand and the exhibits and should ensure that a valid policy of insurance is in place at all material times to cover the usual risks in respect of all loss, damage or injury to goods and persons.

**15.3** The aisles and gangways should be kept free from obstruction during the whole time the Exhibition premises are open for the purpose of the Exhibition. Any articles or goods found therein may be removed by the Organisers and the Organisers shall not be responsible for any loss thereof occasioned by such removal.

**15.4** Exhibitors must comply with any reasonable instruction given by the Venue, the Organiser or the authorities relating to Health & Safety.

**15.5** The Organiser takes any abuse against its staff serious and will therefore take appropriate action, including eviction from the venue or prosecution against an individual or corresponding organisation.

**15.6** Exhibitors should ensure that they are familiar with the location of their nearest fire exit and alarm point in the venue.

### 16. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

It is not intended that any of the benefits arising from this agreement shall be relied upon by a third party by reason The Contracts (Right of Third Parties) Act 1999.

### 17. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the Organiser and the Exhibitor and no correspondence or representation written or verbal entered into or which took place before the date of this Agreement shall be of any effect unless specially referred to in this Agreement or provided by subsequent procedures which are contemplated by this Agreement.

PRINT NAME:

COMPANY :

SIGNED BY :

DATE: