



On behalf of WOMEX and English Folk Expo Ltd.

Piranha Arts AG
Kreuzbergstrasse 30
10965 Berlin
Germany

herein known as the Organiser.

Exhibitor Manual and Signed Letter of Acceptance by the Exhibitor

Please note: Your stand booking will not be completed until we have received your signed Letter of Acceptance [Section 5, page 18]. Thank you!

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1. STAND PACKAGE

1.1 STANDARD STAND BOOKING

The booking fee for one standard stand unit is 890€ net. + VAT, if applicable [for more information on VAT reimbursement see: 1.6

Each stand unit is 6m² and the dimensions are 3m wide, 2m deep, 2.5m high.

There are no smaller stand units available!

Each standard 6m² stand-booking includes:

- Panelled walls adjacent to neighbouring stands [**corner stands are 2-sides open as standard**]
- General lighting in trade fair hall.
- Wall panels are formed of black square edged aluminium frames with white laminated infills.
- 1 standard nameboard on each open side of the stand [stand number and company name]
- Lights: 2 x LED spotlights.
- 1 x 500w electrical socket.
- 1 x rectangular table, size: 110 x 70 cm
- 4 x chairs
- Grey floor covering

[LINK TO VISUAL OF STAND PACKAGE SPECIFICATION](#)

1.2 SPECIAL REQUESTS FOR STAND SET-UP OR LAYOUT

Exhibitors who would like to remove some/all walls from their stand or have any other special requests for the stand set-up, please contact production@womex.com

Companies that want to build their own stand structure must forward their proposed floor plan and booth design, including elevations with measurements and Health & Safety documentation [Risk Assessment, Method Statement, and Insurance] to operations@easelprojects.com No later than Friday 20th September 2024. Build Regulations can be found [HERE](#).

Exhibitors are advised that if you intend to build higher than 2.50 metres or have other special requests you must contact production@womex.com by Friday 6th September 2024. Any builds higher than 4.0m are complex and plans must be accompanied by a set of structural calculations that will be checked and approved by a Structural Engineer on site [the cost for this must be paid by the exhibitor].

1.3 CUSTOMIZE YOUR STAND AND ADDITIONAL SERVICES

1.3.1 Furniture, Audio Visual Equipment, Temporary Personnel & Graphic Services

To order additional furniture, audio visual equipment or graphics for your stand, please consult the [Additional Equipment and Services Catalogue](#) for WOMEX 24 and follow the applicable

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ordering procedure. Please note that to secure the best price for additional services you are advised to book before the *early bird discount deadlines* given in the Catalogue, after which rates might increase by up to 30% on the list price and can only be processed subject to availability of materials and transport.

PLEASE NOTE: Orders are placed through the respective goods and service providers. Invoices for the orders will be issued and payments must be made directly to the supplier according to their terms and conditions.

For advice and assistance please contact: operations@easelprojects.com

[LINK TO ADDITIONAL EQUIPMENT AND SERVICES CATALOGUE](#)

1.3.2 Wi-Fi and Internet Connections

Manchester Central Convention Complex is wi-fi enabled and this service is provided free of charge and is considered by the venue to be sufficient for checking emails or low-level browsing. Access is granted once Wi-Fi registration is completed. **However, Wi-Fi availability is subject to capacity and heavy usage during the open period of the event may affect its stability.**

Therefore, it is recommended that exhibitors requiring an internet connection on their stand for showing videos, demonstrating product etc are advised to purchase a more advanced connection, which would give a more dedicated bandwidth with increased download speeds. This type of connection is charged per event and can be pre-ordered via the Additional Equipment and Services Catalogue

1.4 TERMS OF PAYMENT AND BUSINESS

For all persons attending WOMEX 24 the terms of payment and business apply. Main exhibitors are held responsible for their co-exhibitors and must make sure co-exhibitors adhere to the terms of this Exhibition Manual and to the WOMEX 24 terms of payment and business. The terms of payment are:

- Full payment of rental price upon receipt of the invoice. No exhibitor will be allowed access to the exhibition stand if the organiser has not received the full stand rental price before the set-up time of the Trade Fair.
- You can find all terms of payment and business here: www.womex.com/terms

> **Please Note:** *Your stand booking will not be completed until we have received your signed copy of this Exhibitor Manual. The signature required is at the bottom of this document, section 5, page 18.*

1.5 CANCELLATION

> **Please Note: No refunds will be made after Friday, 30 August 2024**

- The organiser must receive notification of cancellation of exhibition stand or space in writing.
- The organiser reserves the right to alter the present regulations with immediate effect in case orders from the authorities or other compelling reasons might deem it necessary.

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- For more details on the refund policy, please read our WOMEX 24 terms of payment and business carefully: www.womex.com/terms

1.6 VAT REIMBURSEMENT ON TRADE FAIR STAND BOOKINGS

> **Please note: You are also advised to contact your tax consultant if in doubt.**

If you book a **stand and accompanying services** (Event Package, including but not limited to supply of space, set-up and maintenance of temporary stand structures, basic equipment rental, power, security etc.) at WOMEX, reverse charge for VAT can apply, if:

- your business is based in the UK and you have a valid UK VAT ID number or
- your business is based in the EU and you have a valid EU VAT ID number or
- your business is based outside the UK and can provide proof of tax residence and entrepreneurship.

However,

- If you are a German company with a valid VAT ID number you have to pay German VAT on the event package.
- If you are an EU company without a valid VAT ID number, you have to pay local (UK) VAT on the event package.
- If you are a company based outside the EU and cannot provide proof of tax residence and entrepreneurship, you have to pay local (UK) VAT on the event package.

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2. TRADE FAIR

2.1 TIMETABLE

Please see details below for Set-up, Registration and Check-In, and Take-down times.

Date	Times	Permission	Access Requirements
SET-UP			
Monday 21 October	12.00 – 18.00hrs	External Stand Builders ONLY*	*Exhibitors must inform the Organiser** in advance of Stand Builder’s Contact Details. Pre-agreed Loading times will be confirmed to the exhibitor or stand builder. Acknowledgement of Site Induction Form must be completed in advance [see 2.2] for issue of hall access pass. PPE: Hi Visibility Vests as a minimum
Tuesday 22 October	08.00 – 12.00hrs	External Stand Builders ONLY*	
	12.00 – 20.00hrs	Exhibitors and External Stand Builders	
Wednesday 23 October	08.00 – 10.00hrs	Exhibitors for Stand Dressing	Exhibitors must collect a hall access wristband from the desk in the main foyer.
	10.00 – 14.00hrs	Exhibitors for Stand Dressing	Check-In at Registration Desks in main foyer
TRADE FAIR OPENING TIMES [Registration and Check-in Times]			
Wednesday 23 October	14.00 – 18.00hrs	All Delegates	
Thursday 24 October	10.00 – 18.00hrs		
Friday 25 October	10.00 – 18.00hrs		
Saturday 26 October	10.00 – 18.00hrs		
Take-Down			
Saturday 26 October	18.30 – 19.30hrs	Exhibitors remove stand dressing.	Exhibitor Passes required.
	19.30 – 22.00hrs	External Stand Builders - Stand Deconstruction	Pre-agreed Loading times will be confirmed. Site Induction MUST be completed [see section 2.2] for issue of hall access wristband.
Sunday 27 October	08.00 – 14.00hrs	External Stand Builders - Stand Deconstruction	PPE: Hi Visibility Vests as a minimum

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**For any queries and to advise the organisers of External Stand Builder Details please email: operations@easelprojects.com

2.2 ACCESS PERMITS

All exhibitors, as well as non-registered staff need permission to access the halls during the stand set-up and take-down periods on Monday 21st, Tuesday 22nd, Saturday 26th and Sunday 27th October [ie outside of the Trade Fair open period]. Therefore, it is OBLIGATORY for one representative from each exhibiting company to complete the [ACKNOWLEDGEMENT OF SITE INDUCTION FORM](#) and cascade the relevant information to members of their team [including external stand builders and any personnel helping with the set-up and take-down of stands]. BEFORE COMPLETING the Acknowledgement of Site Induction Form please READ the [ORGANISER SITE INDUCTION](#) Document.

Please contact operations@easelprojects.com to request access at these times and to ensure the appropriate documentation for completion.

[LINK TO ORGANISER SITE INDUCTION DOCUMENT](#)

[LINK TO ACKNOWLEDGEMENT OF SITE INDUCTION FORM](#) [MANDATORY*]

2.3 REGISTRATION BADGES

The exhibitor badge and WOMEX wristbands need to be picked up at the registration check-in counter in the main entrance of the daytime venue, Manchester Central [during official registration and check-in times].

Each badge lists the exhibitor's company name [if applicable] and the given name/surname of the delegate. The pass is strictly for personal use only and:

- if lost, it will not be replaced.
- if asked, the holder must also present her/his identity card.
- if found in the possession of a third party, it will be confiscated.

It is NOT allowed to invite non-registered persons to receptions and other events happening within the WOMEX 24 daytime venue [Manchester Central] during official WOMEX opening hours.

2.4 TRANSPORT OF EXHIBITS

The official logistics partner, who can help with shipping, lifting, storage and importing, is CLS Expo. Please find an overview of services available [HERE](#).

If you are permanently importing any exhibits or displays for your stand from overseas [ie items that will remain in the UK] you will need to ensure that you have a NOMINATED IMPORTER. CLS Expo can assist you with all customs formalities and provide you with further information regarding the importing of goods [including duty and VAT payments that will need to be made]. It is recommended that arrangements are put in place as soon as possible.

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For all queries and assistance please contact:

Paul Attwood, CLS Expo

E: paul.attwood@clsexpo.com

M: +44 (0) 07908 559228

For further information on importing and if an ATA Carnet must be completed please see [HERE](#).

2.5 RULES WITHIN TRADE FAIR AREA AND STAND SPACE

2.5.1 Accidents – Reporting of

It is a legal requirement that any accident sustained, however small, should be reported in the first instance to the Organiser's Office located towards the front of the hall. Some accidents [including 'near misses' must be further reported to the Local Authority in which case the Organisers will advise].

2.5.2 Balloons, Airships and Blimps

Balloons, airships and blimps are not permitted.

2.5.3 Children/Minors

Under no circumstances will individuals under the age of 16 be allowed into the Trade Fair Hall during the build-up and take-down periods.

2.5.4 Cleaning and Waste Management

Manchester Central Convention Centre is working towards a zero waste to landfill policy, and to this end all waste must be removed from site to avoid incurring additional charges.

Items left within the gangways during build-up and take-down may be deemed as rubbish, therefore please ensure that any items of value are kept within the confines of your stand.

During the open period any bags of general rubbish should be left in the gangways after the close of the trade fair each day for collection. Please note that bin bags are not provided by the Organiser nor the venue and exhibitors should make their own arrangements.

The Trade Fair Hall will be cleaned overnight preceding each show open day.

The cost of removal of any waste [including literature, graphics and stand fitting] after take-down has finished will be charged directly back to the exhibitor.

2.5.5 Damage to Facilities

No part of any exhibits, signs, posters, or displays may be nailed or attached in a harmful or destructive way to shell scheme stands, columns, walls, or any parts of all WOMEX venue/s. If an exhibitor causes any damage to the venue/s, the main exhibitor will be held financially responsible.

Low-tac adhesive pads must be used to attach light exhibits to the shell scheme panels. Under no circumstances must nails, screws, staples etc be used. A complete range of fixing clips for the hanging of heavier items can be obtained from the shell scheme supplier. Further information or advice can be obtained from operations@easelprojects.com

2.5.6 Deliveries

No deliveries will be accepted until 8am on Monday 21 October 2024.

If you need to have something delivered to your stand using a courier or third party, please ensure the following:

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- That deliveries are only made during the hall open hours - please see Timetable in Section 2.1 TIMETABLE
- That the delivery company/courier has the necessary lifting equipment to unload your consignment [e.g. Forklift for palletised product]. The Organisers will not be responsible for off-loading nor transporting items to the stand and do not have any trolleys available.
- That your packages/consignments are addressed as follows:
Contact Name
Exhibitor's Company Name, Stand Number
WOMEX 24 Trade Fair
Manchester Central Convention Centre
Windmill Street
Manchester M2 3GX
United Kingdom

To ensure that items are not lost during delivery, we strongly recommend that you contact our logistics partner, CLS Expo, to receive your goods. Please contact: Paul Attwood, CLS Expo
E: paul.attwood@clsexpo.com

2.5.7 Drink and Drugs

The abuse of alcohol, drugs and other addictive substances can affect work performance and impair safety. Therefore, any person found to be under the influence of alcohol, drugs, or other substances which in the opinion of the Organisers constitutes a danger to themselves or any other person using the venue, will be asked to leave the halls and if necessary, will be removed by security or indeed the police.

2.5.8 Emergency Gangways

Please note that ALL gangways must be always kept clear throughout build-up, open and take-down periods. All exhibitors and contractors on site are responsible for keeping these gangways clear. Please ensure your contractors are aware of the emergency gangways.

2.5.9 Emergency Procedures

It is the responsibility of all exhibitors to ensure that all stand personnel are aware of the Manchester Central Emergency Procedures. The Emergency Procedures will be distributed in the pre-event mailing and available on site.

2.5.10 Employment of Labour and Contractors

There are some services which the Organisers are bound within the terms of the tenancy to use. There are additional services where in the best interests of the show the Organisers have appointed Official Contractors and it is recommended that as far as possible, exhibitors should make use of the contractors named in the Additional Equipment and Services Catalogue who will be available onsite.

It is the responsibility of the exhibitor to ensure the competency of the contractor and his/her suitability for the work that you are specifying.

All contractors and employers of labour operating within the Trade Fair site at any time must comply with all statutory requirements applicable directly or indirectly to their activities.

NOTE: The Organisers reserve the right to stop work being carried out by any person where the work is, in the reasonable opinion of the Organisers, being carried out in breach of these

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regulations and the Organisers may require such person to stop work immediately and direct such person to leave the exhibition.

Exhibitors are obliged to comply with the prevailing [UK Employment Law](#)

2.5.11 [The] Equalities Act 2010

Exhibitors should be aware that they have obligations to disabled visitors [including non-visible disabilities] under the Disability & Equality Act 2010 because within the context of this Act, exhibitors are 'Service Providers'. Exhibitors must ensure that when designing or planning their stand they follow the 3 principal duties:

1. To provide a disabled person with the same service that it provides to others.
2. The service must be provided on the same terms.
3. The service must be provided to the same standard.

Changes and adjustments that are made must be 'reasonable' and reasons for making, or not making, changes and adjustments must be 'reasonable'.

Tips for exhibitors with shell scheme stands:

- Access to exhibits must be available to all visitors.
- Wheelchair users can only reach 1.4m. Therefore low-level counters (760mm) or lap trays should be used. Alternatively, staff can assist but this should be clearly signposted.
- Information and literature should be printed clearly and available in alternative formats such as enlarged, tactile or audio.
- Presentations should have transcripts or subtitles, be well lit and have access for wheelchairs.
- Signage must be positioned where it is visible to all visitors and a minimum of 16-point text.
- Staff should be briefed on their responsibilities and trained to assist disabled visitors.
- If it is 'unreasonable' to provide access for disabled visitors, alternative access could be in the form of detailed literature and visuals or video footage.

This list is not exhaustive and must be used as a guide only. Further information about the Equality Act 2010 can be found [HERE](#).

It is recommended that all stand staff are aware of your disabled facilities on offer. For further information and guidance please contact operations@easelprojects.com

2.5.12 Fire Precautions

In accordance with the regulations and standard procedures, fire extinguishers will be distributed at the Fire Officer's discretion. Under no circumstances may these be moved/removed.

It is the Exhibitor's responsibility to ensure that at least two people on the stand are familiar with and able to operate fire extinguishers.

No inflammable decorations may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof.

The venue's Fire Officers may make checks on materials being used and reserve the right to remove any items that do not conform to the UK regulations.

2.5.13 First Aid

All incidents requiring First Aid must first be reported to the Organiser's Office, from where appropriate action will be taken, including the calling of an ambulance if required.

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2.5.14 Graphics and Signage

Graphics will not be permitted if affixed to columns and walls that overlook other stands where the logo/message is considered by the Organisers to intrude on the neighbouring stand.

2.5.15 Live Music

Live music is NOT PERMITTED in the Trade Fair area.

Public performing or playing of music is not permitted at the Trade Fair or anywhere else in the Daytime venue at any time, including during stand receptions. Please respect that the Trade Fair is a networking space and noise levels must be kept as low as possible. Any musical activity perceived by the organiser as a disruption to business within the Trade Fair will be terminated.

2.5.16 Posters

Putting up posters will only be allowed in specifically designated areas. Exhibitors will be advised of these areas in the pre-event mailing.

The exhibitor shall be held responsible for any damage done to the premises, fixtures, and for any injury to persons caused by the exhibitor, their staff or any exhibited articles or exhibition material. The exhibitor shall not be entitled to repair any such damage themselves but is responsible for any costs that may occur.

2.5.17 Receptions at Trade Fair Stands

Please inform production@womex.com about planned stand receptions during the Trade Fair. No live music is allowed during receptions. See Section 3.2 CATERING and HOSPITALITY for information on Catering Services.

2.5.18 Risk Assessments

Risk assessments are a statutory requirement within the workplace. Please ensure that you submit a risk assessment if the planned activities on your stand constitute anything that may be considered hazardous to visitors and/or exhibitors. If you are unsure of your responsibilities, please contact operations@easelprojects.com

2.5.19 Smoking and Vaping

In line with current UK legislation, there is a strict '**no smoking**' and 'no vaping' policy, throughout the venue. Dedicated smoking areas will be identified outside!

2.5.20 Special Arrangements

Any special arrangements agreed between the Organiser and the exhibitor, which are not included in this Exhibitor Manual, are only binding when confirmed in writing by the Organiser and signed by both parties.

2.5.21 Timetable – adherence to

The exhibitor shall be obliged to observe all fixed time-limits regarding construction, stand set-up and stand take-down, see section: 2.1 TIMETABLE

The exhibitor shall be obliged to keep their stand open and suitably staffed during the official opening hours of the Trade Fair.

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No exhibited article or display equipment may be removed from the stands until the official take-down period of the Trade Fair. In the event of this happening, the exhibitor shall restore the stand to its original form/condition.

2.6 SUSTAINABLE PRACTICES

Please think carefully about the materials you plan to use at the fair. WOMEX 24 encourages the implementation of the following sustainable practices in dressing your stand and handling consumables, promotional material, and packaging.

- **Reduce:** minimise the volume or weight of materials to be used, and look to digital solutions (online flyers, leaflets, etc) if possible.
- **Reuse:** reuse materials to extend their usable life.
- **Repair:** fix breakable materials to extend their usable life before disposing of them.
- **Recycle:** use materials that might otherwise be disposed of [waste] and give them another purpose by turning them into other materials or products.
- **Rethink:** avoid dangerous chemicals or materials and use ones less harmful to the environment.
- **Recommended Materials** [if possible, with FSC or PEFC label and/or a percentage of recycled material]: wood, aluminium, cardboard, canvas/textile.
- **Remember** to turn off any equipment [computers, extra lights, any promo material running on electricity etc.] when not in use or use a timer to turn it off.

After the Trade Fair: if you can use leftover materials from events, take all these goods with you from the exhibition area. If they cannot be reused, consider donating them to a social organisation [pens, notebooks, bags, etc., anything that can be reused]. If none of the previous options are possible, make sure that your goods are disposed of correctly by segregating different components as much as possible. PLEASE NOTE: any unreasonable levels of waste left at the end of the Trade Fair will be disposed of by the organisers and the associated charges invoiced to the exhibitor responsible.

Manchester Central Convention Centre has its own Sustainability Strategy, details of which can be found [HERE](#)

2.7 USE OF STANDS, FORBIDDANCE OF RETAIL SALE, PIRACY AND TRANSFER OF SPACE

- The organiser is entitled to change the allocation of stands and Trade Fair area if there is a high demand for extra exhibition space or other event requirements.
- Exhibits may be on display at the rented stand only. They must be exhibited in such a manner so as not to interfere with neighbouring Trade Fair stands visually or because of noise. Obstruction of Trade Fair stands or aisles is prohibited. In cases of non-compliance, WOMEX may, at its discretion, ban exhibits that interfere or obstruct. If the exhibitor does not comply, WOMEX has the right to remove said exhibits and evict the exhibitor from the stand without any liability.

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- The organiser has the right to remove exhibits that do not comply with the main subject and focus of the exhibition or that deviate from the principles of exhibition competitiveness or violate the exhibition schedule or if proven that said exhibits violate third party intellectual rights/copyrights.
- The exhibitor shall indemnify and keep Piranha Arts AG as well as their local partners fully indemnified from and against all actions, claims and demands brought against these resulting (directly or indirectly) from any infringement of intellectual property rights of any third party effected by exhibitor/s.
- If a court finds an exhibitor guilty of third-party intellectual rights/copyright violation, the organiser is entitled to forbid the exhibitor from participating in current or future exhibition events and the exhibitor shall have no right of compensation for any reason whatsoever.
- Exhibitors are not permitted to sub-let their stand/s directly, or to lend their stand/s to a third-party, either in part or in whole. Shared stands are permitted: if you wish to share a stand with another company, please contact registration@womex.com
- In case of shared and umbrella stands: the main exhibitor will be held responsible for all co-exhibitors.
- No change in stands between exhibitors may take place without the written consent of the organiser.
- Exhibitors holding shared or umbrella stands are not allowed to sell participant shares in the stand/s to any third-party or network member for commercial benefit beyond recouping the original published and paid stand price and any reasonable administration, production and stand decoration costs incurred to enable their participation.

2.8 ADVERTISING AND MERCHANDISE

- Advertising may be carried out – free of charge – by means of flyers, samples, and promotional material to be handed out to delegates visiting the event. However, please see 2.6 SUSTAINABLE PRACTICES when considering how you present your promotional literature.
- The distribution of flyers or any other advertising material is not allowed at any other point apart from an exhibitor's Trade Fair stand, unless special permission by the organiser has been secured.
- **Exhibitors must not sell any merchandise at their stands.**
- Unsanctioned 'offWOMEX' events, performances and the like, and/or events seen to be competing with WOMEX during the full duration of the WOMEX event may not be promoted physically or digitally anywhere on the WOMEX event sites, in the WOMEX bag or online. For the avoidance of doubt, this includes posterings, handouts, flyers, any Trade Fair stand material and the like and any other material relating to these

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unsanctioned 'offWOMEX ' events and performances. These are not permitted, and Piranha Arts AG reserves the full right to take down posters, and/or remove and dispose of any of the offending material whatsoever without further notice. Use of the WOMEX name, wordmarks, logo or brand, or of any 'passing-off' versions of the WOMEX name, wordmarks, logo and brand in connection with any unsanctioned events is not permitted, nor may these be used in any way whatsoever to imply 'official selection' or any official association or partnership with WOMEX if this is not the case. Infringement of this clause gives Piranha Arts AG the full right to cancel your registration and all registration benefits without refund or reimbursements, and to refuse admission to event sites.

3. VENUE

3.1 ADDRESS

Manchester Central Convention Centre
Windmill St
Manchester M2 3GX
United Kingdom

+44 (0) 161 834 2700

www.manchestercentral.co.uk

3.1.1 Directions

Please see the Manchester Central Convention Centre pages for full information on [How to Get There](#).

3.2 CATERING and HOSPITALITY

Manchester Central Convention Centre has exclusive rights to all catering and hospitality services at the venue.

3.2.1 On-Stand Catering Requirements

All on-stand catering requirements including equipment such as coffee machines, food, beverages and timed receptions can be ordered via the [Catering Equipment, Food and Beverages Catalogue](#).

A lunch 'food bag' service is also available.

3.2.2 Regional Speciality Food and Drinks

Exhibitors are NOT PERMITTED to distribute any items of food or drinks not supplied by the caterer without prior agreement. Please Note:

- There are strict regulations regarding the distribution of such items.
- Permission must be obtained in advance by contacting the Trade Fair Production Team: operations@easelprojects.com
- SAMPLES of REGIONAL Food and Drink [that is not available via the venue's caterers] may be offered by exhibitors under the following guidelines:

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The acceptable sampling sizes for drinks are as follows:

- Soft and Hot Drinks - 50ml
- Beers/Ciders or similar - 50ml*
- Wine/Fortified wines/Champagne/Alcopops and similar - 25ml*
- Spirits and similar - 5ml*

The acceptable sampling sizes for food samples are as follows:

- Bite-sized portions
- Individually wrapped items

*Any stands who wish to supply alcohol, must contact the organisers in the first instance at operations@easelprojects.com for further information and regulations.

All foods and beverages must be stored, prepared and served within the standard practises listed by the [current e-Guide](#). Failure to comply may lead to refusal to allow distribution.

- For exhibitors wishing to provide their own food and drink beyond the sampling levels outlined above, a facility fee of £300 + VAT per day will be charged by the venue.
- If permission and the appropriate facility fee has not been paid in advance of the Trade Fair opening, food and drink will be confiscated.

For further information and to obtain a copy of the regulations please contact: operations@easelprojects.com

3.3 INSURANCE and SECURITY

3.3.1 Security

The Organisers will take all reasonable security precautions during the build-up, open and breakdown periods. However, exhibitors are advised that they should take sensible steps to protect their property.

Any precautions you take are in your best interest as neither the Organiser, Manchester Central Convention Centre nor any appointed contractors are responsible for any loss or damage to any goods at any time during the exhibition. It is essential that you report any loss sustained from your stand to the Control/Organisers' Office immediately.

To help ensure effective security at the show, please follow these guidelines:

- Delegate one member of your stand personnel to be responsible for your company's safety and security at the exhibition. Do not leave cash, handbags, phones, valuables etc. in drawers, cupboards or on open exhibits on your stand. Do not leave wallets in unattended clothing.
- Remove or lock away valuable items overnight or when unattended.
- Check all lockable desks and cupboards before leaving your stand.
- Please note that build-up and breakdown days are high risk periods.
- You are recommended to work in pairs so that someone is always on the stand.

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- On show open days make sure a member of stand personnel is present prior to the official opening time and do not leave your stand at night before the hall is clear of all visitors.
- Should you have small valuables which you wish to leave on your stand, you are advised to provide yourself with lockable steel cabinets or other safe storage areas.

The Manchester Central Convention Centre and the Organiser cannot guarantee the exhibitor against loss or theft of any kind. It shall be the responsibility of each exhibitor to maintain such insurances against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate.

3.3.2 Insurance

All exhibits, articles and other property brought into the exhibition hall by an exhibitor, his agents and/or his contractors shall be at the sole risk of the exhibitor or contractor. The Organisers will not be responsible for any loss, damage or destruction occasioned thereto by any cause whatsoever. The Organisers will not be liable for any loss, delay, damage, costs, expenses or monies in respect of the postponing, abandoning, cancelling, transforming or curtailing of WOMEX 24 for any reason.

3.3.3 Claims

Any complaint shall be made forthwith and not later than the closing of the Trade Fair and shall be sent by registered letter to the Organiser.

3.4 GERMAN LAW

In the event of any dispute arising in connection with or incidental to this agreement, the parties here to shall first try to settle the matter by negotiation, and the parties shall be bound to participate therein. If a settlement by negotiation cannot be achieved, all disputes shall be settled before the Court of Berlin in accordance with and governed by the German law.

3.5 FORCE MAJEURE

In case of war, terrorism, mobilisation, strike, lock-out, fire, regulations of the authorities or other circumstances beyond the control of the Organiser that might render it impossible or difficult to carry through the arrangement, the Organiser shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel the arrangement, and the Organiser shall not be liable to pay compensation to the exhibitor.

3.6 TERMS and CONDITIONS

This agreement of the stand allocation is based on these conditions, rules and regulations. The exhibitor is also bound to comply with the technical rules stated in the information from the venue and any further information sent by the Organiser [which includes the Trade Fair Production team at Easel Projects] relating to specific activity undertaken by the Exhibitor.

The exhibitor is bound to comply with the regulations issued by the organiser, the exhibition

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architect, the fire authorities, the health authorities, any other public authority and in other respects to comply with the rules and regulations of the venue.

The general Terms and Conditions can be found here:
www.womex.com/take_part/register/terms_of_business

4. CONTACT INFORMATION

Lindsey Hanford and Tracy Lee
Trade Fair Production – Easel Projects
operations@easelprojects.com

Helena Tsiflidis
Head of Production – WOMEX
production@womex.com

5. EXHIBITOR'S LETTER OF ACCEPTANCE

The exhibitor confirms to have read and understood this Exhibitor Manual.
Please sign and send to production@womex.com

Place and Date

Stand Number.

Company

Signature