



This guide is a supplement to the Spring Harvest 2024 Exhibition Terms & Conditions.

1. Dates

- Skegness: Monday 1 April – Friday 5 April
- Minehead: Monday 8 April – Friday 12 April

2. Provisional timings

All timings are subject to revision on finalisation of the event programme and in consultation with Butlin's.

Arrival and set up - Monday

- We hope you will have access to your exhibition space from 2.30pm.
- Wherever possible exhibition stands should be set up by 4pm.

Exhibition opening times

- Monday: Full opening 8:30pm - 10pm
- Tuesday - Thursday: 11am - 5.30pm and 8:30pm - 10pm.

We ask that your stand is open and staffed during these times. You are welcome to open for longer if you choose.

Exhibition close and pack-down - Thursday

- Pack-down will begin from 10.00pm (once delegates have left the Exhibition area). Please do not break down your stand before this time.
- The Skyline must be cleared by 1:00am Friday (at the very latest).
- Exhibitors are responsible for the removal of all materials from their allocated space and must leave it in good order and clear of all rubbish. Essential Christian reserves the right to make a charge for the removal of materials or cleaning.

3. Your booking

Bookings are for space and power **only**. Bookings **do not** include tables, chairs, dividers etc or accommodation.

- Apply for space in the exhibition via the link our website.
- When your application to join us is approved, book through our portal at echevents.uk/sh24-exhibit/portal
- Wherever possible payments should be made through the Portal. Accepted methods of payment are Visa debit and credit, Mastercard and Amex. Alternatively pay by bank transfer.
- An exhibition stand is a workplace covered by Health and Safety legislation. It is your responsibility to ensure that a suitable and sufficient risk assessment is completed.
- We hope you can join us, but if you need to cancel, please email exhibit@springharvest.org
- Our Exhibition Handbook, which gives final details, will be sent to you at least two weeks before the event.

4. Stand sizes & exhibition etiquette

All stand sizes have a standard depth of 2m. Our website gives details of all available sizes. We suggest no higher than 3m.

- Exhibitors are responsible for providing all tables, cloths, backdrops and display boards all of which must be of professional standard. Stands and their fittings and any materials used must be fire retardant (in accordance with appropriate authorities and British Standard 5867 part 2). Please provide appropriate certification in advance or at the event, this includes spray-on applications - which must have been applied in the last 12 months.
- Essential Christian will design the exhibition layout and reserves the right to revise it at the event if necessary.
- Our exhibition is in The Skyline, a large, covered area at the heart of the resort. The lighting in the Skyline can be low in the evening so you may choose to bring supplementary lighting.
- We advise you to take any valuable items away from your stand when the exhibition is closed. We cannot guarantee the security of any stock or equipment left on your stand. Please ensure you have the correct insurance cover in place.
- In keeping with our aim to reduce waste, the distribution of literature must be kept to a minimum and offered sensitively, in response to a meaningful conversation. There is more information about activities in our Terms & Conditions.
- Full details of Essential Christian's liability insurance are available upon request.

5. Power supply & electrical equipment

The power supply is a 13-amp socket.

- Only one extension lead can be used per plug socket. No chaining on extension leads is permitted.
- All electrical equipment or applications which you propose to use require a Portable Appliance Test (PAT) Certificate. Please bring certificates with you and be ready to show them to the Exhibition Manager. No equipment or appliances can be used without a PAT Certificate.

6. Butlin's accommodation discount

We are not able to book accommodation for exhibitors, however we have arranged with Butlin's for a limited number of units to be reserved for exhibitors.

- Exhibitors are entitled to a 15% contribution towards the cost of one Butlin's accommodation unit per organisation per break. The contribution is towards accommodation only, not meals, wifi, holiday protection or other extras.
- To book your Butlin's accommodation please phone them on 0330 100 9330 and let them know you are asking about the accommodation reserve, alternatively book the accommodation of your choice online from the link on our website. We recommend early booking to avoid disappointment.
- You must give us a copy of your booking confirmation – including all costs – so we can arrange our contribution.
- The payment balance is the responsibility of the exhibitor and Spring Harvest booking terms & conditions apply www.springharvest.org/terms

If you do not want to book accommodation with Butlin's you may, of course, book alternative local accommodation.

7. Your team

Event passes (wristbands). All team members should wear a wristband while at Spring Harvest (they may be shared by part-time team members if you do not have the same team for the whole week). Spring Harvest reserves the right to ask any individual unable to produce a wristband to leave the event.

- If you book your accommodation with Butlin's your Butlin's arrival pack will include wristbands for each person accommodated.
- Wristbands are also given with Day Visitor tickets.
- If you do not claim your accommodation discount you will receive four wristbands in your Exhibition Welcome Pack which may be worn by your team or family members or friends.
- If you need additional passes for your team or family, you can buy **Day Visitor tickets** at 20% discount for the full event or for individual days. Use the discount code **EX24UL**.
- Please brief your team well before the event so they understand what you hope to achieve. They should also understand our **Child Protection** guidelines and your **Risk Assessment**.
- Please give us the names of your team members at least two weeks before Spring Harvest starts so we can produce appropriate name badges.
- You will be responsible for ensuring that all your staff are fit to work and are not displaying any symptoms of illness which could be contagious. Any member of your staff who is unwell must be isolated immediately and the situation reported to the Exhibition Manager, they may be asked to seek medical assistance and may be asked to leave the event. This is at the absolute discretion of Essential Christian.
- Your team are welcome into the programme providing they are wearing an event wristband and we hope they do get a chance to enjoy some of it. The exhibition will be open at some points while the Spring Harvest programme is running, so please ensure you have sufficient cover on your stand before releasing a member of your team, for instance in the afternoon.

8. Feedback

After the event you will be asked for your feedback and, if applicable, a reconciliation of your total net sales. This information forms part of our event evaluation process.

If you have any questions about any part of your booking, please email exhibit@springharvest.org

We look forward to working with you.