



2023 VENDORS PACK

Last update date 15/8/22

General Disclaimer and Notice:

By placing your order for purchase of a dealers table you hereby agree and accept to abide by the rules and regulations in this document.

1) Space Information:

- A. Ticket sales will initially be capped at 2000 but the venue's maximum capacity is 2500.
- B. Each table will be 6 foot by 2 foot and will be provided by CosXPo.
- C. Room for trading and stock storage will be made available.

2) Included in the Price Package:

- A. Each table will be provided at just £110 each. If you require an additional table for extra trading space this can be provided at a discounted rate of £50. (This is limited to one additional table per vendor).
- B. One vendor table will include 2 exhibitor passes.
- C. Additional exhibitor passes can be purchased in advance at a discounted cost of £15. (Please note that extra tickets are limited to one additional ticket per table purchased)
- D. Each ticket will grant access to the venue from Saturday at 08:00 and will also include access to the VIP party on Saturday from 19:00 at 3sixty.
- E. The purchase of an additional table will come with one extra exhibitor pass on request.
- F. Backing tables can be requested at a cost of £15 per table. A maximum of one backing table is permitted per vending table ordered.

3) Compliance & Regulations:

- A. No bare tables are permitted. All tables must be covered in a tablecloth or equivalent.
- B. The front table cannot be moved. These will be set out to give you, your fellow vendors, and attendees the best possible space within the venue.
- C. The tables cannot be split and/or shared.
- D. Power consumption - No power will be provided for dealer locations; however, this can be ordered separately if needed. Email info@cosxpo.com for more details.
 - a. Due to venue's policy, all large devices with mains power must be PAT tested and specified in advance*, ideally at the point of purchase. Any undeclared devices that requires mains powered will not be permitted otherwise.

- E. Structures including but not limited to clothes rails, shelves and gridwalling are permitted. But due to the limited space, all foreign objects must be declared in advance* and cannot exceed 2 meters in height.
- F. If mannequins need to be set up there is a limit of 2 per table to minimise cluttering. They must also remain behind the vendor table away from pedestrian traffic.
- G. Each table will be provided by CosXPo and is fit to the recommendations set by the venue. You will not be able to bring your own tables.
- H. All trading activities must be done within your allocated space and not taken onto the convention floor or external areas.
- I. If you are running late or are having travel difficulties, please contact CosXPo Staff at info@cosxpo.com and a member of our team will respond with assistance. Please mark the email as "VENDOR HELP". Alternatively, contact **Kenny** on **07455899552**.
- J. For the purposes of health and safety we will not allow displays that have flashing units or screens, or music.
- K. You will not be permitted to hang anything on the walls by any form of adhesive as it is against the venues policy. Free standing banners and walls are welcome as long as they do not obstruct pedestrian traffic.
- L. Homemade food may be sold but the vendor must provide an appropriate and current food hygiene certificate. Selling of food must also be declared to CosXPo prior to the payment of the invoice.
- M. Vendor passes may only be used for your staff only and not to be used as a general attendee ticket.

4) Replicas, counterfeit items, and unauthorized copies policy

- A. We do not allow the sale of replicas, counterfeit items, or unauthorised copies to be sold.
- B. This may include but is not limited to: items that are bootlegged, illegally duplicated, or pirated.
- C. Please view Appendix 1 for list of banned items for reselling.
- D. Failure to comply will result in the immediate halt of sales from your table and your team will be escorted from the event by CosXpo staff. The relevant breaches of policy will be notified to the proper authorities.

5) Refund Policy/Cancellation

- A. You may cancel your purchase before the specified date*. Refunds cannot be provided for any late cancellations.
- B. Refunds can be requested if the date has changed after the purchase of the ticket.

- C. No refund will be given under any other circumstances.

6) Insurance/Liability

- A. Each vendor must purchase their own **public liability insurance** as you will not be covered by the venue or CosXPo insurance. A copy of the certification must be presented on arrival. **No certificate, no vending.**
- B. Staff of CosXPo Limited, University of Reading or any of their staff will not be held liable for loss of equipment, merchandise, revenues, or any other direct or indirect damage however caused. CosXPo staff will endeavour to provide suitable security wherever possible but vendors remain responsible for their property, personal vehicles, and displays.

7) Photography and filming

- A. You may be photographed and/or filmed at the event. The images taken may be used online, including (but not limited to) social media, streaming sites and websites. Please note that there is no way to opt-out of this on a person-by-person basis due to the nature of the event, and that by attending you agree to being filmed and/or photographed. If you have any questions, you can contact us directly on kenny@cosxpo.com or info@cosxpo.com

8) General

- A. These rights, singly or in any combination, shall be exercisable by CosXPo Ltd Staff at its sole discretion.
- B. Anyone found to be in violation of the venue's agreement or any of the terms and conditions stated by CosXPo will be ejected by CosXPo staff or security.
- C. General Event Entry Terms and Conditions will also apply to dealers.
- D. Final authority for all decisions relating to vendor activities rest with CosXPo Operations Staff. All decisions are final and not subject to appeal. Any disputes arising from this agreement are to be judged under English Law and any disputes will be settled by the judgement of an arbitrator chosen by CosXPo Staff, in agreement with the vendor, should any unsettled dispute arise.

8) Set up

- A. The event will open to the public on Friday from 13:00-18:00 and on Saturday from 10:00-18:00.

- B. The earliest time you can begin set up is 08:00.
- C. All structures must be built, and all pedestrian walkways and areas must be clear by 10:30 on Saturday.
- D. The event will close on Sunday at 18:00. Due to health and safety the taking down of structure and moving of large objects must only happen after 18:00.
- E. All items must be removed from the venue no later than 20:00.

**The deadline for any requests and cancellation must be emailed to info@cosxpo.com. The request must be submitted before 5th February 2022.*

Travel Information

Getting there

The Whiteknights campus in Reading is approximately 1.5 miles from the M4 motorway.

Recommended Entrance: Shinfield Road Entrance

Venue: 3sixty (building 29 on the university map)

Location: Shinfield Road Entrance, University of Reading, Whiteknights campus

Postcode: RG6 6UA

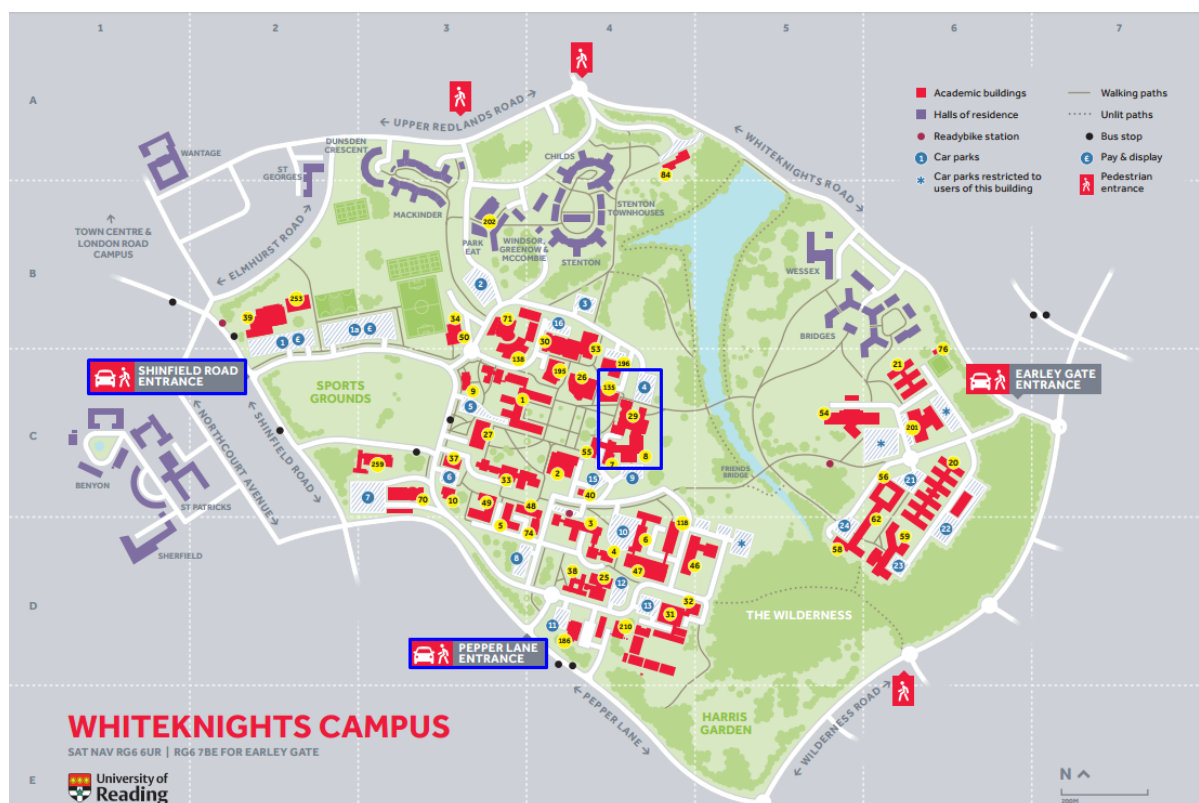
Car park location

Vendors can park in car park 4.

Disabled parking is available only to blue badge holders.

University of Reading Whiteknights Campus Map

<http://www.reading.ac.uk/web/files/Whiteknights-campus-map-and-keys-2017.pdf>



Appendix 1

Banned items to be sold include but are not limited to:

- *Counterfeits, fakes, or replicas of brand name items (for example, a purse bearing the Chanel name or logo that wasn't made by Chanel)*
- *Unauthorized or pirated copies of things like:*
 - *Movies or videos*
 - *Audiobooks and ebooks*
 - *Music CDs, MP3s, MP4s*
 - *Photos*
 - *Software*
 - *TV programs (including CDs or DVDs containing shows that were taped from television)*
 - *Video games*
- *Counterfeit replacement parts or consumables that weren't made by the manufacturer that the items are labeled with*
- *Fake autographs*