



Exhibitor TERMS & CONDITIONS

These terms and conditions apply to exhibitors at IPAF events, including virtual events, online events/webinars, hybrid events, and any events organised together with IPAF media partners. The term 'Organiser' refers to IPAF. The term 'Exhibitor' refers to the sponsor.

1. Cancellation Policy – Cancellation by the Exhibitor

Exhibitors can cancel their sponsorship six calendar months before the event takes place. Until then, payments already received will be refunded (limited to the amount paid by the Exhibitor). However, a fee of US\$50 USD or equivalent amount in GBP or Euros will be charged to cover administration and banking costs.

If the Exhibitor cancels their sponsorship three calendar months before the event takes place they will receive a refund for 50% of the amount paid. However, a fee of US\$50 USD or equivalent amount in GBP or Euros will be charged to cover administration and banking costs.

If an exhibitor cancels their sponsorship less than three months before the event takes place, no refund will be made.

All refunds will be less any costs incurred by the Organiser – e.g. production of branded banners, merchandise and any printed material.

In the case of virtual/online events where the Exhibitor wishes to cancel sponsorship after any aspect of the event has been pre-recorded featuring the Exhibitors' brand/logo or intellectual property, and would either be impractical to re-record, replace, or, would incur further cost to the Organiser, the Organiser reserves the right not to issue a refund.

2. Cancellation Policy – Cancellation by the Organiser

If the Organiser cancels the event for any reason other than force majeure, sponsorship fees are refunded to the Exhibitor. However, refunds are limited to the amount paid by the Exhibitor. The Organiser is not liable for any other loss or expenses incurred by Exhibitors as a consequence of the cancellation.

2.1 If the Organiser wishes to cancel the sponsorship based on a requirement to disassociate with the Exhibitor on the grounds of the Exhibitor's ill reputation/disrepute/misconduct/ then a refund will be made minus any costs incurred by the Organiser – e.g. production of branded banners, merchandise and any printed material.

3. Postponement by the Organiser

Occasionally events, including online events, need to be rescheduled by IPAF to accommodate changing priorities. This can include topics, themes and dates of events. In this case, the sponsor will be notified as soon as possible of any changes and offered alternative dates, themes or topics in the first instance.



4. Force Majeure

If the Organiser cancels, postpones or relocates the event on account of fire, flood, riot, earthquake, volcanic ash clouds, contagious diseases, civil commotion, decisions taken by the national and/or local authorities, weather conditions, strike, lock-out, labour disturbances, explosions, sabotage, accident, terrorism, war, acts of God, or any other causes or casualties beyond the control of the Organiser, no refund shall be made. Exhibitors waive all claims for damage in this case.

Wherever possible, the Organiser will transfer the Exhibitor's sponsorship to a different event with the agreement of the Exhibitor.

5. Public Liability Insurance

IPAF may require the Exhibitor to provide evidence of valid insurance with a limit of no less than £5million or local currency equivalent which extends to organised events taking place outside of the Exhibitor's business premises. Including for any work or activities the Exhibitor will be undertaking at the event. By signing these Terms & Conditions you are confirming you have valid insurance.

Failure to produce such evidence may result in the Exhibitor not being permitted to attend the event. In the event that the Exhibitor is not permitted to attend the event, due to breach of this clause, it will be deemed a cancellation by the Exhibitor and the applicable Cancellation Charge will apply.

6. Event Attendance Levels

Whilst every reasonable effort will be made to promote the event, IPAF provides no representation, guarantee or warranty to the Exhibitor regarding the anticipated levels of attendance by delegates, visitors or other Exhibitors to the event, including views for online/virtual events and webinars.

7. Marketing & PR

Exhibitors agree that any photographs or film captured throughout their attendance at the event may be used by the Organiser or its media partners for marketing, promotion and social media purposes. Exhibitors who bring guests as part of their sponsor package confirm they have sought their guests' agreement for this aspect of the terms and conditions.

8. Responsibility of Exhibitors' Possessions

The Exhibitor shall be liable and solely responsible for all of their equipment, materials and possessions used at the event. The Exhibitor is responsible for inbound and outbound shipment of their equipment, materials and possessions and for security of it, for the duration of the event.

9. Payment of Sponsorship

Payment of the sponsorship by the Exhibitor's should be made within the terms of the Organiser's invoice. The Organiser reserves the right to withdraw sponsorship if payment is not received prior to the event.