

Cyprus Tabletop Gaming Festival



EXHIBITORS TERMS OF SERVICE

Interpretation and General

1. Cyprus Tabletop Gaming Festival (the “Event”) is an annual tabletop gaming convention. The Event is organised by the directors of C.T.G. Cyprus Tabletop Gaming LTD (the “Organisers”).
2. The Event takes place in Pavilion, 2 Avraam Antoniou, Lakatamia 2330, Nicosia, Cyprus (the “Venue”).
3. For the purpose of these Terms of Service:
 - a. References to the “Event” are to the iteration of the Event at which the exhibition space is to be hired.
 - b. Anyone intending to hire or in fact hiring exhibition space at the Event (an “Exhibitor”) undertakes that they (together with their employees, partners, and others associated with them) will:
 - i. comply with any Terms of Service specified by the Organisers of the Event to the extent that they are communicated to the Exhibitor either prior to, or during the Event;
 - ii. comply with any reasonable instructions given by the Organisers to the Exhibitor, or any employee, partner or associate of the Exhibitor, either prior to, or during the Event, as though any such Terms of Service or instructions were incorporated into these Terms of Service.
 - c. As used herein, to “Exhibit” shall mean registering for, securing and holding table or exhibition space in the Event or any part of the Event, either as a company, entity or individual.
 - d. An Exhibitor’s “Credentials” shall be defined as a valid individual identifier provided by the Organisers of the Event which entitles an Exhibitor to Exhibit in the Event in some way, whether such Credentials are a physical object (including but not limited to, a lanyard with badge, a wristband, or other authorised means

of entry), or an intangible object (including, but not limited to, a unique code, link or other digital identifier).

4. By participating in the Event, or any part of the Event, each Exhibitor acknowledges that they have read, understood and agree to be bound by these Terms of Service. If any Exhibitor does not agree to these Terms of Service, such Exhibitor should not participate in the Event.
5. These Terms of Service shall be subject to the laws of Cyprus.
6. All matters and questions not covered by these terms are subject to the decision of the Organisers. Exhibitors agree to abide by and conform to all additional rules and regulations adopted or prescribed by the Organisers for the management of the Event.
7. At any time, the Organisers of the Event may amend these Terms of Service without notice to Exhibitors, by posting the amended Terms of Service on the Event website. The continued participation by an Exhibitor shall constitute acceptance of any such amended Terms of Service.

Assumption of Risk and Release

The Exhibitor acknowledges that there are hazards and risks incidental to Exhibiting at the Event. By accepting Exhibitor Credentials and/or by Exhibiting at the Event, the Exhibitor freely and voluntarily assumes any and all risks which are incidental to the Event, regardless of severity and regardless of whether or not caused by the negligence of the Organisers, including but not limited to, loss, property damage, injury or damage to persons and/or death.

- Each Exhibitor is responsible for their own belongings and possessions at the Venue. Neither the Organisers of the Event, nor their partners shall be held liable for the death or injury of any person, or for the damage or loss of property of the Exhibitors, their employees, partners and associates, at and/or during the Event, or the set-up and teardown of the Event.
- Each Exhibitor acknowledges that there is an inherent risk of exposure to communicable disease, including, but not limited to, COVID-19, in any public place where people are

present, and, by Exhibiting at, and attending the Event, the Exhibitor freely and voluntarily assumes any and all risks related to such exposure.

- The Exhibitor agrees to follow all health and safety instructions, guidelines or standards issued by the local governmental authorities, as well as any health and safety instructions, guidelines or standards for the Event, which may be posted on-site at the Venue, or as otherwise provided to the Exhibitor by the Organisers of the Event.
- In consideration for Exhibiting at the Event, the Exhibitor hereby releases and forever discharges the Organisers, the Venue, each of their parent, affiliated, and subsidiary companies, and each of their respective agents, employees, officers, directors, trustees, shareholders, contractors, sponsors and any third parties acting on their behalf (collectively, the “Released Parties”) from any and all claims, actions, damages, liabilities, costs or expenses (including attorney fees) which are related to, arise from or out of, or are in any way connected to the Exhibitor’s participation in the Event, whether or not such claims, actions, damages, liabilities, costs or expenses are caused by the negligence of the Released Parties or by the infringement or violation of any right. This release shall be effective and binding upon any heirs, agents, personal representatives or assigns of Exhibitor.

Applications and Participation

1. The Exhibitor acknowledges that he or she is solely responsible for any costs incurred in connection with any incidentals or expenses required in order to Exhibit at the Event, or use the Exhibitor Credentials, including, but not limited to, travel, transportation of furniture or goods, accommodation, and/or the use of any personal devices. Except as may be required by applicable law, the Organisers will not be responsible or liable for any costs associated with Exhibiting at the Event and all such costs shall be borne solely by the Exhibitor.
2. The following procedures should be followed when booking exhibition space at the Event:
 - a. Potential Exhibitors should fill in the online application form located on the Event website, stating their preferences and any additional requirements for their exhibition space, its size and location. On-site registration will not be possible at

any point prior to, or during the Event; the Exhibitor should formally apply for exhibition space by completing and submitting the online application form found on the Event website.

- b. The Organisers will acknowledge receipt of the application form and either confirm that the potential Exhibitor's requirements can be met, or contact the intending Exhibitor to discuss alternative allocations.
 - c. Once an agreement has been reached, the Organisers will issue an invoice confirming the total cost for the proposed exhibition space.
 - d. To secure an exhibition space, the Exhibitor must complete the booking by paying the full value of the invoice, within 28 days of the issue of the invoice, or by March 14, whichever sooner. All invoices must be paid in full at least 30 days prior to the commencement of the Event.
3. An Exhibitor may request additional facilities for their exhibition space, such as access to power or hire of furniture after their application has been approved by the Organisers of the Event and exhibition space has been allocated to them. Any additional features requested via the online application, must be paid in full to our contractor, as specified by the instructions sent to the Exhibitor by the Organisers or the contractor.
4. The Organisers will allocate space within the Venue taking account of the requirements and preferences of the completed application forms and will inform potential Exhibitors in writing of the extent to which any such preferences or requirements can be accommodated.
5. The Organisers reserve the right, at any point, to deny admission or entry, to remove, ban or eject an Exhibitor, or to revoke or terminate any Exhibitor's Credentials or access to any part of the Event, without refund, liability or compensation, as a result of:
 - a. failure to comply to any of the Terms of Service hereby agreed to;
 - b. any illegal, unsafe, offensive or threatening behaviour which the Organisers could reasonably consider to be disruptive of the Event;
 - c. circumstances which the Organisers determine impact the safety, security or order of the Event, each in the Organisers' sole and absolute discretion.

Any such determination by the Organisers shall be final.

6. The Organisers reserve the right to alter or change the exhibition plan and any Exhibitor allocated space, and if appropriate, refund amounts of the exhibition space fee to take account of any such alterations. All decisions as to space allocation by the Organisers shall be final and binding on all Exhibitors, and the Organisers are not obligated to inform Exhibitors of the reasoning behind those allocations.
7. Credentials are a revocable licence to Exhibit in the Event and the Organisers reserve the right to revoke such licence at any time, to their sole reasonable discretion.
Credentials are **non-transferable** and may only be used by the same individual Exhibitor for the day of the Event. If an Exhibitor is on-site at the Venue, said Exhibitor must carry their Credentials with them at all time.
 - a. Any Credentials purchased by, or otherwise made available to an Exhibitor, must be protected and safeguarded at all times. Exhibitor hereby acknowledges and agrees that the Organisers of the Event are not responsible for, and shall have no liability resulting from, any loss or damage to any Credentials.
 - b. Exhibitors must not sub-let to, or allow the use of their allocated exhibition space by another company, entity or individual. No resale of Credentials or allocated exhibition space shall be permitted, except with the prior written approval from the Organisers.
 - c. Duplicate Credentials may be issued for lost or stolen Credentials at the sole discretion of the Organisers.
 - d. Exhibitors may apply for more than one Credential for their exhibition space personnel. The Organisers reserve the right to allocate as many Credentials as they seem appropriate and reasonable for each Exhibitor's exhibition space.
8. At any time, at their sole reasonable direction, the Organisers may request that any Exhibitor provides documentation relating to their identification, industry credentials or certifications, whether or not described in these Terms of Service. The Organisers reserve the right to deny entry, ban, or remove any Exhibitor from further Exhibiting in the Event, if such Exhibitor fails to provide the requested documentation or if such

documentation is deemed insufficient by the Organisers in their sole and absolute discretion.

9. All Exhibitors must ensure that their exhibition space is manned during the period the Event is open to the public. If an Exhibitor fails to set-up and man their exhibition space by 9:30AM on the day of the Event, the Organisers reserve the right to use the exhibition space hired by the Exhibitor for the Organisers' own purposes, including without limitation renting out the exhibition space to another Exhibitor, without allowance or refund to the defaulting Exhibitor.
10. At the conclusion of the Event, Exhibitors must vacate the Venue and ensure that all of their belongings have been removed from the Venue by 8PM.

Cancellation Policy

1. The Organisers reserve the right to cancel or postpone the Event, or any part of the Event, on limited notice in the Organisers' sole discretion. In the event of cancellation or postponement of the Event, the Organisers shall not be responsible or liable of any costs, damages, fees, expenses or other compensation associated with the Event.
 - a. If the Event is rescheduled for a later date, the Organisers will contact the Exhibitors with the new Event date and time, as soon as possible. In the unlikely event that an Exhibitor may not be able to participate on the new date, a partial or full refund may be provided to said Exhibitor, upon the Organiser's sole discretion.
 - b. If the Event is cancelled, Exhibitors that have already paid for their participation will be able to transfer their exhibition space reservation for the sooner Cyprus Tabletop Gaming Festival Event. In the event that an Exhibitor wishes to cancel and withdraw their participation from the next Event, or is unable to attend, a partial or full refund may be provided to said Exhibitor, upon the Organiser's sole discretion.
2. The Exhibitor shall not be entitled to any compensation should acts, events, omissions or accidents beyond the Organiser's reasonable control prevent or delay the Exhibition from being held, or limit its size, or modify its nature, or otherwise cause the Organisers

to fail to comply with their obligations as specified in these Terms of Service. This includes but is not limited to:

- a. floods, hazardous weather, fire, earthquakes;
- b. industrial action, labour disputes, civil commotion, political or economic circumstances, voluntary or mandatory compliance with any law;
- c. non-performance by third-parties, unavailability of supplies, accidental damage, failure of technology, and interruption or failure of a utility service, including but not limited to electric power, water and gas.

Should it not be possible for the Event to take place, all rental fees shall remain the property of the Organisers up to a sum corresponding to the amounts for which it is already committed.

- 3. Exhibition space booking cancellations must be made in writing and sent by e-mail to the.ctg.team@gmail.com. The extent to which any fees already paid by the Exhibitor are refundable shall be determined depending on how far in advance for the Event for which the booking was made the notice of cancellation is received by the Organisers, as set out below:
 - a. If notice of cancellation is received by the Organisers at least 45 days prior to the start of the Event for which the booking was made, a refund will be made less a 10% administrative charge.
 - b. If the Exhibitor cancels his or her participation less than 45 days before the Event, the full invoiced fee must be paid to the Organiser.

Merchandise, Display Material and Equipment

- 1. Exhibitors are responsible for the safety and appropriateness of all merchandise, promotional and other material displayed at their exhibition space, as well as the sales activity taking place within their exhibition space.
 - a. If the Organisers in their absolute discretion consider that any material displayed or activities undertaken:

- i. pose risks to the health and safety of Exhibitors and others attending the Event;
- ii. breach the Terms of Service of the Venue as appropriate;
- iii. may cause damage to the structure or any part of the fabric of the Venue;
- iv. are likely to cause offence or distress to other Exhibitors, Cyprus Tabletop Gaming Festival volunteers or members of the public attending the Event;
- v. are unsuitable for an Event.

The Organisers reserve the right to request the Exhibitor to cease any such activities and remove any offending items from the Venue.

- b. If an Exhibitor fails to cease any such activities or remove any such offending items when requested to do so, the Organisers may take one of more of the following actions:
 - i. removing or procuring the removal of any such offending material from the Venue;
 - ii. ejecting the Exhibitor or any partner, employee or other associate of the Exhibitor from the Event;
 - iii. Revoking the Exhibitor's hire of the exhibition space in which case the Organisers reserve the right to use the exhibition space for their own purposes including without limitation permitting the Exhibitor's stand to be used by another Exhibitor without allowance or refund to the defaulting Exhibitor;
 - iv. the Organisers reserve the right to refuse admission to any Exhibitor or any employee, partner or associate of an Exhibitor if they in their absolute discretion decide the trader is attempting to display materials of dangerous or objectionable nature.
 - v. Any Exhibitor who is uncertain as to the appropriateness or acceptability of any materials or activities should discuss his or her concerns with the Organisers in advance of the Event.

- c. No additional furniture or equipment will be provided to an Exhibitor that was not previously agreed upon by the Organisers, and specifically mentioned in the written invoice confirming the total cost and specifications for the Exhibitor's allocated exhibition space.
 - i. Where additional equipment or furniture has been requested, agreed upon and paid by the Exhibitor, the Organisers will ensure that such equipment or furniture is obtained and made available at the Exhibitor's stand in time for set-up.
 - ii. All other equipment and furniture (not included in the invoice and agreement between the Exhibitor and the Organisers) used by the Exhibitor regardless of whether the equipment or furniture is brought by the Exhibitor to the Event or is obtained by a contract between the Exhibitor and any contractor or supplier recommended by the Organisers, are the sole responsibility of the Exhibitor.
 - iii. Exhibitors are responsible for arranging and paying for all fees and meeting all expenses in connection with the transport of display and sales materials to the Venue, moving the materials into and out of the Exhibitor's allocated exhibition space, and assembling and disassembling displays.

Promotional Material

1. By submitting an online application form and applying to hire exhibition space at the Event, an Exhibitor agrees to the use of the Exhibitor's name on the Organiser's website, social media profiles, and in any promotional materials prepared or distributed by the Organisers in connection with the Event, provided that such agreement extends only to including the Exhibitor's details in a list of intending attendees. The Exhibitor accepts that any such materials may continue to be used incorporating the Exhibitor's details even if the Exhibitor subsequently cancels a booking or fails to attend the Event for any reason.
2. Use of any product by any Exhibitor, their employee, agent or associate containing the Organisers' name or logo is prohibited without the express written permission of the

Organisers. Exhibitors agree that if any materials making such unauthorised use appear at the Event, the Organisers shall have the right to take possession of, and destroy all such materials, as well as to pursue other available legal remedies.

3. The Organisers will exercise editorial control over any advertising material supplied by an Exhibitor for inclusion on the Organisers' website or in the Event programme. All such material should be in accordance with the standards set out on the Organisers' website and be suitable for an event aimed at a business audience.
4. Exhibitors may post and distribute their own promotional materials only from within their assigned exhibition space with the exception of Sponsors as specified in the Marketing section of this guide. Any Exhibitor who attempts to distribute material external to their stand will be liable to an additional fee appropriate to the level of their activity.
5. The Organisers reserve the right to require the removal of any materials which the Organisers deem to fall below those standards or be inappropriate for or even offensive to a business audience.
6. Exhibitors, their employees, agents or associates may not affix promotional materials in any part of the Venue save that expressly set aside for the purpose and indicated to Exhibitors by the Organisers.

Safety, Security and Liability

1. Exhibitors must not block aisles or fire doors, occupy an area outside of their hired space, and must comply with any directions from the Organisers or the management of the Venue as to access and storage.
2. The Organisers in conjunction with the management of the Venue will seek to control access to the Event and reserve the right to refuse admittance to anyone, whether or not an Exhibitor or person connected with an Exhibitor, if the Organisers reasonably consider it necessary for the safety and comfort of other Exhibitors or members of the public attending the Event.
3. The Organisers are not responsible for the actions of any other Event participants in connection with the Event, including but not limited to, any participant's attempt to

circumvent or otherwise interfere with the security, integrity or proper conduct of the Event.

- a. The Exhibitor's interactions with third parties, including, but not limited to, guests and other participants in connection with the Event, are solely between the Exhibitor and such third party. The Exhibitor acknowledges and agrees that the Organisers will not be responsible for any damages, losses, costs, expenses or liabilities incurred as the result of such interactions with third parties.
- b. The Organisers cannot be held responsible for any problems or technical malfunction of any network or lines, servers or providers, equipment or software which are beyond the Organisers' control, including, but not limited to, any injury or damage to an Exhibitor or an Exhibitor's property, resulting from Exhibiting at the Event.