

CONGRESS 2017
BRIGHTON
10-13 SEPTEMBER

INFORMATION
FOR SPONSORS,
EXHIBITORS AND
FRINGE ORGANISERS



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THE TUC IS THE VOICE OF BRITAIN AT WORK

Our overall objective is to raise the quality of working life. We are a high-profile organisation that campaigns successfully for trade union aims and values and assists trade unions to increase membership and effectiveness.

The TUC represents more than 5.6 million workers in 51 unions. It brings unions together to draw up common policies on issues that matter to people at work.

- We make representations to government at every level and represent British workers at home and on European Union and international bodies.
- We campaign on workplace issues such as decent jobs, fair pay and equality.
- We carry out research on employment-related topics.
- We work with others to connect the trade union movement in Britain to unions across the globe.
- We provide, or help unions provide, an extensive programme of work-based learning services, bringing benefits to workers and employers and helping raise national levels of learning and skills.
- We help unions develop new services for their members and provide training for reps.



FOREWORD

BY FRANCES O'GRADY GENERAL SECRETARY

Britain is entering a period of uncertainty after the vote to leave the EU. Economic growth is patchy as businesses try to anticipate how and where to invest.

For working people there is a lot at stake in terms of decent jobs and rights at work, which could be threatened by dilution in UK law of the protection of EU directives.

Unions will have to work doubly hard for their members and make sure workers don't lose out post-Brexit.

So the union movement will come together in Brighton in 2017 determined to defend its members and set out a vision for good jobs for everyone.

Congress is attended by about 600 delegates from our 51 affiliated unions, has an exhibition, a fringe programme and receptions and an annual General Council dinner. Around 3,000 people will

come through the doors over the course of the four days to take part in debate, the fringe, to exhibit or to report on the policy debates at Congress. This is a high-profile media event, widely regarded as the first big setpiece occasion after the summer break, before the start of the political party conferences.

There are many opportunities for unions and other organisations to take part in this annual showcase of the trade union movement. This guide sets out the many and varied opportunities to network, to influence opinion formers, to educate and to raise the profile of an issue or organisation at Congress 2017.

So, I hope that we will be able to welcome you to Brighton in September, where the trade union movement will come together to set strong, ambitious goals for the year ahead. We look forward to you and your organisation being a part of it.

Frances O'Grady



BE PART OF THE EXHIBITION

The Exhibition is an integral part of our annual Congress and frequently figures in media coverage. As regular participants know, the TUC Exhibition area provides the principal setting where the 600 delegates and several thousand visitors and media representatives conduct important business out of the conference hall. You can be part of this unique occasion and give yourself the opportunity to promote your organisation and services to all those attending this gathering of the trade union movement.



Pictured (clockwise from above): Paul Nowak at the Business Centre sponsored by Karlson; Pellacraft won the best stand competition in 2015; Frances O'Grady at the Amnesty International stand.





"We were very impressed with the set-up of the Exhibition area and the quality of the stands. We had far more visitors to our stand than expected, both from large and small unions, and we met key decision-makers including some general secretaries."

**Mick Humphries,
Sales Director,
TC Branding Group**



"We have been exhibiting at Congress since we were established in 1989. We knew then that if IER was to successfully position itself at the heart of the trade union movement then we needed to be seen there."

**Carolyn Jones
Director, Institute of
Employment Rights**



"Acting for trade unions and trade union members is what Thompsons is about. TUC Congress provides the firm with an important opportunity to meet and interact with all our union clients and with activists. It enables us to emphasise our commitment and work with unions to deliver on their key priorities."

Thompsons Solicitors



"A great networking event, always well organised"

Sam Pella, Pellacraft



EXHIBITIONS STAND OPTIONS AND COSTS

There are two options for a stand at the Exhibition:

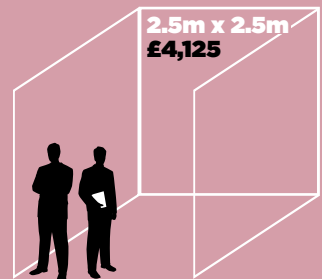
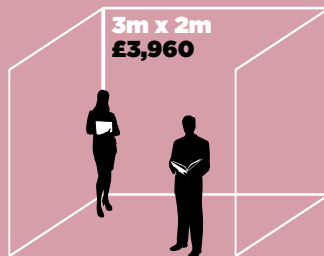
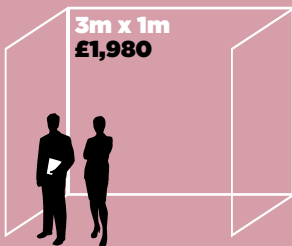
- 1) A **space-only site** allows you the flexibility to design and build your own stand within the allotted area.
- 2) You can have a pre-made **shell scheme stand** with a white melamine finish – three wall panels (two for corner sites), 2.5m high, with a fascia nameboard detailing organisation name and stand number, carpeting and one 13 amp socket and one 1.5m fluorescent light.

These stands come in a choice of nine sizes but we do offer bespoke sizes on request.

SIZE	COST
3m x 1m	£1,980
2m x 2m	£2,640
3m x 2m	£3,960
2.5m x 2.5m	£4,125
3m x 2.5m	£4,950
3m x 2.75m	£5,445
3m x 3m	£5,940
3.5m x 3m	£6,930
4m x 3m	£7,920

Note: prices are the same whether you choose space-only or the shell scheme.

All prices are exclusive of VAT.



HOW TO BOOK EXHIBITION SPACE

Complete and return the application form on page 11 with a deposit cheque or purchase order number, indicating your preferred stand option (space only or shell) and size. Using the stand map you can also indicate which stand you would like to take up.

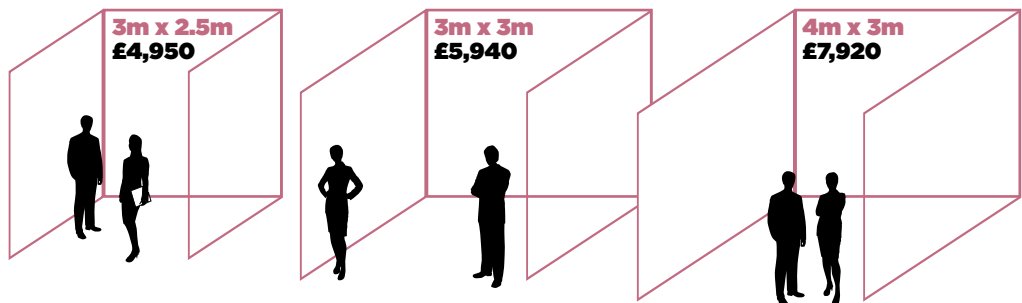
If your preferred stand(s) are not available we will call you to discuss other available options and we will do our best to meet your requests.

A confirmation letter will be sent when we receive your application.

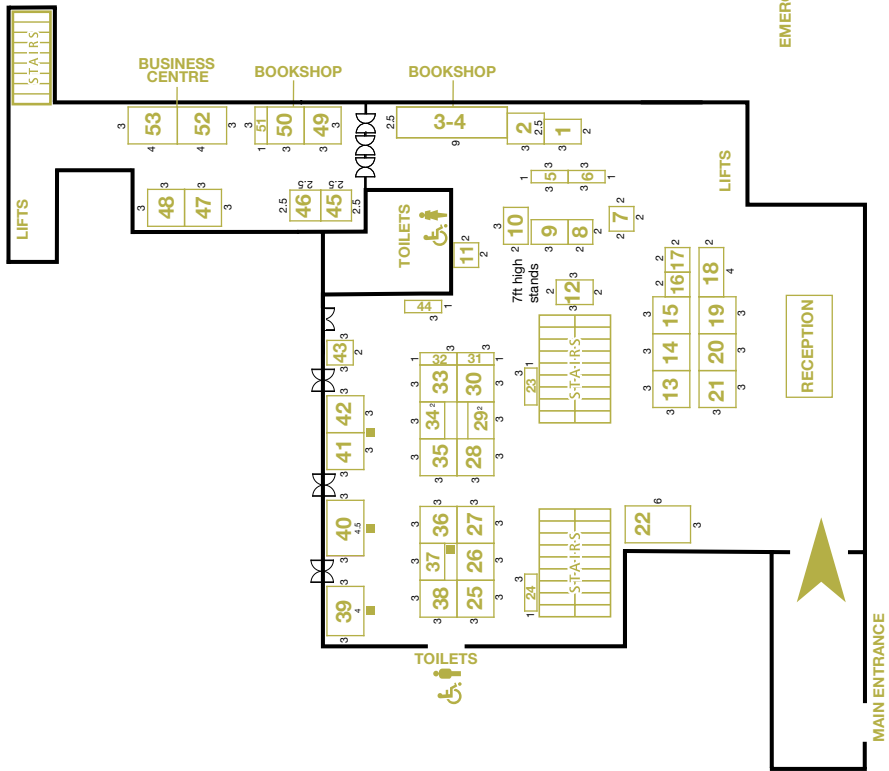
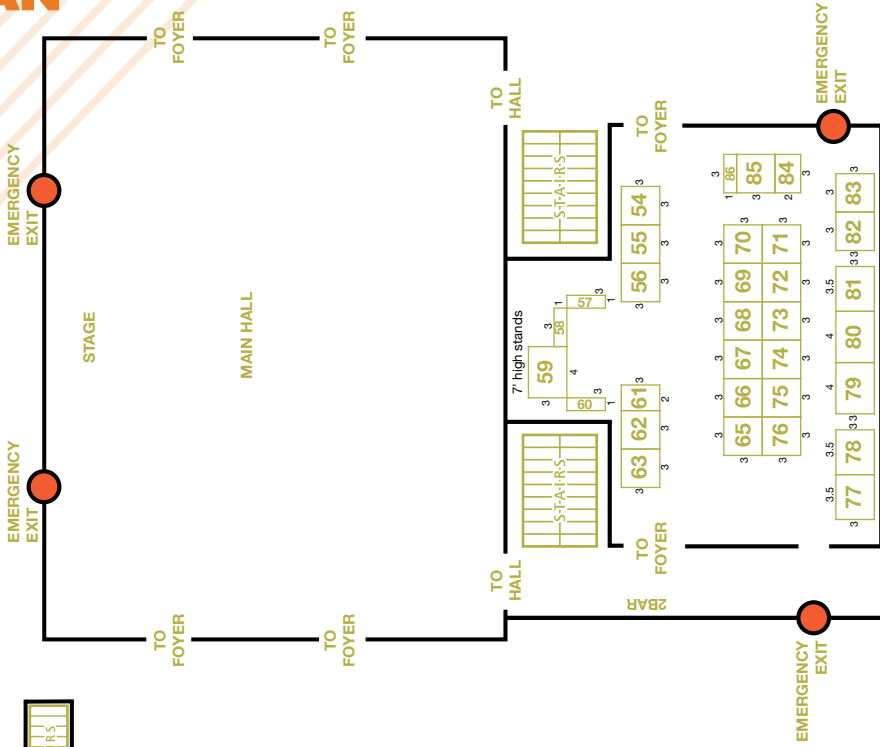
We will send you an exhibitors' pack at the beginning of April. This will include details of all appointed exhibition contractors, services and the accreditation process.

Final payment is due by Friday 28 July.

**For further details contact
Stephanie Pugsley on
020 7467 1243 or email
spugsley@tuc.org.uk**



EXHIBITION FLOOR PLAN



EXHIBITION APPLICATION FORM CONGRESS 2017

Sunday 10 to Wednesday 13 September 2017
Brighton Centre

Organisation details Please fully complete in BLOCK CAPITALS

Organisation:

Address:

Contact name:

Contact tel:

Email:

Stand/s details

Please indicate whether you require the shell system or space only.

Shell system 3m x 1m 2m x 2m 3m x 2m 2.5m x 2.5m
 3m x 2.5m 3m x 2.75m 3m x 3m 3.5m x 3m 4m x 3m

Space only 3m x 1m 2m x 2m 3m x 2m 2.5m x 2.5m
 3m x 2.5m 3m x 2.75m 3m x 3m 3.5m x 3m 4m x 3m

We wish to book stand number(s):

1st preference:

2nd preference:

Notes:

The total meterage requested by any exhibitor cannot be guaranteed.
Confirmation of stand number(s) allocated will be sent to you by letter.
Allocation of stand units will be on a first-come, first-served basis; if your chosen space is not available you will be contacted to discuss other options.



If you are using a contractor to erect your stand or build the interior, please complete the following:

Contractor:

Contact name:

Address:

Contact tel:

Notes:

1. For security reasons it may be necessary to restrict the issue of credentials.
2. Detailed documentation for completion will be sent to each exhibitor in the Exhibitors' pack issued in April.
3. Prices include electrical work for the standard shell scheme. Electrical requirements for space-only stands should be ordered directly from Joe Manby Limited.

My stand cost will be:

£..... + VAT at 20%

Total £.....

My deposit of 25% is:

£..... cheque made payable to Trades Union Congress

I will pay the balance on:

..... (Final settlement date is Friday 28 July 2017)

Please invoice me:

Purchase Order number (PO included)

I accept the terms and conditions as shown on pages 23-26 and agree to abide by them

Signed:

Date:

Organisation:

Please return to:

**Stephanie Pugsley, Campaigns and Communications Department
Trades Union Congress, Congress House
Great Russell Street, London WC1B 3LS
Tel: 020 7467 1243 Email: spugsley@tuc.org.uk**

This information may be used by the TUC in the future to contact you with specific or general promotional material, which we believe may be of interest.

Tick this box if you do not wish to receive future mailings



SPONSORSHIP OPPORTUNITIES AT CONGRESS

Sponsorship at Congress is an effective way to promote your services to 3,000 people over the four days. Sponsorship covers all aspects of Congress, ranging from the welcome reception to other events and also key documentation. Listed below are opportunities for this year's Congress. The list is not exhaustive and we are always happy to discuss any other sponsorship ideas you may have.

Congress wallets

One thousand Congress wallets containing the Congress Guide, the Agenda, other working documents and information literature will be provided for

delegates, observers, visitors, exhibitors and media representatives. Sponsors can have their logo printed on the front, and have an insert in the wallet.

Lanyards

Worn around the neck to display the attendee's credential, lanyards are visible on wearers all day and are often picked up by television cameras, ensuring maximum exposure of your brand.

Welcome reception

Tea and cakes for attendees upon arrival.



SPONSORSHIP OPPORTUNITIES AT CONGRESS CONTINUED

Stewards' t-shirts

Our stewards are very much the public face of our Congress. While carrying out their duties they are often spotted by television cameras. Sponsoring stewards' t-shirts would guarantee your brand being seen throughout Congress.

Congress music

Congress has live music played from the platform at the beginning of every session. The sponsor can place their corporate branding behind the musicians whenever they perform, as well as be credited in the Congress Guide.

Business Centre

In a prime location in the Exhibition Hall, the Business Centre will offer photocopying, printing and internet access. Delegates and visitors to Congress will use the internet cafe in the Business Centre to go online, research articles and write speeches. This is an excellent opportunity to brand the Business Centre with corporate screensavers and signage.

Delegates' tea and coffee

Sponsoring refreshments for delegates is a quick and easy way to get your brand noticed. Delegates will be given tokens in their Congress wallets to claim free tea/coffee at the catering points in the exhibition areas. The sponsor's logo would appear prominently on the vouchers and the sponsor credited in the Congress Guide.

Delegates' questionnaire prize draw

A questionnaire asking for feedback is distributed to all delegates, with all contributions going into a prize draw on the last day. The prize sponsor will have their logo prominently displayed on the questionnaire and be credited in the Congress Guide.

For further details or to discuss any other sponsorship options please contact Stephanie Pugsley on 020 7467 1243 or email spugsley@tuc.org.uk

CONGRESS 2017 SPONSORSHIP BOOKING FORM

I wish to book the following sponsorship opportunity(ies):

- | | |
|---|--|
| <input type="checkbox"/> Congress wallets | <input type="checkbox"/> Congress music |
| <input type="checkbox"/> Lanyards | <input type="checkbox"/> Business Centre |
| <input type="checkbox"/> Welcome reception | <input type="checkbox"/> Delegates' refreshments |
| <input type="checkbox"/> Stewards polo shirts | <input type="checkbox"/> Delegates' questionnaire prize draw |

Organisation:

Address:

Contact name:

Contact tel:

Email:

Please
invoice me:

Purchase order number (PO included)

Please return to:

Stephanie Pugsley, Campaigns and Communications Department
Trades Union Congress, Congress House
Great Russell Street, London WC1B 3LS
Tel: 020 7467 1243 Email: spugsley@tuc.org.uk

Bookings cancelled after 28 July will be subject to 100% cancellation fee
This information may be used by the TUC in the future to contact you with specific or general promotional material, which we believe may be of interest.

Tick this box if you do not wish to receive future mailings





ADVERTISING IN THE CONGRESS GUIDE

All attendees at Congress receive a copy of the Congress Guide. This colour brochure has editorial features by guest journalists, working information on Congress including the programme of business, a full fringe listing, seating plans, union data and a guide to the Exhibition. It is a constant reference source for all Congress-goers and is also made available as an ePub for those using mobile devices.

Advertising rates (excl VAT)

Inside front cover solus	£2,550
Back cover solus	£2,750
Inside back cover solus	£2,215
First full page advert within Guide	£2,215
Half page opposite "finding your way around"	£995
Whole page	£1,450
Half page landscape	£860
Quarter page portrait	£480
Eighth page landscape	£255

Within a special centre section in the Guide

L.H. page opposite any Programme of Business page	£1,660
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Other information

Mono rates	as above
Colour	25% extra
Specified position (other than those mentioned above)	15% extra
Circulation (to all delegates, visitors, exhibitors and media)	2,500
Agency commission	10%
Copy deadline	28 July 2017

Mechanical data

FULL PAGE

Bleed:
w216 x h286mm
Trim (no bleed):
w210 x h280mm
Type area:
w190 x h240mm

HALF PAGE

w190 x h117.5mm

1/4 PAGE

w92.5 x h117.5mm

1/8 PAGE

w92.5 x h56.25mm

FRINGE ADVERTISERS

If you take out an advert in the Guide for a fringe event it will also be highlighted for free in a list of fringe meetings on the TUC website before Congress starts.

Format requirements

Hi-res PDF preferred but TIFF, EPS or JPEG files are also acceptable. Ensure fonts are embedded or converted to outlines.

PowerPoint, Publisher, Word or CorelDRAW files can't be accepted. However, we can remake artwork to your specification from roughs supplied in these formats.

Artwork should be supplied by email, Dropbox or equivalent to spugsley@tuc.org.uk – tel: 020 7467 1243

CONGRESS GUIDE 2017 ADVERTISING BOOKING FORM

I wish to book space in the 2017 Congress Guide

- Inside front cover
- Back cover
- Inside back cover
- First full page advert within Guide
- Half page opposite "Finding your way around"
- L.H. page opposite Monday Programme of Business
- L.H. page opposite Tuesday Programme of Business
- L.H. page opposite Wednesday Programme of Business
- Whole page
- Half page landscape
- Quarter page portrait
- Eighth page landscape

- I will be supplying artwork
- I will be supplying copy to be set at cost by the TUC
- Full colour Mono

Organisation:	
Address:	
Contact name:	
Contact tel:	
Email:	

Please invoice me: Purchase order number (PO included)

Please return to:
Stephanie Pugsley, Campaigns and Communications Department
Trades Union Congress, Congress House
Great Russell Street, London WC1B 3LS
Tel: 020 7467 1243 Email: spugsley@tuc.org.uk

Bookings cancelled after 28 July will be subject to 10% cancellation fee
This information may be used by the TUC in the future to contact you with specific or general promotional material, which we believe may be of interest.
 Tick this box if you do not wish to receive future mailings



FRINGE MEETINGS AND RECEPTIONS

TUC Congress has a vibrant and packed fringe with a wide range of external organisations attending and hosting meetings to debate key issues for the trade union movement both in the UK and around the world.

Many unions and other external organisations will also host drinks reception events in the evenings for delegates to network and hear more about the organisation's aims, key campaigns and activity.

Inside the Brighton Centre there are many well-placed and versatile spaces for organisations to organise fringe meetings, receptions or other events.

Fringe meetings, receptions and other events can be run from the Sunday evening. The options are various evening slots on the Sunday (from 7.15pm to 10pm), a lunchtime slot Monday and Tuesday (12.45pm to 1.45pm) or a choice of evening slots on Monday and Tuesday from 5.45pm to 7.30pm.

There are also opportunities to hire space for union delegate meetings or briefings at any time during Congress. For more information get in touch with Michelle Gregory on 020 7467 1216 or mgregory@tuc.org.uk.



Fringe and meeting rooms will include a basic AV package of top-table microphones and amplification. Anything additional, for example a projector and technician, will be charged, and details of how to arrange that will be given once the booking is made. Any electronic presentations should be provided in advance to check formatting and compatibility.

Accommodation

The TUC is working in partnership with Trust Reservations Limited who have secured accommodation at preferential rates. Exhibitors or fringe organisers can take advantage of this by emailing sales@trustreservations.com and referencing your request 'TUC'.

FRINGE MEETING/ RECEPTION ROOM SIZES AND PRICES

Size/capacity	Price	basic AV package
Small fringe/meeting (up to 80)	£675	Yes
Medium fringe/meeting (81-200)	£950	Yes
Large fringe/meeting (201-400)	£990	Yes
Reception (120)	£950	No
Reception or event	£980	No

Room prices are exclusive of VAT. For other size receptions please enquire.

If you are interested in hosting a meeting, fringe meeting or reception then please fill in the form opposite with as much information as possible, including any additional AV requirements, and return to Michelle Gregory either by post or email mgregory@tuc.org.uk by Friday 5 May.

Bookings for fringe meetings and receptions held in the Congress venue are granted at the discretion of the TUC.

There is no parking at the Brighton Centre itself, but there is an NCP car park at the rear in Russell Road, BN1 2DX

The full fringe list will be published on the TUC site before Congress starts. If you take out an advert in the printed Congress Guide (see page 16) then your fringe event will also be highlighted for free on the web in advance.

“Our fringe was a great way to bring together activists from all the unions, to raise awareness about the Colombia situation, to help build cross-union solidarity with Colombian trade unionists and support for our campaign for peace and social justice.”

Mariela Kohon,
Director, Justice for Colombia

“Holding a fringe at the TUC is a really effective and exciting way of getting your message across to a wide range of people from across the trade union and labour movement. With the proper assistance and experience from the TUC and organisers at the venue it need not be hard work.”

Dave Green
National Officer, Fire Brigades Union

FRINGE MEETING/ RECEPTION APPLICATION FORM

Please complete fully in **BLOCK CAPITALS**

Organisation:

Address:

Contact name:

Contact tel:

Email:

Title/theme of event

Fringe meeting

Reception

No. of people

Preferred slot (please state order of preference)

Sun eve

Mon lunch

Mon evening

Tues lunch

Tues evening

Additional AV required

Laptop with internet access £100

Roving microphones (each) £25

Projector with screen £100

Sound PA for receptions £350

I accept the terms and conditions as shown on page 27

Signed:

Date:

Your booking will be confirmed by 12 June at the latest with payment required by 26 June. Please provide a 120-word description of your event by 14 July to ensure it is included in the Congress Guide.

Please return by Friday 5 May to:

**Michelle Gregory, Campaigns and Communications Department
Trades Union Congress, Congress House
Great Russell Street, London WC1B 3LS
Tel: 020 7467 1216 Email: mgregory@tuc.org.uk**





TERMS AND CONDITIONS FOR EXHIBITORS

DEFINITIONS IN THESE TERMS AND CONDITIONS

Organiser: means Trades Union Congress

Exhibition: means the Congress Exhibition held simultaneously with the Trades Union Congress.

Exhibitor: means any person, company or organisation and the staff or agents of any such company or organisation, contracting with the Organisers to take stand space at the Exhibition.

The Premises: means The Brighton Centre or any other building used by the Organisers for exhibition purposes.

Authorities: means the Local Authority, Fire Authority or any other relevant body or person having jurisdiction over the Premises.

1. TRADING RIGHTS

The sole rights of exhibiting merchandise and transacting business on the Premises during the period of the Exhibition are owned by the Organisers who will, at their sole discretion, grant licences to Exhibitors on and subject to these Terms and Conditions. An Exhibitor shall not without the prior written consent of the Organisers assign the benefit of the licence granted pursuant to these Terms and Conditions or any part thereof or any interest therein or share their stand with any person or persons whomsoever. Where consent is given to an Exhibitor for the sharing of their stand with any person or persons whomsoever, the space rental charge to the Exhibitor may be increased by an appropriate sum per person, company or organisation in addition to the rental charged to the Exhibitor. It shall be the duty of the Exhibitor to inform any person, company or organisation sharing with them, of all relevant information including these Terms and Conditions. The Exhibitor will be responsible for all work in connection with his shared stand including catalogue entries for the person, companies or organisation sharing.

2. OPENING HOURS

Stands must be open for business in accordance with the published daily opening hours of the Exhibition and remain open continuously until the closing times as above. Stands must also be adequately staffed at all times during these hours.

3. INSTALLATION OF EXHIBITS

All goods delivered to the Premises must be accompanied by or received by a representative of the Exhibitor.

4. CLEARANCE OF EXHIBITS

No stand, exhibits or materials may be removed before the official closing time of the Exhibition and must be removed and the space cleaned within the prescribed times. In the event of the Exhibitor failing to clear their exhibits and fittings by the prescribed times, a charge shall be paid by the Exhibitor forthwith upon demand for every hour after the time during which the said space shall remain uncleared and unclean and if the Exhibitor has failed to do such work, the Organisers may arrange for such work to be done and charge the Exhibitor for all costs thereof.

5. IDENTITY OF PERSONS

Non transferable contractor's badges will be supplied by the Organisers free of charge. Nontransferable Exhibitor badges will be allocated in accordance with the stand space rental.

6. INSURANCE

Exhibitors shall be responsible for arranging all necessary insurance for all matters in connection with the Exhibition and shall keep the Organisers indemnified in respect of (a) any loss or damage to any property of the Organisers; (b) all claims and demands by third parties (including servants and agents of the Organisers and the Hall Owners, other Exhibitors and their servants and agents and members of the public) in

respect of death or personal injury or loss of or damage to property, caused by, occasioned by or contributed to by the Exhibitor or any employees, servants or agents of the Exhibitor, whether arising out of or in consequence of their occupation of the stand or Exhibition or of an article or process or thing or otherwise howsoever.

Except in respect of death or personal injury caused by the Organisers' negligence the Organisers shall not be liable to the Exhibitor by reason of any representation (unless fraudulent) or any implied warranty condition or other term – or any duty at common law or under any provision of these Terms and Conditions for any loss of profit or indirect special or consequential loss damage costs expenses or other claims (whether caused by the negligence of the Organisers its servants or agents or otherwise) and the entire liability of the Organisers to the Exhibitor shall not exceed the amount payable by the Exhibitor pursuant to clause 16 of these terms and conditions.

The Exhibitor shall make good any damage done by them, their servants or agents to the Premises or any furniture or fixtures therein. The Organisers reserve the right to request a copy of any Exhibitors insurance policy and proof of the up to date payment of all premiums due on such policy prior to the Exhibition.

7. SERVICES

The Organisers will officially appoint persons, firms or companies to be advertising agents, Public Relations consultants, photographers, stand fitters suppliers of lighting and any other services in connection with the Exhibition, and no person other than these so appointed will be allowed to canvass the Exhibitors or execute work of business in connections with the Exhibition without specific prior permission in writing from the Organisers.

8. SHELL SCHEME AND STAND FITTINGS

(a) Any Exhibitors bringing an exhibit/stand fitting higher than 7ft must check with the Organisers that there will be sufficient ceiling clearance. Exhibitors will be held responsible for any damage to the covering of their stands, and will be recharged for such damage at replacement value. Any exhibits that are likely to be heavier than average must be checked with the Organisers.

(b) Any additional work an Exhibitor may require on interior decoration and fitting out may be carried out by a contractor of the Exhibitors choice and at the Exhibitors expense.

(c) The wording on the fascia board of the shell scheme is restricted to up to three words and the stand number. Such wording is provided in the style of the Organisers and must not be removed from the stand.

(d) No part of any stand may overhang any gangway or exceed the allocated boundaries of the stand space. Exhibitors must not display their goods so that, in the opinion of the Organisers, they distract the light or impede the way view along open spaces or gangways or inconvenience other Exhibitors.

(e) No petrol, spirit or other hazardous spirit, liquid or vapour is to be brought into the Premises unless previously approved in writing by the Organisers.

(f) All materials used for building, decorating, draping or covering stands must be non-flammable or impregnated with fireproofing solution in a way as to comply with the regulations and/or guidance of the Authorities.

(g) Empty cases, cartons and packing must not be kept on stands and must be removed from the Premises for storage, or during the get-in period of the Exhibition left in the gangways for clearance by the Organisers staff.

9. UNFITTED STANDS/OPEN STANDS

Exhibitors occupying unfitted/open stands will be expected to comply with these Terms and Conditions governing the Exhibition, and in addition, submit to the Organisers not less than four weeks prior to the Opening of the Exhibition, a detailed plan of their stand and a list of contractors and materials to be used and exhibits on display.

Those exhibitors occupying space only sites must adhere to the appropriate BECA agreements, particularly with regard to stand construction. Unless a stand is designated as unfitted or open, then the shell scheme is compulsory.

10. SECURITY AND INSURANCE

Each Exhibitor is responsible for the security of their own stand and exhibits and for their own and their employee's insurance cover. In no circumstances will the Organisers or the Hall Owners accept responsibility or be liable for loss or damage whatsoever or howsoever arising.

11. CONDUCT OF EXHIBITORS

Any Exhibitor displaying equipment operating a sound system of any type must use such equipment only at low volume and will, if required by the Organisers, cease from such use. The TUC reserves the right to cancel an event an activity or withdraw individual attendance rights if the content of a presentation, or the content of materials or acts of behavior is deemed offensive, by the TUC, with immediate effect at Congress.

12. EXHIBITOR'S NAMEPLATES

No Exhibitor's nameplates, signposts or noticeboards will be allowed outside the stand area allocated.

13. REGULATIONS

Exhibitors shall observe and conform to all Rules, Regulations, Orders and Bye-Laws affecting the use of the Premises and with all requirements of the Authorities.

14. SPACE APPLICATION PROCEDURE

Applications for space must be made in accordance with the official procedure laid down in the Exhibition Application Form. The Organisers reserve the right to refuse any application for space made under the rules without stating reasons.

15. PAYMENT PROCEDURE

The rent of the stand spaces contracted by Exhibitors is payable to the Organisers as detailed on the Exhibition Application Form.

(a) The Deposit Payment as detailed must accompany the Exhibition Application Form, and this is non-returnable or refundable.

(b) The Final Settlement Date will be 30 days prior to the opening of the Exhibition.

(c) If the balance of money outstanding is not paid by the Final Settlement Date, the Organisers reserve the right to cancel the application, reallocate the stand and retain the Deposit Payment and may without limiting any other rights may charge interest on the amount outstanding at the rate of 5% above the base

rate from time to time of Barclays Bank Plc from the due date to the date of payment in full.

(d) An Exhibitor applying for space within the 30 days prior to the opening date of the Exhibition will be required to remit the total cost of hiring the stand with the completed Exhibition Application Form.

(e) Foreign Exhibitors are requested to pay by Sterling Draft in London.

(f) The distribution of literature outside of the Exhibition area is strictly prohibited; and within the Exhibition area is at the discretion of the Organisers.

16. WITHDRAWALS/CANCELLATIONS

If at any time after receipt of an Exhibition Application Form by the Organisers, an Exhibitor withdraws from the Exhibition, the Organisers shall be entitled to retain the 25 per cent deposit paid by the Exhibitor and if the withdrawal occurs after the issue of the invoice for the outstanding balance 30 (thirty) days prior to the Exhibition. The Organisers shall be entitled to require payment of the balance of the cost of hiring the stand allocated to them. All withdrawals will only be accepted by the Organisers in writing.

17. EXHIBITION CANCELLATION OR ABANDONMENT

If for any reason the Exhibition cannot be opened and held at the Premises on the dates specified, the Organisers may at their discretion:

(a) postpone the opening of the Exhibition until such a date as in the circumstances appear to them to be reasonable; or

(b) obtain such alternative premises as in their opinion are suitable and hold the Exhibition on the date originally specified; or

(c) declare the Exhibition abandoned.

In the event that the Trade Union Congress is cancelled or abandoned by agreement of the Members thereof the Organisers reserve the right to either cancel the Exhibition or abandon the Exhibition if it has already then commenced and in either case shall not be liable to make any refunds whatsoever to any Exhibitor.

18. REFUNDS

In the event of the abandonment of the Exhibition by the Organisers (pursuant to clause 18 (c) above) the Organisers shall be entitled to retain the Deposit Payment or receive on account of working expenses, 25% of the rent paid or contracted to be paid by the Exhibitor. The balance shall be repaid by the Organisers to the Exhibitor.

19. EXHIBITION LAYOUT

The Organisers reserve the right to alter the layout of the Exhibition at any time in any respect.

20. EXHIBITION VISITORS

Visitors to both trade and public exhibition are admitted on the understanding that no canvassing is allowed by non-exhibitors. Visitors suspected of canvassing are liable to immediate expulsion. The Organisers reserve the right to refuse admission without giving any reason.

21. CATERING AND LIQUOR SERVICES

The Organisers will issue Exhibition Stand Service Forms in advance of the Exhibition and these should be returned to the Catering Manager of the Premises for delivery on the first morning of the Exhibition. All items for consumption on the Premises must be officially obtained through the Catering Manager of the Premises.

22. TELEPHONES

These services may be ordered direct. No orders for these can be accepted by the organisers.

23. FINAL DETAILS

Final arrangements concerning access, setting up times, stand numbers etc. will be sent to all Exhibitors prior to the Exhibition, but in the interim, all enquiries should be directed to

Stephanie Pugsley, TUC, Congress House, Great Russell Street, London WC1B 3LS.

Tel: 020 7467 1243.

24. GENERAL

(a) Each Exhibitor is bound in all respects by these Terms and Conditions and in addition shall be bound by and comply with and be deemed to have full knowledge of the Rules, Conditions and Regulations of the Hall Owners.

(b) Each Exhibitor must bring to the notice of all agents or contractors employed by them, the provisions of these Terms and Conditions and any claim arising from failure of the Exhibitor to give such notice shall be the sole responsibility of the Exhibitor concerned.

(c) Any complaints must be submitted in writing to the Organisers or representatives of the Organisers within seven days of the Exhibition. A complaint made or addressed in any other manner will not be considered.

(d) The Organisers reserve the right to waive, add to or alter any of these Terms and Conditions in the interest of the Exhibition either generally or in any particular case.

e) Should any question arise whether provided for in these Terms and Conditions or not, the decisions of the Organisers shall be final and binding on each and every Exhibitor.

f) No failure or delay by the Organisers in exercising any of its rights under these Terms and Conditions shall be deemed to be a waiver of that right and no waiver by the Organisers of any breach shall be considered as a waiver of any subsequent breach.

g) If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected.

h) English Law shall apply to these Terms and Conditions and to any agreement entered into between the Organisers and an Exhibitor and the parties agree to submit to the non-exclusive jurisdiction the English courts.

TERMS AND CONDITIONS FOR FRINGE ORGANISERS

Completed fringe meeting request forms (see page 21) should be submitted by Friday 5 May

CANCELLATIONS

Cancellations received before Tuesday 15 August will incur a 50% charge. Cancellations received after that date will not be entitled to a refund. The TUC reserves the right to cancel an event an activity or withdraw individual attendance rights if the content of a presentation, or the content of materials or acts of behavior is deemed offensive, by the TUC, with immediate effect at Congress.

CONGRESS GUIDE

Once your fringe meeting has been confirmed, all details, including the fringe name and the content, should be provided by Friday 14 July to the TUC for inclusion in the Congress Guide, which is distributed to all delegates. The word limit is 120. The main details of your event will also be conveyed on monitors in the venue in break periods. You may also wish to take out an advert in the Congress Guide.

CREDENTIALS

All fringe meeting attendees require photo ID. One-day credentials are provided for access to fringe meetings only.

All fringe attendees, including the organisers, speakers and guests, will need to be registered and agreed by the TUC in advance and a photograph, in jpeg format, should be provided of each person by Friday 21 July.

If you wish to invite external parties to your fringe, please state this as this will impact on your room allocation.

On occasion, security for TUC Congress requires that all attendees bring along a passport. We will advise you in advance if these are required for Congress 2017, in early June.

Late credentials can be issued at Congress subject to authorisation on the day.

CATERING

We recommend you offer catering at lunchtime fringes, which should be booked directly with the caterers provided by the venue. You will not be able to bring in your own food and drink. When your booking is confirmed you will be sent the details of the catering company.

ELECTRONIC PRESENTATIONS

Any electronic presentations, including PowerPoint files, should be provided to the TUC by Friday 1 September to check formatting and compatibility.

**TUC
Congress House
Great Russell Street
London WC1B 3LS**

Design: Chapman Design
Print: Precision Printing
Photos: Jess Hurd/reportdigital.co.uk
unless otherwise credited

