



GUILDFORD PAVILION - Exhibitor Terms & Conditions Summary

1. Booking & Payment

- 25 % deposit required to secure booking
- Full payment of the Exhibitor Fee is required no later than 3 months before the event and will be confirmed in an invoice prior or if you wish to pay in full you can.
- 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
 - 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 and we must know of prior

5. What Venue Guildford Pavilion Provides

- 1 x chair per business (indoor exhibitors only).
- Tables are NOT provided — exhibitors must bring their own standard trestle table.
- Overnight on Friday and Saturday evenings - venue is alarmed, covered by CCTV, and external gates locked overnight
- Any items left overnight are left entirely at the owner's risk — neither Curated by Dapper & Suave nor venue accept liability

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 on site.
- 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

7. Outdoor Food & Drink Sellers

- Let us know of electrical requirements and what plugging in
- 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 Guildford Pavilion

- Candles and wax melts are permitted, but a waiver must be signed in advance.
- Exhibitors must not attach items to walls or fixtures.
- Tables must be fully covered with tablecloths on all sides.

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
- 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

THE
GUILDFORD
PAVILION



May 2026