

Mission Exhibition



Terms & Conditions

Exhibitors must agree to the following terms and conditions when exhibiting at the Keswick Convention.

Mission Agencies:

- Agencies must be aligned with the purpose, priorities, beliefs and values of Keswick Ministries, as outlined [here](#).
- Agencies must have a clear focus on Christian mission to:
 - Mobilise people into service - at home or abroad.
 - Resource the local church and Christians for mission.
 - Provide training for Christian service.
- Agencies must be connected with the wider evangelical community through membership of [Global Connections](#), [Evangelical Alliance](#) or [Affinity](#). This is to ensure that all mission agencies are in good fellowship with other evangelicals and are committed to the unity of God's people in the cause of mission.
- Exhibiting agencies must be a registered charity and in good standing with the Charity Commission.

Exhibiting:

- It is the exhibitor's responsibility to make sure all the information provided on the application is correct and up to date.
- Keswick Ministries reserves the right to make further inquiries of any stand representative to deem suitability to exhibit.
- Exhibitors may not sell, sublet, advertise or share space with any other organisation without prior written consent from Keswick Ministries.
- The exhibitor is responsible for knowing the people who will manage the stand during the time they are exhibiting at the Convention.
- The sale of books, CDs and DVDs is reserved for the 10ofthose bookshop. Any products 10ofthose sells cannot be sold on your stand.
- Any resources exhibiting organisations would like to be stocked at the bookshop should be confirmed ahead of time with 10ofthose.
- The aim of the Mission Exhibition is to promote mission in the UK and worldwide, therefore the sale of any merchandise, book signings is not permitted.
- Leafletting or canvassing for sign-ups outside your stand area is strictly prohibited. Aggressive or overzealous leafletting and canvassing of Conventioners will not be tolerated.
- Exhibitors should not directly target young people under 18 years old; they can instigate a request to sign up with an exhibitor themselves, but they cannot be approached directly.

- The Base Camp team will ask an exhibitor to cease or modify an activity if deemed inappropriate.
- All stand representatives on-site must always be in possession of a valid Keswick Convention Exhibitor badge.

Finance:

- Once approved, the deposit payment must be paid before the deadline communicated for the stand space to be confirmed.
- Payment of the deposit is due when your application has been approved. Keswick Ministries will invoice you for the amount owed.
- Payment of the balance owing must be paid by the deadline date. Keswick Ministries will invoice you for the balance owing and provide the deadline date for payment. If full payment is not received by the deadline, Keswick Ministries reserves the right to re-sell the stand space.
- Keswick Ministries does not have subsidised spaces available.
- VAT will be charged for exhibitors.

Health and Safety:

- The exhibitor is fully responsible for safely assembling their stand and the maintenance during the event. The exhibitor is responsible for the health and safety of unloading and reloading stand equipment to make sure it is done risk-free.
- Keswick Ministries requires the exhibitor to complete a full risk assessment document, which the exhibitor should complete, upload on our Exhibitor Portal and have available at the event. This should ensure the safety of the team and Conventioneers and not infringe on the venue's safety. Keswick Ministries has the right to complete a risk assessment of any stands during the Convention and implement changes due to safety issues.
- The exhibitor is responsible for their stand's health and safety compliance and for each stand representative.
- All electrical equipment must have a current PAT certificate and comply with safety requirements; this includes laptops.
- The exhibitor is responsible for ensuring that their stand and anything related to it meet with current Health and Safety legislation.
- It is the exhibitor's responsibility to comply with any requests from Keswick Ministries representatives which are given to ensure the safety of the venue. This includes but is not limited to ensuring that all trailing cables are taped to the ground and that no item can cause an obstruction in the gangway, block a fire exit, or cause any other hazard.
- Exhibitors must have public liability insurance with a minimum of cover of £5m. A copy will need to be uploaded on our Exhibitor Portal and produced at the event if requested. Keswick Ministries cannot be held responsible for any damage, theft or loss of equipment.



- Exhibition stands must stay in the dimensions applied for and cannot go over the space. Please remain in the allocated space to avoid eviction with no refund.
- The exhibitor will be liable for any damage caused to the main structure of the venue by the exhibitor.
- The exhibitor must leave the stand space as they found it. Nothing must be left after the event has finished.
- At the Keswick Convention, all stands are supplied with 13-amp power supply. Kettles, irons or electrical items generating heat are not permitted.

Cancellations:

- All cancellations must be received in writing by email to basecamp@keswickministries.org
- Cancellations will incur a cancellation fee of 50% if received 60 days or more before the event starts.
- No refund can be given if the exhibiting organisation cancels within 60 days of the event starting unless Keswick Ministries is able to source a replacement.

Event Cancellation:

- Keswick Ministries reserves the right to cancel the Convention for any reason.
- Keswick Ministries will notify Convention contributors of the cancellation within two working days after the decision has been made.
- Keswick Ministries will not be in breach of this Agreement by virtue of the cancellation. This Agreement will automatically terminate on notification of cancellation to the contributors.

Contact

For any questions please contact Carolyn at basecamp@keswickministries.org

