



People Without Limits (at Detling) 2011

6th – 11th August 2011

Kent County Showground, Detling, ME14 3JF

People's Plaza

What can you expect from People's Plaza...?

New for 2011 People Without Limits have introduced a second, alternative evening celebration venue for a wider family audience. We have re-designed the exhibition area to promote the exhibition as fully as possible including the Café and bookshop. We are looking to use the Zones to create different areas and reach a wider audience getting people involved through craft workshops and puppet demonstrations.

We'd love your organisation to be a part of the People's Plaza and to make the most of some of the other promotional opportunities offered at Detling! And here's how you can get involved...

Book an exhibition stand

Detling guests include Christian and non-Christian visitors, clergy and church leaders, suppliers, contractors and professionals. Guests are aged from the very young to the more mature and come from all over the UK and Europe. Around 3,000 people will pass through the site over the week. Though some stay on site, many are day visitors.

Located right next to the café and the main venue, People's Plaza is in a prime location. Exhibitors will join a group of around 25 organisations located in the venue.

This is a fantastic opportunity for your organisation to reach a new audience!

We also have a limited number of **seminar receptions** available to you if you book an exhibition stand **free of charge** (but subject to our approval of content). You will have the opportunity to use a venue between 4.30 and 5.30pm with PA, DVD and PowerPoint (no engineer and you will need your own laptop). We have 2 venues with 75 or 200 seat capacity. Refreshments maybe provided with a charge. Your reception would be advertised in the programme subject to time scale.

Save Money in 2011

As an exhibitor we can offer you a **50% discount** on literature distribution OR on a short film in the main and alternative venues. If you would like to book one of these with your stand please complete the advertising part of the form less 50% and remember that advertising is VAT applicable.

Cost: £250 for a 2m x 2m space including free 13amp electrical supply, with additional metres at £100 and additional 13amp electrical supply at £45.00. Tables £7 and chairs £3 are available to book.

Programme Advertising

A great way to reach all those attending is to advertise in the programme. The programme is an essential guide to all that will happen at the Event. Prices start at £200 for a quarter page advert.

www.peoplewithoutlimits.org/exhibition

Book a Literature Display

For smaller organisations or for those who are unable to actually be at the event, the literature display area will form part of the Advice and Information Zone. This simple idea means that you send us 200 copies of your literature and we display it in a dedicated area. A low cost way of getting your message into the hands of Detling guests!

Cost: £25.00 (ex. VAT)

Have your literature distributed

You can have your literature distributed before one of the Main morning or in both of the evening sessions (Main venue and Alternative venue), ensuring you reach all those attending the sessions.

Cost: £60.00 per session (ex. VAT)

Put an ad on the main venue and alternative venue screens

If you have a short film of 3-5 minutes in length then you can book a slot on the screen which will be shown in the main evening celebration and in the new alternative celebration. Films will be played in a specific timeslot as guests enter.

Cost: £130.00 (ex. VAT)

Restaurant PowerPoint Loop

A continuous running loop of notices and adverts will be shown in the restaurant area (no sound or animation). The loop will be shown every day with your advert shown at least once per day.

Cost: £40 (ex. VAT)

Sponsor the event

Would you like to really make an impact? We're looking for sponsors who will contribute towards certain aspects of the event. This could include:

- Sponsorship of a venue eg youth or children's
- Sponsorship of delegate wristbands
- Provision of camping supplies

We'd love to hear any creative ideas and will work with you to ensure that you receive appropriate profiling of your organisation. Contact detling@essentialeventmanagement.com with any ideas.

Accommodation

You may have up to 4 members of staff (*please refer to section 10 in the Terms and Conditions*) staying on site free of charge bringing their own accommodation (tent, caravan or motor home – electrical hook ups will be charged at a standard rate of £6 per day). Any additional representatives will be charged at £26 per day. To book your accommodation, please complete the booking form.

How to Book

To book your place simply complete the attached form and return it to: People Without Limits, c/o 14 Horsted Square, Uckfield, TN22 1QG. Spaces are limited so please return your form as soon as possible to avoid disappointment.

Please note that your application is an offer to participate which we are entitled to accept or decline. We are not bound in any way to offer you a place within the People's Plaza as a result of your signing and returning your application form. If you are unsuccessful in your application your cheque will be returned to you.

www.peoplewithoutlimits.org/exhibition

Mission

People Without Limits is a Christian organisation whose mission is to:

Inspire and enable ordinary people to become extraordinary in God

We do this through Detling - a week's summer celebration with a programme for all ages, events in the UK and Europe and other resources

Vision

In God we want to see...

- children being innocent, creative and secure
- young people finding identity, destiny and friendship
- friendship that is inclusive, enriching and life long
- marriages that are challenging, passionate and fun
- older people being valued, fearless and adventurous
- family life that is happy, healthy and enduring
- nations being joined in faith, hope and love

... as they are meant to be!

Values

We seek to encourage people to be:

- **VISIONARY** - walking more in God's presence, seeing through His eyes
- **UNLIMITED** - transcending personal and cultural boundaries
- **GENEROUS** - giving out to others in prayer, finance & support
- **RECONCILING** - reaching out to others in love
- **FEARLESS** – awed by God's power, unafraid of His enemies and our circumstances
- **ATTRACTIVE** – drawing others to Jesus through our acts and words

Doing all this, growing in:

- the love of the Father
- the grace of the Son
- the power of the Holy Spirit

People Without Limits is in agreement with the Evangelical Alliance Basis of Faith.

Booking Form: Detling 2011

Your Details:

Name: _____

Organisation: _____

Address: _____

Postcode: _____

Phone: _____ Mobile: _____

Email: _____ Website: _____

Rental of Exhibition space: I would like to book

_____ 2m x 2m space @ £250	_____ £
_____ Additional metres frontage (1m x 2m) @ £100	_____ £
_____ First power socket	_____ FREE
_____ Additional power sockets @ £45.00 Inc VAT	_____ £
_____ Table @ £7 per table	_____ £
_____ Chair @ £3 per chair	_____ £
Total for Exhibition	_____ £

All stands receive one table and one chair free of charge.

You will need to bring any additional tables and chairs with you.

No VAT is charged on rental of exhibition space

Advertising Opportunities: (VAT applicable) I would like to book

_____ Outside back cover in Conference Guide @ £700	_____
_____ Inside back cover in Conference Guide @ £700	_____
_____ Full page advert in Conference Guide @ £600	_____
_____ Half page advert in Conference Guide @ £350	_____
_____ Quarter page advert in Conference Guide @ £200	_____
_____ Short 3-5 minute film @ £130	_____
_____ PowerPoint loop x 1 slide @ 40	_____
_____ Literature Distribution @ £60	_____
_____ Literature Display @ £25	_____
Total advertising	_____ £
Total advertising plus VAT	_____ £

Please note that advertising is subject to VAT at the current rate. However, if you are a UK Registered Charity you will likely be exempt from being charged VAT on this advertising if you complete and return the attached form.

I am interested in exploring sponsorship opportunities

**Please return to: People Without Limits, C/O 14 Horsted Square, Uckfield, TN22 1QG
Email: detling@essentialeventmanagement.com, Tel: 01825 746525**



Declaration of zero rating VAT for charity advertising

We declare that the below named charity is buying from:

Name of supplier: Essential Event Management
Address: 14 Horsted Square, Uckfield, East Sussex TN22 1QG

The following goods or services are eligible for relief from VAT under Item 8; Schedule 8 of Zero Rate Group 15:

Description:

Purchase of advertising opportunities including Literature Display, short films, literature distribution, programme advertising.

Name:

Position in charity:

Charity name and address:

Charity registration number:

VAT registration number (if applicable):

I confirm that this information is correct

Date:

There are severe penalties for making a false declaration. If you are in any doubt about the eligibility of the goods or services you are buying, you should seek advice from your local VAT office before submitting this declaration.

Essential Event Management is acting as an agent of People Without Limits and will handle the logistics, planning, income and expenditure for the exhibition and advertising opportunities. Your contract for participating in this event is with People Without Limits and the terms and conditions of your booking will be subject terms and conditions as set by People Without Limits

People Without Limits 2011 People's Plaza Terms & Conditions

This Agreement sets out the terms and conditions upon which your organisation ("You") will be permitted to exhibit as part of Detling 2011 (the "exhibition").

- 1. Contract** The People's Plaza is organised by People Without Limits (Company Number 6592456, Registered Charity Number 1124666). Essential Event Management is acting as agent on behalf of People Without Limits and will handle the logistics and planning for the People's Plaza. Your contract for participating in this event is with People Without Limits and your booking is subject to these terms and conditions as set by People Without Limits.
- 2. Your application** Essential Event Management will process your application and payment on behalf of People Without Limits and reserve the right to decline any application that, in the absolute discretion of either Essential Event Management or People Without Limits, is deemed unsuitable, without entering into correspondence. If your application is accepted you will be sent a Booking Confirmation.
- 3. Fees** All fees are payable upon application. A cheque should be enclosed with your application form. Applications which do not include payment in full will be returned and this could result in your being unsuccessful in reserving a place in the People's Plaza. Cheques should be made payable to 'Essential Event Management' and will be banked within one month of receipt. All fees shown are inclusive of VAT where applicable.
- 4. Deadlines** All deadlines will be strictly adhered to. Failure to provide the requested items or information by the deadlines set may lead to People Without Limits and Essential Event Management denying you access to the relevant aspect of your booking. No refund of monies paid will be provided or damages payable by People Without Limits or Essential Event Management.
- 5. Participation** People Without Limits is in agreement with the Evangelical Alliance Basis of Faith. People Without Limits and Essential Event Management reserve the right to ask you to remove any item from your stand that (at People Without Limits' or Essential Event Management's sole discretion) (a) could cause offence to attendees of the People's Plaza or (b) is not suitable for the Resource Centre bearing in mind the purposes of the People Without Limits organisation.
- 6. Insurance** You are required to have your own Public Liability Insurance, **with an Indemnity Limit of at least £2,000,000 per claim** and such insurance policy must include an Indemnity to Principals Clause including subrogation rights.

Neither Essential Event Management nor People Without Limits can be held liable/responsible for any damage to, or loss (including theft) of equipment, stock, or any other item owned by, hired or loaned to you for the purposes of the People's Plaza or otherwise. We strongly recommend that you arrange all risks insurance for such items for the duration of the People's Plaza. It is your responsibility to ensure that all your staff have personal effects cover.

You are required to enclose with your application, a letter from your insurer, on their letterhead, confirming the following:

- The name of the insured organisation
- The limit of your indemnity in respect of Public Liability
- The dates between which the insurance is valid
- If your organisation is not named as the insured organisation then you should send proof of your organisation's relationship to the insured.

If you do not include this letter with your application then your application will be returned to you and you may miss out on a place in the People's Plaza.

If you do not have Public Liability insurance please visit www.detling.com/exhibitors for details of how to obtain this.

- 7. Cancellations** If you wish to cancel your stand then you must do so in writing, addressed to People's Plaza Manager, at People Without Limits, c/o 14 Horsted Square, Uckfield, East Sussex, TN22 1QG . Please note that no refund will be given.
- 8. Security** The People's Plaza is located in an open area with public access 24 hours a day. People Without Limits and Essential Event Management **excludes all liability and responsibility for the supervision and security of your stand and stock.** You will be responsible for the security of your stand and equipment and you should remove valuables when you are not in attendance. You should ensure that you have the correct insurance cover in place.
- 9. Staffing** You will be responsible for ensuring any volunteers or workers you use or employ on your stand from outside the European Economic Alliance hold the correct visa to work in the UK. Neither People Without Limits nor Essential Event Management will take responsibility for confirming their eligibility to work in the UK. You will take full responsibility for your representatives whilst on site and will have taken up references for them whether they are paid or volunteers. Representatives must be over 16 years of age. Under 16s will not be permitted to work or be present on your stand and will not be allowed to

access the venue during set up and breakdown. It is your responsibility to carry out Risk Assessments for Under 18s working on your stand. Please note that your stand must be staffed at all times.

10. **Accommodation** Up to four representatives may stay on site free of charge (2m x 2m = 2 people, 4m x 2m = 3 people, 6m x 2m = 4 people), bringing their own accommodation (tent, caravan or motor home – electrical hook ups will be charged at a standard rate of £6 per day); additional representatives will be charged at £26 per day. To book the accommodation you must fill out the accommodation form. **You will not be allocated accommodation space if you do not complete this form.** Please note that People Without Limits will invoice you directly for any accommodation payment so this should not be included in your exhibition payment.
11. **Electrical equipment** Any electrical equipment or appliances which you propose to use at the event require a current Portable Appliance (P.A.T.) certificate. Please bring the certificates with you to the event as you will be required to produce them to the People's Plaza Manager. You will not be permitted to use any electrical equipment or appliances for which you cannot produce a PAT certificate and this will be strictly enforced. Please note that items under 12 months old do not need a PAT certificate, however, you should bring receipts with you to prove the age of the item.
12. **Fittings** All stands, fittings and materials which you propose to use at the event must be fire-retardant in accordance with the requirements of all the appropriate authorities. Appropriate certification must be available and it is your responsibility to ensure that you have the relevant certification with you. If you have fire-proofed items after purchase you will need to bring official confirmation detailing when, in the last twelve months, the fire-proofing was undertaken and which product was used.

You will be provided with one table and one chair per organisation free of charge.

You will be responsible for providing all other tables and chairs, cloths and backdrops or display boards for your area. All fittings should be of professional exhibition standard. All articles, goods, advertisements, signs and any other materials exhibited must comply with the law and be free from any offensive or defamatory images, words or statements. They must not infringe any copyright, trademark, design, patent or other intellectual property right and must conform with any statutory provisions or regulations relating thereto.

Both People Without Limits and Essential Event Management reserve the right to ask you to remove anything from your stand which is not appropriately certified or which it deems unsuitable, in its absolute discretion. You will indemnify People Without Limits and Essential Event Management against all actions, costs, claims and demands in respect of any breach of the provisions of this clause. You will immediately remove any item from your stand when requested to do so by a member of the People's Plaza Team.

13. **Power supply** One 13amp socket will be provided with your booking. Additional sockets may be available, subject to availability, for a further charge of £45.00 inc VAT per socket. No guarantees are given for the availability of power in any location. Sockets must be booked using the People's Plaza Application Form. For electrical loads greater than 13 amp or multiple supplies a further charge will be made. A single extension lead may be used. 'Daisy-chaining' (attaching one extension lead to another) is strictly prohibited.
14. **Set-up** You will be responsible for the delivery, erection, manning, dismantling and removal of your stand and material on your allocated space within the timeframes advised by Essential Event Management. The safety of this area is also your responsibility and People Without Limits and Essential Event Management accept no liability in this respect. People Without Limits and Essential Event Management reserves the right to alter and/or close a stand which, in their reasonable opinion, is unsafe.

Set up will take place from 11am to 3.30pm on Saturday 6 August at which point safety checks will take place to ensure that the People's Plaza can open to the public at 4.30pm. No exhibitor arriving after 2.30pm will be permitted to set up. Please note however that the conference will not be fully set up and you may not have power to your stand until the Saturday morning. You will be able to camp on the Friday night.

15. **Opening times** You will ensure that your stand is staffed during all opening times, including Sundays. The opening times of the People's Plaza are shown below. In addition you are required to open your stand at any other time deemed appropriate by the People's Plaza Manager (acting reasonably).

- Saturday 8 August – 4.30 – 10.00pm
- Sunday 9 August to Thursday 13 August – 11am to 5.00pm (2.30pm – 3.45pm optional) and 8.15pm to 10.00pm

People Without Limits and Essential Event Management reserve the right to close down your stand if it is left unattended during the above opening hours. No refund will be given.

16. **Sales & Promotion** All literature must be distributed and all business activity must be conducted within the confines of your stand area. Any additional activities including, but not limited to, surveys or questionnaires must be approved in writing by Essential

Event Management, prior to the event. Please note that you will not be entitled to sell or give away food and drink for consumption on the premises from your stand.

17. **Conference Programme** The name of your organisation, logo and web address will appear in the conference programme. You will be required to provide a high quality jpeg of your logo by email to detling@essentialeventmanagement.com **by 17 June 2011**. The web address printed will be the one that you have included on your application form, so please ensure it is correct.
18. **Space** You will be provided with an area of floor space (carpeted), as detailed on your Booking Confirmation and you will be advised if there are any changes to this. A shell scheme (which is the walled structure fitted around exhibition stands) is not provided. You will need to provide your own display panels to fit the given floor area. These must be a maximum of 2.5 metres high. Both People Without Limits and Essential Event Management reserve the right to re-lay the stand plans and/or re-allocate, move or adjust stands as necessary and to close entrances, exits and access to the People's Plaza venue as they deem necessary (in their absolute discretion). Your stand must be erected within the area marked out by the People's Plaza Manager and this will be strictly enforced.

Please ensure that your stand fits the area you have booked, if it exceeds the space that you have booked on your application form you will be charged for any extra metres taken up at the advertised rate at the conference.

19. **On-screen Advertising** Films should be no longer than 5 minutes in length and should be sent on a video DVD (i.e. it can be played on a DVD player) to People Without Limits, c/o Essential Event Management, 14 Horsted Square, Uckfield, TN22 1QG by 10 July.

PowerPoint slides for the restaurant loop should be sent to us as 16 x 9 widescreen. They can be emailed through to detling@essentialeventmanagement.com or sent through to the above address on CD.

20. **Literature Displays** You should send 150 pieces of literature (up to A4 in size) to People Without Limits, c/o 14 Horsted Square, Uckfield, TN22 1QG. This should arrive by 10 July and should be **clearly labelled** with the name of your organisation. Please note that we are unable to return any un-used literature to you at the end of the conference.
21. **Literature Distribution** You should send up to 1200 pieces of literature to People Without Limits, c/o 14 Horsted Square, Uckfield, TN22 1QG. This should arrive by 10 July and should be **clearly labelled** with the name of your organisation. It will be distributed in one of the main morning or evening sessions to all guests attending that session. Please note that we are unable to return any un-used literature to you at the end of the conference.
22. **Restrictions** Unless Essential Event Management have granted prior written authorisation you will not, and will procure that none of your staff will, make or arrange any:
 - o announcements with a microphone;
 - o signing sessions;
 - o publicised special appearances;
 - o sign-posting
 - o activities outside of your exhibition space

You may not sell, assign, rent, transfer, trade or share any part of your stand with any other organisation, without the **prior written agreement** of Essential Event Management. Any sound played on your stand must be at such a volume as not to cause interference or discomfort to those around you.

23. **Breakdown** Stands must not be dismantled before the time advised by the People's Plaza Manager and all stands must be broken down by the deadline given by the People's Plaza Manager. You are responsible for removing all exhibits from your allocated space and for ensuring this space is delivered back to People Without Limits and Essential Event Management in good order and clean condition. People Without Limits and Essential Event Management reserves the right to charge you a fee for removing any such material or cleaning the space, in the event that this is not complied with. You are responsible for making your own transportation arrangements to and from the event, including the provision of packing materials.

Breakdown will take place from 11pm (please note that the exact time will be confirmed nearer the date) on Thursday 11 August; however, no vehicle will be allowed access for loading before midnight. Exhibitors will be required to break down their stand and vacate the venue by 1.30am unless otherwise agreed by the People's Plaza Manager. You may leave your stand in the venue ready for collection on Friday 12 where the venue must be vacated by 10am. Please note that no responsibility can be taken for the security of your stand or possessions if left overnight.

24. **Sales** An account of your sales must be sent to the People's Plaza Manager at People Without Limits, c/o 14 Horsted Square, Uckfield, East Sussex, TN22 1QG, by 27 August 2011 using the form provided to you by Essential Event Management.

25. **Accuracy of Information** All of the information provided to you in this application pack is currently correct, however, things can and do change and People Without Limits and Essential Event Management reserve the right to make any necessary changes, including, but not limited to, programme or venue changes, without prior notice. Attendee figures quoted in publicity are an estimate of anticipated attendance. No refund shall be given if attendee figures prove to differ to those publicised.

26. **Liability** People Without Limits and Essential Event Management shall not be in breach of this agreement, nor liable for any failure or delay in performance of any obligations under this agreement arising from or attributable to acts, events, omissions or accidents beyond its reasonable control (Force Majeure Event), including but not limited to any of the following:

Acts of God, explosions, floods, tempest, fire, accident, war or threat of war, sabotage, insurrection, civil disturbance, any acts, restrictions, regulations, byelaws, prohibition or measures of any kind on the part of any governmental, parliamentary or local authority, import or export regulations or embargoes, strikes, lock-outs or other industrial actions or trade disputes or any power failure whatsoever or howsoever caused.

To the fullest extent permitted by law, People Without Limits' total liability under or in connection with this agreement shall be limited to the amount paid by you under this agreement or any relevant insurance maintained by People Without Limits. In relation to specific heads of liability that may form part of People without Limits' total liability, its liability shall be limited as follows:

- in respect of any breach by it of the terms of this agreement, limited to the amount paid by you under this agreement;
- in respect of any negligence by it in connection with this agreement, limited to the amount paid by you under this agreement or the level of any relevant insurance that People Without Limits has in place (whichever is the lowest reasonable in the circumstances);
- in respect of any liability for property that is covered by People Without Limits' insurance, the level of the relevant insurance held by People Without Limits;
- in respect of any other liability, the amount paid by you under this agreement.

If you have an obligation to People Without Limits to insure against a risk, People Without Limits will have no liability whatsoever for or in relation to any loss or damage that fails to be covered by the insurance so required, whether or not you actually take out the insurance.

People Without Limits shall not be liable to you for loss of profit, loss of business or depletion of goodwill in each case whether direct, indirect or consequential, or any claims for consequential compensation whatsoever (howsoever caused) which arise out of or in connection with these terms and conditions.

In the event that the venue are not able to provide People Without Limits with anything People Without Limits require from the venue in order to put on the Event (including but not limited to the space required for the Event), either for the whole or part of the duration of the Event, People Without Limits may at its absolute discretion refund to you the whole or part (on a pro-rata basis) of your payment, and in these circumstances People Without Limits shall not be liable to you for any loss in excess of this refund or partial refund.

Nothing in these terms and conditions excludes or limits or seeks to exclude or limit People Without Limits' liability for death or personal injury caused by People Without Limits' negligence or under section 2(3) of the Consumer Protection Act 1987 or for fraud or fraudulent misrepresentation or for any matter which would which would render this Clause unenforceable.

27. **Dispute** In all matters of dispute at the exhibition, in the first instance you should put your complaint in writing, setting out the circumstances in full, addressed to Graeme Bunn, c/o Essential Event Management, 14 Horsted Square, Uckfield, TN22 1QG. Your letter will be carefully considered and you will receive a written decision. If you are dissatisfied with this response, you should refer the matter to the Chartered Institute of Arbitrators for mediation or arbitration.

28. **Governing Law and Jurisdiction** This Agreement and any disputes arising out of or in connection with its subject matter are governed and construed in accordance with the law of England. The parties to this Agreement hereby irrevocably agree that the Courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement. If any provision of this agreement (or any part of any provision) is found by a court or other authority of competent jurisdiction to be illegal, invalid or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this agreement, and the validity and enforceability of the other provisions of this agreement shall not be affected.

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