



## DENBIES - Exhibitor Terms & Conditions Summary

### 1. Booking & Payment

- Full payment of the Exhibitor Fee is required no later than 3 months before the event and will be confirmed in an invoice with date of when payment required.
- Missed or late payments may result in loss of your exhibitor space.
- Spaces are non-transferable and cannot be shared with another business.

### 2. Cancellations & Refunds

- Exhibitors must contact CDS to cancel by email [curated@dapperandsuave.uk](mailto:curated@dapperandsuave.uk)  
Refunds are based on notice period  
More than 60 days: Full refund      31–60 days: 75% refund (CDS retain 25%)  
14–30 days: 50% refund      14 days or less: No refund  
Refunds may also be affected by venue costs or unexpected events.

### 3. Unexpected Events (Force Majeure)

- CDS is not responsible for event cancellations caused by circumstances beyond reasonable control which include severe weather, natural disasters, venue damage, fire, public health emergencies (such as pandemics), government restrictions, or venue closures, as well as serious security or political situations.
- In these circumstances, CDS will keep exhibitors informed & communicate options.

### 4. Insurance & Compliance

- All Exhibitors must arrange Public Liability Insurance to a value of £5 million.
- Exhibitors must manage trip hazards, cables, and safe setups
- Electrical items being used must be PAT tested.

### 5. What Venue Denbies Provides

- 1 x Standard Trestle table measuring 6ft (L) x 2 ft 3" (W) x 2 ft 3.5" (H) and two chairs are provided - December those in The Conservatory will be given 2 x 4ft tables.

### 6. Pre-event

- Exhibitors must let CDS know in advance what products & services they plan to sell
- Changes to products, services, or business direction must be communicated to support curation of the event.
- Exhibitors must also confirm any additional display materials with CDS before the event to ensure they fit within the allocated space - additional charges may apply
- Event details, including promotional materials, setup times, parking, floor plans, and Wi-Fi information, will be shared by email prior to the event.

## 7. Food & Drink Exhibitors

- Valid food hygiene rating and safety certificates must be displayed
- Risk assessments & Hygiene certificates are required for food setups.
- Food and drink samples may be given but must not be consumed in café areas - a sign will be placed on your table to inform customers and appropriate signage.
- Food must be clearly labelled with ingredients and allergens
- Food Exhibitors must keep in regular communication with CDS if they have concerns about their stock levels running out before the end of an Event.
- No bottled alcoholic drinks sealed may be opened or consumed on premises

## 8. Event Rules at Denbies

- No lit candles permitted.
- Exhibitors must not attach items to walls or fixtures.
- Tables must be fully covered with tablecloths on all sides.
- Dogs are not permitted inside Denbies Wine Estate.

## 9. Exhibitor Conduct, Setup & On-the-Day Guidelines – Summary

- Exhibitors are expected to personally represent their brand and be present at events. If someone else is attending on your behalf, CDS must be informed in advance.
- CDS may ask exhibitors to adjust their display to fit the allocated space or remove items that were not previously approved for sale.
- Exhibitors are responsible for their own stock and equipment
- CDS and the venue are not responsible for any lost, stolen, or damaged items.
- Any issues during the event should be raised directly with CDS.
- Discrimination, bullying & misconduct will not be tolerated action to be taken.
- CDS will support electrical requirements where possible.
- All exhibitors must follow CDS etiquette guidelines, including no smoking or vaping near the venue, responsible alcohol consumption, maintaining cleanliness and failure to follow these guidelines may result in being asked to leave
- Personal refreshments must not be consumed in venue café areas.
- Encouraged to use environmentally friendly or biodegradable packaging.

## 10. After the Event

- All rubbish and trade waste must be removed.
- Exhibitors must submit takings to CDS within 24 hours.

CDS = Curated by Dapper & Suave

