



SYON - 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

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 must be PAT tested.

5. What Venue Syon Provides

- 1 x chair per business (indoor exhibitors only).
- Tables are NOT provided — exhibitors must bring their own standard trestle table.

6. Pre-event

- Exhibitors must let CDS know in advance what products & services they plan to sell
- Any 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

- Food must be clearly labelled with ingredients and allergens
- Valid food hygiene rating and safety certificates must be displayed
- Risk assessments & Hygiene certificates are required for food setups.
- Food & drink samples may be given - food can be consumed in eating areas
- No bottled alcoholic drinks for sale may be opened or consumed on premises
- Inform us if stock levels running low so can assess - do not just pack up and leave

7. Outdoor Food & Drink Sellers

- What connection is needed - 16 - amp | 32-amp commando | standard 13 - amp plug
- Any infrastructure provided by the trader, such as gazebos, must be fit for purpose and securely always weighted, regardless of weather, and supply their own table.
- Must bring own bins for their rubbish trade waste

8. Event Rules at Syon

- Candles and wax melts are permitted, but a waiver must be signed in advance
- Exhibitors must not attach ANY items to walls or fixtures.
- Tables must be fully covered with tablecloths on all sides.
- Dogs are not permitted in the gardens or The Great Conservatory
- Please specify the electrical requirements of the exact devices you plan to plug in. These requirements will be considered but are not guaranteed.

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 & necessary action will be taken.
- All exhibitors must follow CDS etiquette guidelines, no smoking / vaping near the venue, designated areas will be provided.
- Responsible alcohol consumption, maintaining cleanliness - failure to follow these guidelines may result in being asked to leave
- 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



Updated Dec 2025