



## **The Methodist Conference Exhibition 2024**

Exhibiting at the Methodist Conference gives the opportunity to connect with over 250 leaders within the Methodist Church in Great Britain. In addition to the weekdays of business sessions, more than 700 people flock to the Conference to see the new President and Vice President inducted on Saturday, and many more come on Sunday for Sunday Worship and to see the new Presbyteral and Diaconal Ordinands received into Full Connexion.

### **How can your organisation get involved?**

The Methodist Conference has a range of opportunities for Methodist and non-Methodist organisations to get involved in the event. In addition to the exhibition opportunities detailed below, there are options for fringe events, your exhibition will be advertised in the Exhibition pages of the Methodist Conference website, along with a link to your website and a number of one-off sponsorship opportunities, please check the advertising card.

### **The Exhibition**

The 2024 Methodist Conference will take place at the Royal Armouries Museum and New Dock Hall, Armouries Way, Leeds LS10 1NF. The Exhibition will be open from Thursday 27 June until Tuesday 2 July and will be located in the Royal Armouries Hall, in the room where refreshments and lunches will be served.

Setup for all areas is on the morning of Thursday 22<sup>th</sup> June from 8.30am-12.30pm. Deliveries can be made in advance, if required.

Exhibition applicants are advised to read the [Exhibition, fringe events, advertising and sponsorship policy 2015](#) which details the criteria and process by which exhibitors are selected.

Early application does not guarantee a place in the Exhibition. The Conference Planning Executive reserves the right to select which organisations exhibit irrespective of when they applied. Their decision is final. The deadline for applications is midnight on Monday 26 February 2024. Successful applicants will be informed in March.

#### **Charity Rate:**

3m x 2m - £400 incl VAT

2m x 2m - £300 incl VAT

#### **Non-Charity Rate:**

3m x 2m - £500 incl VAT

2m x 2m - £400 incl VAT

Please note that we do not offer a shell scheme. All stand spaces come with one trestle table and two chairs. A 240v mains socket can be provided on request, however all electrical equipment must be PAT tested and you must be able to supply certificates as well as labels for the items concerned.

## Methodist Conference Exhibition 2024 - Terms & Conditions

This Agreement sets out the terms and conditions upon which your organisation ("You") will be permitted to exhibit as part of The Methodist Conference 2024 (the "exhibition"). The agreement is between you and the Methodist Council. The Conference Planning Executive act under the authority of the Methodist Council (MC/09/74 & SO140 respectively). The Conference Planning Executive is charged with executing the policy for exhibitions, fringe events, advertising and sponsorship at the Conference (MC/15/112).

**1. Contract:** The Exhibition is organised by the Conference Planning Executive. The Conference Planning Executive is acting on behalf of the Methodist Council. Your contract for participating in this event is with the Methodist Council and your booking is subject to these terms and conditions as set out below.

**2. Your application:** The Conference Planning Executive will process your application on behalf of the Methodist Council and reserves the right to decline any application that, in the absolute discretion of the Conference Planning Executive, is deemed unsuitable without entering into correspondence. If your application is accepted you will be sent a Booking Confirmation and Payment Schedule.

**3. Fees:** All fees will normally be invoiced within four weeks of the confirmation of a place within the Exhibition. Non-payment will trigger the termination of this agreement and exclusion from the exhibition.

**4. Deadlines:** All deadlines will be strictly adhered to. Failure to provide the requested items or information by the deadlines set may lead to the Conference Planning Executive and the Methodist Council denying you access to the relevant aspect of your booking. No refund of monies paid will be provided or damages payable by the Conference Planning Executive or the Methodist Council.

**5. Participation:** The Conference Planning Executive is appointed by the Methodist Council and therefore is in agreement with all statements of The Methodist Church of Great Britain. The Conference Planning Executive and the Methodist Council reserve the right to ask you to remove any item from your stand that (at the Conference Planning Executive's sole discretion) (a) could cause offence to attendees of the Methodist Conference or (b) is not suitable for the Exhibition bearing in mind the purposes of the Methodist Conference.

**6. Insurance:** It is the responsibility of the Exhibitor to ensure that it takes out and maintains insurance to cover its losses or liabilities arising out of or in connection with the Exhibition including but not limited to (1) insurance of the Exhibitor's property; (2) liability for injury sustained by employees or third parties; (3) liability for loss or destruction of or damage to property of the Venue, The Methodist Council (as conveners of the event) and any third party; and (4) insurance against losses arising out of the abandonment, cancellation or suspension in whole or part of the Methodist Conference due to causes beyond the control of the Methodist Council. Exhibitors should ensure that they have adequate insurance protection when attending the Methodist Conference. As a minimum, we require you to have £2 million Public Liability cover.

The Methodist Council cannot be held liable/responsible for any damage to, or loss (including theft) of equipment, stock, or any other item owned by, hired or loaned to you for the purposes of the Exhibition or otherwise. We strongly recommend that you arrange all risks insurance for such items for the duration of the Methodist Conference. It is your responsibility to ensure that all your staff have personal effects cover.

If your application is accepted you will be required to provide a letter from your insurer, on their letterhead, confirming the following:

- The name of the insured organisation
- The limit of your indemnity in respect of Public Liability
- The dates between which the insurance is valid
- If your organisation is not named as the insured organisation then you should send proof of your organisation's relationship to the insured.

**7. Cancellations:** If you wish to cancel your stand then you must do so in writing, addressed to The Conference Exhibition Manager c/o The Connexional Team, Methodist Church House, 25 Tavistock Place, London WC1H 9SF. Where you give us less than five working days' written notice, please note that no refund will be given.

**8. Security:** The Exhibition is located in an open area with public access during all sessions of Conference. The Methodist Council excludes all liability and responsibility for the supervision and security of your stand and stock. You will be responsible for the security of your stand and equipment and you

should remove valuables when you are not in attendance. You should ensure that you have the correct insurance cover in place.

**9. Staffing:** You will be responsible for staffing your exhibition stand for the break times laid out in the Exhibitor Agreement. Representatives of the Conference may only be used as ad hoc cover for staffing your stand. You will be responsible for ensuring the wellbeing of any volunteers or workers you use or employ on your stand.

**10. Accommodation:** You will be expected to arrange your own accommodation, food, refreshments and transportation.

**11. Electrical equipment:** Any electrical equipment or appliances which you propose to use at the event require a current Portable Appliance Testing (PAT) certificate. Please bring the certificate/s with you to the event as you may be required to produce them to the Conference Exhibition Manager or representatives of the Hilton Birmingham Metropole. You will not be permitted to use any electrical equipment or appliances for which you cannot produce a PAT certificate for and this will be strictly enforced. Please note that items under 12 months old do not need a PAT certificate; for such items you should bring receipts with you to prove the age of each item.

**12. Fittings:** All stands, fittings and materials which you propose to use at the event must be fire-retardant in accordance with the requirements of all the appropriate authorities. Appropriate certification must be available and it is your responsibility to ensure that you have the relevant certification with you. If you have fire-proofed items after purchase you will need to bring official confirmation detailing when, in the last twelve months, the fire-proofing was undertaken and which product was used. You will be provided with one table and two chairs per organisation free of charge. You will be responsible for providing all other tables and chairs, cloths and backdrops or display boards for your area. All fittings should be of professional exhibition standard. All articles, goods, advertisements, signs and any other materials exhibited must comply with the law and be free from any offensive or defamatory images, words or statements. They must not infringe any copyright, trademark, design, patent or other intellectual property right and must conform to any statutory provisions or regulations relating thereto. Both the Conference Planning Executive and the Methodist Council reserve the right to ask you to remove anything from your stand which is not appropriately certified or which it deems unsuitable, in its absolute discretion. You will indemnify the Conference Planning Executive and the Methodist Council against all actions, costs, claims and demands in respect of any breach of the provisions of this clause. You will immediately remove any item from your stand when requested to do so by the Conference Exhibition Manager.

**13. Power supply:** No guarantees are given for the availability of power in any location. Sockets must be booked using the Conference Exhibition Application Form. For electrical loads greater than 13 Amps a specific request may be made to the Conference Exhibition Manager for additional power supplies. 'Daisy-chaining' (attaching one extension lead to another) is strictly prohibited.

**14. Set-up:** You will be responsible for the delivery, erection, manning, dismantling and removal of your stand and material on your allocated space within the timeframes given by the Conference Arrangements Committee. The safety of this area is also your responsibility. The Conference Planning Executive and the Methodist Council reserve the right to alter and/or close a stand which, in their reasonable opinion, is unsafe. Set up will take place from 8.30am – 12.30pm on Thursday 27th June at which point safety checks will take place to ensure that the Exhibition can open to the public. No exhibitor arriving after 12.30pm will be permitted to set up.

**15. Opening times:** The opening times of the Exhibition are shown below.

Thursday 27 June 1pm – 4.45pm  
Friday 28 June 10.45am – 4.45pm  
Saturday 29 June 10.00am – 5pm  
Sunday 30 June 09.15am – 1.30pm  
Monday 1 July 10.45am – 4.45pm  
Tuesday 2 July 10.45am – 4.45pm

These times reflect the times of session and lunch breaks, when Conference representatives are likely to visit the Exhibition. The final session on most days will close at around 6.30pm and exhibitors may elect to keep their stand open until after this time if they so wish, though this is not a requirement. To make the best use of the Exhibition, the Conference Planning Executive and the Methodist Council recommend that your stand is staffed before conference sessions, during refreshment breaks and during the lunch break. While it is not essential for your stand to be manned at all times, the Methodist Council accepts no liability for any valuables or other materials left unattended on exhibition stands.

16. **Sales & Promotion:** All literature must be distributed and all business activity must be conducted within the confines of your stand area. Any additional activities including, but not limited to, surveys or questionnaires must be approved in writing by the Conference Planning Executive prior to the event. Please note; you will not be permitted to distribute food or drink without the express permission of the Conference Planning Executive.

17. **Conference publications:** The name of your organisation will appear in the Conference website where your web address will also be posted. The web address published will be the one that you have included on your application form, so please ensure that it is correct.

18. **Space:** You will be provided with an area of floor space as detailed on your Booking Confirmation and you will be advised if there are any changes to this. No shell scheme (which is the walled structure fitted around exhibition stands) is provided. If you wish to use display panels you will need to provide your own to fit the given floor area. These must be no more than 2.5 metres high. There is no guarantee that your stand will be adjacent to a wall. Both the Conference Planning Executive and the Methodist Council reserve the right to re-lay the stand plans and/or re-allocate, move or adjust stands as necessary and to close entrances, exits and access to the Exhibition areas as they deem necessary (in their absolute discretion). Your stand must be erected within the area marked out by the Conference Exhibition Manager.

20. **Restrictions:** Unless the Conference Planning Executive has granted prior written authorisation you will not, and will ensure that none of your staff will, make or arrange any:

- announcements with a microphone;
- publicise special appearances or book signings;
- sign-posting around the venue or exhibition area.
- activities outside of your exhibition space.

You may not sell, assign, rent, transfer, trade or share any part of your stand with any other organisation, without the prior written agreement of the Conference Planning Executive. Any sound played on your stand must be at such a volume as not to cause interference or discomfort to those around you.

21. **Breakdown:** Stands must not be dismantled before the time advised by the Conference Exhibition Coordinator, unless permission has been given for early removal. You are responsible for removing all exhibits from your allocated space and for ensuring this space is delivered back to the Conference Planning Executive and the Methodist Council in good order and clean condition. The Conference Arrangements Committee and the Methodist Council reserve the right to charge you a fee for removing any such material or cleaning the space, in the event that this is not complied with. You are responsible for making your own transportation arrangements to and from the event, including the provision of packing materials. Breakdown will take place from 5.00pm Tuesday 2 July. If this is likely to present difficulties in getting away exhibitors may start breaking down their stand from 2.30pm on Tuesday 2 July. Exhibitors will be required to break down their stand and vacate the venue during the times specified unless otherwise agreed by the Conference Exhibition Manager.

22. **Accuracy of Information:** All of the information provided to you in this application pack is currently correct, however, things can and do change and the Conference Planning Executive and the Methodist Council reserve the right to make any necessary changes, including, but not limited to, programme or venue changes. Any changes relating to the programme or venue shall be notified to you as soon as possible and where practicable, in writing no less than fourteen days prior to the date of the Exhibition.

23. **Liability:** The Conference Planning Executive and the Methodist Council shall not be in breach of this agreement, nor liable for any failure or delay in performance of any obligations under this agreement arising from or attributable to acts, events, omissions or accidents beyond its reasonable control (Force Majeure Event), including but not limited to any of the following: Acts of God, explosions, floods, tempest, fire, accident, war or threat of war, sabotage, insurrection, civil disturbance, any acts, restrictions, regulations, byelaws, prohibition or measures of any kind on the part of any governmental, parliamentary or local authority, import or export regulations or embargoes, strikes, lock-outs or other industrial actions or trade disputes or any power failure whatsoever or howsoever caused.

To the fullest extent permitted by law, the Methodist Council's total liability under or in connection with this agreement shall be limited to the amount paid by you under this agreement or any relevant insurance maintained by the Methodist Council. In relation to specific heads of liability that may form part of the Methodist Council total liability, its liability shall be limited as follows:

- in respect of any breach by it of the terms of this agreement, limited to the amount paid by you under this agreement;
- in respect of any negligence by it in connection with this agreement, limited to the amount paid by you under this agreement or the level of any relevant insurance that the Methodist Council has in place (whichever is the lowest reasonable in the circumstances);
- in respect of any liability for property that is covered by the Methodist Council's insurance, the level of the relevant insurance held by the Methodist Council;
- in respect of any other liability, the amount paid by you under this agreement.
- If you have an obligation to the Conference Planning Executive or the Methodist Council to insure against a risk, the Methodist Council will have no liability whatsoever for or in relation to any loss or damage that falls to be covered by the insurance so required, whether or not you actually take out the insurance.
- the Conference Planning Executive and the Methodist Council shall not be liable to you for loss of profit, loss of business or depletion of goodwill in each case whether direct, indirect or consequential, or any claims for consequential compensation whatsoever (howsoever caused) which arise out of or in connection with these terms and conditions.
- In the event that the venue is not able to provide the Methodist Council with anything the Methodist Council requires from the venue in order to put on the Event (including but not limited to the space required for the Event), either for the whole or part of the duration of the Event, the Conference Planning Executive and the Methodist Council may at its absolute discretion refund you the whole or part (on a pro-rata basis) of your payment, and in these circumstances the Conference Planning Executive and the Methodist Council shall not be liable to you for any loss in excess of this refund or partial refund.

Nothing in these terms and conditions excludes or limits or seeks to exclude or limit the Conference Planning Executive and the Methodist Council's liability for death or personal injury caused by the Conference Planning Executive and the Methodist Council's negligence or under section 2(3) of the Consumer Protection Act 1987 or for fraud or fraudulent misrepresentation or for any matter which would which would render this Clause unenforceable.

24. **Dispute:** In all matters of dispute at the exhibition, in the first instance you should put your complaint in writing, setting out the circumstances in full, addressed to The Arrangements Team Leader, The Methodist Conference, 25 Tavistock Place, London WC1H 9SF. Your letter will be carefully considered and you will receive a written decision. If you are unsatisfied with this response, you should refer the matter to the Chartered Institute of Arbitrators for mediation or arbitration.

25. **Governing Law and Jurisdiction:** This Agreement and any disputes arising out of or in connection with its subject matter are governed and construed in accordance with the law of England. The parties to this Agreement hereby irrevocably agree that the Courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement. If any provision of this agreement (or any part of any provision) is found by a court or other authority of competent jurisdiction to be illegal, invalid or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this agreement, and the validity and enforceability of the other provisions of this agreement shall not be affected.