



# SATELLITES SUMMER 2021

## EXHIBITION APPLICATION FORM

We would love you and your organisation to join us in the summer of 2021 at Satellites in Peterborough. If you are interested in exhibiting, please fill in this form and return it to [hello@wearesatellites.com](mailto:hello@wearesatellites.com) and a member of the team will be in touch with you within 14 days. If you have any questions, please get in touch with us using this email address.

ORGANISATION NAME

CHARITY NO  
(IF APPLICABLE)

ORGANISATION WEBSITE

ORGANISATION ADDRESS

CONTACT NAME

ROLE IN ORGANISATION

EMAIL ADDRESS

PHONE NUMBER

PLEASE SELECT STAND  
SIZE\*

POWER SUPPLY\*

\*PRICES CAN BE FOUND ON THE NEXT PAGE

PLEASE USE THE SPACE BELOW TO GIVE US SOME INFORMATION ABOUT YOUR ORGANISATION'S OBJECTIVES FOR EXHIBITING AT SATELLITES 2021 INCLUDING WHAT PRODUCTS, SERVICES OR OPPORTUNITIES YOU ARE PLANNING TO SELL OR PROMOTE.

By signing this application form, you are confirming that you have read the terms and conditions of exhibiting at Satellites 2021.

SIGNED

DATE

On confirmation of your application, you will be issued an invoice for a 20% deposit of your total cost which will be payable within 28 days.

*Youthscape*



# SATELLITES

## SUMMER 2021

### EXHIBITION PRICES

	2M X 2M	2M X 4M	2M X 6M	2M X 8M
STANDARD COST*	£600	£1,200	£1,800	£2,400
CHARITY ANNUAL TURNOVER >£500,000	£420	£1,020	£1,620	£2,220
CHARITY ANNUAL TURNOVER <£500,000	£300	£900	£1,500	£2,100
POWER	£60			

All exhibition spaces will include 3 full event passes and pitches in a designated exhibition camping village.

Charities that are registered with the Charity Commission are entitled to a discount on the first 2mx2m area booked, additional space will be charged at the full rate. This discount is based on annual turnover:

Under £500,000    50%  
Over £500,000    30%

\*For organisations that are trading at Satellites, a 17.5% turnover rent will be applied in addition to stand rental. Invoices will be issued post event for the balance if 17.5% of sales are greater than the cost of the space. A reconciliation of your total net sales will be requested post-event and an invoice issued.





# SATELLITES SUMMER 2021

## EXHIBITION TERMS & CONDITIONS

These terms and conditions apply to all organisations and individuals exhibiting at Satellites 2021.

### 1. APPLICATIONS

- 1.1. Applications must be received by 1st July 2021
- 1.2. All applications are seen as a request to exhibit at Satellites. Youthscape reserve the right to decline your application at our discretion and without entering into a dialogue about the decision
- 1.3. Youthscape aim to respond to all exhibition applications within 14 days of receiving a complete application

### 2. PAYMENT

- 2.1. Upon confirmation of your stand space, a deposit of 20% of your total cost will be due. An invoice with payment details will be provided. Deposits are non-refundable.
- 2.2. Full payment will be due by 31st July 2021. An invoice with payment details will be provided in advance
- 2.3. Youthscape reserve the right to withdraw any offer if payment terms are not adhered to
- 2.4. VAT will be charged for exhibitors, advertisers and sponsors unless Youthscape are in receipt of a duly authorised exemption request
- 2.5. Charities that are registered with the Charity Commission are entitled to a discount on the first 2mx2m area booked, additional space will be charged at the full rate. This discount is based on annual turnover:
  - Under £500,000 - 50%
  - Over £500,000 - 30%
- 2.6. Stand costs: (see table above)
- 2.7. For organisations that are trading at Satellites, a 17.5% turnover rent will be applied in addition to stand rental. Invoices will be issued post event for the balance if 17.5% of sales are greater than the cost of the space. A reconciliation of your total net sales will be requested post-event and an invoice issued  
Example: If your organisation booked a 2m x 4m stand and your sales were greater than £6857. For all your sales over £6857, post-event, Youthscape would invoice for a turnover rent of 17.5% over this cost.

### 3. CANCELLATIONS

- 3.1. All cancellations of exhibition space must be received by Youthscape in writing by emailing [[hello@wearesatellites.com](mailto:hello@wearesatellites.com)]. Please note all deposits are non-refundable.
- 3.2. If the cancellation is made after 31st July 2021, the organisation will be liable for 100% of the booking
- 3.3. In the occurrence that Satellites is cancelled, all money will be refunded with 28 days of the cancellation
- 3.4. It is entirely at Youthscape's discretion to cancel an organisation's booking at any time, prior to and during the event, and we are not responsible for any losses incurred

### 4. STAND SPACE, EQUIPMENT & SAFETY

- 4.1. Stand space is available from the standard size of 2m x 2m and can be increased by 2m up to 2m x 8m. All stands have a depth of 2m. Please ensure your stand fits in the space booked, extra space will be charged at the advertised rate if available. If no additional space is available and you are unable to stay in the space booked, you may be evicted from the exhibition with no refund
- 4.2. Your stand space will be marked out on arrival at the event, please note, there will be no shell scheme (walled exhibition structure) supplied, you will be responsible for providing your own display panels to fit in your area (we cannot guarantee your stand will be against a wall). No panels or structure can exceed 2.4m high
- 4.3. Organisations are responsible for providing all tables, backdrops, banners, displays etc. for the stand. Stands, fittings and any material used must be fire retardant (in accordance with appropriate authorities and British Standard 5867 part 2). Appropriate certification will be requested
- 4.4. Your stand space must be free of trip hazards including trailing cables, these must be removed or taped down.
- 4.5. Your stand must be free of packaging materials and rubbish must not accumulate within the venue
- 4.6. Fire exits and walkways must be kept clear and free of obstructions at all times
- 4.7. Before the opening of the exhibition and throughout the event, the exhibition manager and Site Safety Officer will check each stand to ensure the safety of guests and team. Action will be taken where it is deemed necessary. Any concerns around Health and Safety should be directed to the Exhibition Manager who will make a further assessment
- 4.8. At the end of the event, your space must be left how it was found. No equipment, stand furnishings or rubbish must remain in this space

### 5. POWER

- 5.1. Power must be booked during the application process. The power supply is a double 13 Amp socket
- 5.2. All electrical equipment used on your stand must have a Portable Appliance Test (PAT) Certificate or have been purchased within 12 months of the event
- 5.3. PAT Certificates must be brought to site and shown on request by the Exhibition Manager. The use of any equipment or appliance without a valid PAT Certificate will not be permitted on site
- 5.4. Cables must not be 'daisy chained' under any circumstances
- 5.5. Electrical items that pose a risk must not be used on stands i.e. kettles, portable heaters etc.

### 6. INSURANCE AND RISK ASSESSMENTS

- 6.1. All organisations exhibiting at Satellites are required to have their own Public Liability Insurance with an indemnity of £5,000,000 per claim. A copy of your Public Liability Insurance will be requested on approval of your application.
- 6.2. Organisations are required to complete and send a Youthscape Fire and Risk Assessment document for the safe assembly and dismantling of their stand and all activities taking place

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## EXHIBITION TERMS & CONDITIONS

### 7. STAFFING AND BEHAVIOUR

- 7.1. It is your organisation's responsibility to ensure all volunteers or members of staff representing you is suitable to do so and is legally able to work in the UK.
- 7.2. It is your organisation's responsibility to ensure that your staff are fit to work and are not displaying any symptoms of illness which could be contagious. Any member of your staff with symptoms of vomiting or diarrhoea must be isolated immediately and the situation reported to the Exhibition Manager.
- 7.3. Exhibitors are required to wear event wristbands at all times; lost or replacement wristbands will be charged for.
- 7.4. All stand representatives must be 16 or over at the time of the event. No one under the age of 16 will be permitted in the exhibition space during set up and packdown
- 7.5. Youthscape reserve the right to remove any person whose behaviour we deem to be inappropriate, where their behaviour may harm the reputation of Satellites or Youthscape or where their behaviour may be harmful to themselves, guests or team members
- 7.6. During the event, Youthscape reserve the right to ask you to reduce the size of your stand team if you have too many people for the size of the stand booked and are causing disruption to other stands around you
- 7.7. Members of your team will be entitled to a 50% discount on hot drinks at the café in the exhibition area
- 7.8. It is a condition of exhibiting at Satellites that you ensure all stand representatives are suitable to work with children and young people. All team members will be required to sign a safeguarding declaration prior to arriving on site.

### 8. RESTRICTIONS

- 8.1. Where music is played from your stand, it must not be of a level to disrupt the stands around you. The Exhibition Manager has the right to stop music if it is seen to be a disruption to other organisations
- 8.2. No announcements may be made with a microphone or other amplification device
- 8.3. No signings or 'special appearances' without express permission from the Satellites Event Team prior to the event. Please email [hello@wearesatellites.com](mailto:hello@wearesatellites.com) to request this
- 8.4. No food or drink may be given away or sold
- 8.5. Any literature, resources and goods displayed or distributed on your stand must comply with the law and be free from any offensive or defamatory images, words or statements. Youthscape reserve the right to ask you to remove immediately anything that we deem inappropriate, unsuitable or which may cause offence to delegates
- 8.6. Stand space must not be 'sub-let', transferred, traded or shared with any other organisation
- 8.7. Leafleting outside of your stand area is strictly prohibited and the Satellites Event Team are within their rights to confiscate any materials that are being inappropriately distributed at the event
- 8.8. Your stand representatives are not permitted to photograph or video any delegates in their stand area without the express written permission of the individual

### 9. ARRIVAL, SET UP, VEHICLE ACCESS & PACKDOWN

- 9.1. Organisations are responsible for the safety, delivery, assembly, staffing, dismantling and removal of their stand and any materials used in their space
- 9.2. Access to the exhibition area will be from 12 noon on Tuesday 10th August 2021 for set up to commence, all stands must be fully erected by 7pm. Any stands not built by this time will not be permitted to open on the first evening of the event
- 9.3. Under no circumstances must stands begin being dismantled until the exhibition is closed on Saturday 14th August and the Exhibition Manager has given express permission for this to go ahead
- 9.4. Anyone under the age of 16 is not permitted in the exhibition area during set up and packdown under any circumstances

### 10. SECURITY

- 10.1. Main entrances to the exhibition will be locked when the exhibition is closed, however Youthscape cannot guarantee the security in the venue
- 10.2. Neither Youthscape or contractors brought in by Youthscape, are liable for any loss or damage incurred during the event
- 10.3. It is your organisation's responsibility to ensure that you have adequate insurance to cover your stock, stand furnishings and any other items brought to site and that your stand team remove any valuables from your stand when there are no representatives on your stand
- 10.4. Although we don't ask that stands are packed away fully when the exhibition is closed, we would recommend all valuable and sensitive items are taken away during closed hours

### 11. LIABILITY

- 11.1. By agreeing to the Terms and Conditions, you accept that we will have no liability for damage or loss, directly or indirectly through 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 location authority, import or export regulations or embargoes, strikes, lock-outs or other industrial actions or trade disputes (whether involving the our employees or those of a third party) or any power failure whatsoever or howsoever caused.
- 11.2. Except in respect of death or personal injury caused by our negligence, or as otherwise expressly provided in these Terms and Conditions, we shall not be liable to you or any of your employees or representatives by reason of the provision of these Terms and Conditions or any representation (unless fraudulent), or any implied warranty, condition or other term, or any other duty at common law for any loss or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by our negligence, our servants or agents or otherwise) which arise out of or in connection with your exhibiting at the event, and our entire liability in any circumstances shall not exceed an amount covered by our insurance from time to time.

### 12. DISPUTES

- 12.1. This agreement and any disputes arising out of it 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

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