



Let's Do Business Expo 2026 – Stand Terms and Conditions

By booking a stand at Let's Do Business Expo 2026, the exhibitor agrees to the following Terms and Conditions. Once a stand booking has been confirmed, the exhibitor is committed to the full purchase price stated, and the cancellation policy set out below will apply.

1. Payment Terms

Stand bookings must either be paid in full by card at the point of purchase or within 30 days of the invoice date, unless otherwise agreed in writing by Staffordshire Chambers of Commerce. The organisers reserve the right to cancel or withhold access to any stand where payment has not been received by the due date. Any outstanding balance must be settled in full prior to the event.

2. Cancellation by Exhibitor

If the exhibitor wishes to cancel their stand booking, cancellation must be made in writing to: events@staffordshirechambers.co.uk

The following cancellation terms will apply:

- Cancellations received on or before 8th July 2026 will receive a 50% refund
- Cancellations received between 9th July 2026 and 9th August 2026 will receive a 25% refund
- Cancellations received on or after 10th August 2026 will receive no refund

If an exhibitor does not attend the event, this will be treated as a cancellation, and no refund will be given.

Refunds, where applicable, will be processed within a reasonable timeframe following confirmation of cancellation.



3. Cancellation or Changes by Organiser

Staffordshire Chambers of Commerce reserves the right to amend the event date, venue, layout or format if circumstances require it. In the event that the exhibition is postponed, relocated, rescheduled or cancelled due to circumstances beyond the organisers' reasonable control, the organisers shall not be liable for any costs, losses or expenses incurred by the exhibitor. In such circumstances, any refund or credit offered will be at the sole discretion of the organisers.

4. Use of Stand Space

Exhibitors may only use their stand to promote their own business, products or services unless otherwise agreed in writing by the organisers. Stands may not be sublet, shared, transferred or reassigned without prior written permission. Exhibitors must operate only within the boundaries of their allocated stand space and must not obstruct gangways, neighbouring stands or fire exits.

Any display material, including pop-up banners, must fit within the exhibitor's allocated stand space. If a pop-up banner or other display exceeds the stand space allocated, the exhibitor will be asked to remove it.

5. Set-Up and Breakdown

Exhibitors must adhere to the access, set-up and breakdown times provided by the organisers. All stands must be fully set up and ready by the stated opening time of the exhibition. Exhibitors must not begin dismantling or vacating their stand before the official close of the event unless authorised by the organisers.

6. Food and Drink on Stands

The sale or distribution of food or drink from exhibitor stands is prohibited unless expressly authorised in writing by both the venue and the organisers. This is a venue requirement.



7. Health and Safety

All exhibitors must comply with the venue's Health and Safety requirements, the Exhibition Guide, and any instructions issued by Staffordshire Chambers of Commerce or venue management. Exhibitors are responsible for the health, safety and welfare of their staff, contractors and visitors within their stand area. Where required, exhibitors must provide risk assessments, PAT certificates, insurance documents and any other relevant compliance paperwork before the event.

8. Insurance and Liability

Exhibitors are responsible for arranging adequate insurance cover for their stand, staff, equipment, stock and any third-party risks, including public liability insurance. Staffordshire Chambers of Commerce, its employees, agents and contractors, shall not be liable for any loss, theft, damage, injury, cost or expense suffered by the exhibitor, except where caused by negligence on the part of the organisers and only to the extent required by law.

9. Loss or Damage

All property brought to the event by exhibitors, contractors or agents is brought entirely at their own risk. The organisers accept no responsibility for loss of or damage to stands, stock, equipment, personal belongings or promotional materials.

10. Conduct and Suitability

The organisers reserve the right to require an exhibitor to remove any item, display, branding or activity deemed unsuitable, unsafe, offensive, disruptive or inconsistent with the nature of the event. The organisers also reserve the right to refuse entry to, or remove from the event, any exhibitor, contractor or representative who breaches these Terms and Conditions or behaves in a way that may bring the event into disrepute.



11. Venue Restrictions

Exhibitors must comply with all venue rules and restrictions, including those relating to electrical equipment, fire safety, noise levels, hazardous materials and access requirements. Any damage caused to the venue, fixtures, fittings or flooring by an exhibitor, their staff or contractors shall be the responsibility of the exhibitor.

12. Marketing and Photography

The organisers will take photographs and video footage during the event for promotional, marketing and reporting purposes. By attending and exhibiting, exhibitors consent to the use of such material by Staffordshire Chambers of Commerce unless they notify the organisers in writing in advance of the event.

While the organisers will make reasonable efforts to capture a range of activity from across the event, photography or video footage of any individual exhibitor, stand, representative or branding is not guaranteed.

13. General

These Terms and Conditions shall apply to all stand bookings for Let's Do Business 2026. The organisers reserve the right to amend these terms and conditions where reasonably necessary. Any such updates will be communicated to exhibitors.

By proceeding with the booking, the exhibitor confirms that they have read, understood and agreed to these Terms and Conditions.