

## Terms and Conditions

By applying for “exhibitor status” and/or “Author reading and signing session status” at The Indie Author Book Fair (as organised by The Book Reality Experience), you agree to be bound by the Terms and Conditions as specified below, and any other restrictions or guidelines as deemed necessary by The Indie Author Book Fair, Leschenault Press, The Book Reality Experience, their agents, underwriters, contractors, Contract Venue Managers or other relevant stakeholders.

## General

The Indie Author Book Fair reserves the right of final approval of every display, and the ability to request any changes it deems necessary to rectify a situation that may impact upon the Book Fair negatively. We also reserve the right to take any course of action, including expulsion of any Exhibitor from The Indie Author Book Fair, who does not comply with the stated requests. No compensation for loss of monies will be accepted for failing to obey instructions resulting in expulsion from The Indie Author Book Fair.

Any Exhibitor that fails to occupy their space for whatever reason will forfeit their payment. There are no refunds or transfers available once The Indie Author Book Fair has received payment and the digital registration form.

Displays must stay within the confines of the space allocated, must not impede aisles and walkways, or block exits. This includes cabinets, shelving, display cases, tables, stock containers, stages and equipment.

No sale or spruiking can occur outside the boundaries of your stand (including outside the venue, or in aisles, seminar rooms or thoroughfares) without prior approval.

All tables must have table covers, recommended to be the approximate length to reach the floor in front of your stand. Tablecloths are NOT supplied as part of registration - exhibitors must provide these themselves. Please bring them and some extra sheets to cover your stock if required.

The official closing time of The Indie Author Book Fair is 1600 (4pm) on the day of the event. No dismantling of displays is permitted until the site is cleared of visitors and The Indie Author Book Fair makes the appropriate announcement. This is to ensure the safety of the general public still occupying the space.

The Indie Author Book Fair cannot guarantee access for vehicles within the venue in order to unload or pack your items, nor the availability of pallet trolleys or forklifts. Please ensure that your stock can be moved by hand or bring an appropriate trolley. You must make arrangements with The Indie Author Book Fair prior to the Fair for the movement of larger items, crates and pallets.

The sale or giveaway of stickers and/or balloons is permitted with strict restrictions and conditions. Any sticker or decal with an adhesive must be packaged and sealed before sale. Balloons must not be sold or given away containing helium or any lighter than air gases. Exhibitors that are found to be distributing stickers, decals and/or balloons of any size outside of these conditions will have stock confiscated and returned upon conclusion of the show. Any damage to the building, fixtures or property belonging to another and deemed to have been the result of stickers distributed from within The Indie Author Book Fair will have a clean or repair cost incurred by the instigating exhibitor.

Sale or sampling of any food or beverage items - whether packaged or fresh - is not allowed. This includes but is not limited to candy or sweets, canned drinks, hot or baked goods. The Indie Author Book Fair reserves the right to confiscate any consumable items not removed by exhibitors. Approved food and drink will be available from licensed vendors or internal distribution points within the Fair.

Children under 16 years of age are not permitted to enter the hall during bump in or break down time periods – All event organisers have instructions not to allow children under 16 years of age on site during these times.

## Restrictions

Registration from the following groups/parties are not accepted to The Indie Author Book:

- Political Parties or affiliates
- Smoking Groups or campaigners
- Alcohol Groups or campaigners

The Indie Author Book Fair main exhibition hall is a drug and alcohol free venue. Persons that supply or consume alcohol outside of approved areas or times, or are in possession of illegal drugs, will be removed from the event and the authorities contacted, if required.

No persons are to engage in any conduct, act towards, speak to or visually sell or display items to any exhibitor, volunteer, performer, supplier, staff or other patron in a manner which offends, insults, humiliates, intimidates, threatens, disparages or vilifies that other person on the basis of that other person's race, religion, colour, gender, sexuality, disability, descent or national or ethnic origin;

## Safety and Risk

All Exhibitors, their suppliers, contractors, staff and assistants are classified as workers under the applicable State or National Regulations pertaining to Work Health and Safety. These state that all workers are to show due diligence in keeping their work area clean, safe and risk free, and to report all hazards, incidents or injuries to The Indie Author Book Fair Management.

The Indie Author Book Fair encourages all Exhibitors to develop their own in-house safety policies for their staff and volunteers.

## Closed Shoes

It is mandatory for all exhibitors and personnel to wear covered (closed-in) shoes approved during bump in and bump out periods. Flip flops / thongs, flats, sandals or heels are NOT acceptable footwear during these times.

Those not wearing the appropriate attire will not be granted entry to the hall.

## Electricity and Power

There are extremely limited electrical outlets within the venue and all exhibitors are to be aware that other than personal phone chargers, all portable equipment, appliances, chargers and lighting used at The Indie Author Book Fair event site (I.e. anything that is plugged in to the venue power supply) must be tested and tagged in accordance Workplace Health and Safety Regulations and approved in advance by The Book Reality Experience.

## Public Liability Insurance

If notified at your venue / Book Fair and for all Australian based fairs, all exhibitors, co-exhibitors, vendors and contractors are required to provide proof of Public Liability Insurance. This refers to damage or injury caused to third parties/visitors on or in the vicinity of your exhibition stand or hired space, or by the fault of your products.

This is delivered in the form of a "Certificate of Currency", the details of which must be supplied to The Indie Author Book Fair via an email to [events@bookreality.com](mailto:events@bookreality.com)

It is advisable for a copy to be held by the exhibitor throughout the duration of the show, including bump in/out times.

The Indie Author Book Fair cannot recommend an insurance policy suitable for your exhibitor booth. Please contact your insurance broker to enquire about the most appropriate cover for the event.

NOTE: Public Liability Insurance does not cover theft of your products, or damage to your products or displays caused by third parties. Consult your broker for advice on other forms of business insurance that would cover those circumstances.

## Delivery/Collection of goods

Neither The Indie Author Book Fair, nor the Event Venue will accept responsibility for the safety or security of any display or product item delivered to the site.

It is very important that all items are clearly marked with your company name and contact details, stand name, collection and delivery details, and the name of your freight company if applicable.

It is advisable to clearly mark the consignment number on the items to reduce confusion during collection, or to track goods in transit.

Please note that all goods/property must be removed from the premises on the evening of the event, by 6pm at the latest.

## Literature and Spruiking

The distribution of leaflets and other promotional materials is confined to the stand area and is not permitted in the hallways or elsewhere in the exhibition grounds.

The Indie Author Book Fair reserves the right to prohibit the display or distribution of advertising matter that could give rise to offence and to confiscate the supplies thereof for the duration of the event.

## Restricted Material

Pornography is strictly forbidden for sale or giveaway at The Indie Author Book Fair; so too are items that would be classified as illegal under any or all national, state or territory law within the jurisdiction of the event, including but not limited to extreme restricted or explicit materials or those that contains paedophilia in any form.

All other adult and restricted material must not be visibly displayed or within reach of any minors and carry appropriate or comparative classification.

The Sale and Display of weapons, replicas and props that have the potential to cause injury carry conditions and restrictions. Guidelines for the legal and acceptable trade of these items is available upon request.

## Bootleg or Unlicensed Materials

The Indie Author Book Fair enforces a zero tolerance for the ownership or sale of bootleg or pirated goods. Spot-Check Inspections of stock will be randomly conducted throughout the event.

AI-generated artwork that has been created using sourced content the Exhibitor does not hold the legal rights to is considered unlicensed material and is not permitted for sale at The Indie Author Book Fair. It is the responsibility of the Exhibitor to provide evidence of their right to use others' artwork in their creations should their stand be flagged for inspection.

If any restricted, illegal or contraband materials are found, action will be taken to confiscate or remove these materials from the event. This may include the cessation of trading and/or expulsion from The Indie Author Book Fair.

Please be aware that under these circumstances, you will not be eligible for any compensation as noted in point (1) of the General section of these Terms and Conditions. It is your responsibility to bring and provide all relevant documentation, that prove your materials are not suspect, on the days of the event to be shown if required.

## Classification Restrictions

Any visual displays (film, video, games or other multimedia) that are rated for the viewing by age group 15 and above, or the equivalent as determined by the appropriate National Classification Scheme, are required by law to be within a closed or monitored space and not to be seen by those who do not have the express desire to do so. Children under the age of the Classification specification must be accompanied by a guardian.

Further information regarding your responsibilities as an exhibitor as well as appropriate order forms and additional show details may be made available through The Indie Author Book Fair event coordinator prior to the event.

## Advertising and use of The Indie Author Book Fair Logo

The Indie Author Book Fair can provide an electronic version of The Indie Author Book Fair logo and website banner in \*.jpg or \*.eps format for inclusion in your advertising, promotional publications, magazine and e-News advertisements, or as a link from your website.

The organisers must approve all uses of The Indie Author Book Fair logo prior to publishing or broadcast of recorded material.

Approval for the use of the logo is for the original request only and does not grant blanket use of that logo. A list of its intended uses must be made clear up front.

To obtain the high-resolution image please contact [events@bookreality.com](mailto:events@bookreality.com)

To enquire about additional promotional use of The Indie Author Book Fair logo (such as creating or commissioning items to sell or give away), please contact [events@bookreality.com](mailto:events@bookreality.com)

## Enquiries

If you have any questions regarding the Terms and Conditions pertaining to your contract as an exhibitor at The Indie Author Book Fair, please contact us via [events@bookreality.com](mailto:events@bookreality.com).

*Last Updated: 6 Feb 2023 - JAH*