

A vibrant exposition of the rich wine culture, traditions & products of Cyprus. Showcase your products & services to a passionate and engaged audience.



at The Decorium, 22 Western Road,
London N22 6UH

CWFexpo 2024 Exhibitor Brochure

Thursday 3rd October – Monday 7th October

Open to the public:
Saturday 5th 10:00 – 01:00
Business stands exhibition from 12:00 – 01:00
&
Sunday 6th October 11:00 – 23:00



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Welcome Message

London's Cypriot Wine Festival & Business Expo is the biggest Cypriot cultural event in the world outside of Cyprus.

Under the auspices of the Cyprus High Commission in the UK, the event is in its 42nd year & continues celebrating culture & community whilst promoting all things Cypriot.

We welcome approximately 7,000 visitors every year who can experience & explore the vibrance & warmth of Cypriot hospitality through our wine, our cuisine, music - our songs & dances as well as our products & services.



What Exhibitors Say About Us

“

It is imperative that we attend the Cypriot Wine Festival & Business Expo as every year we see a benefit from it! We have been both supporters and exhibitors and are extremely happy with the work being done to promote trade with Cyprus.”

Cyprus Trade Centre

“

It has been a real eye-opening experience exhibiting at CyWineFest for the past couple years! I never expected that, so many people would come through the doors and show genuine interest in our range of wines. We have built our name in the community and we intend to grow our brand and exhibiting here has most certainly helped us do so!

Makkas Winery

“



We have been going to the festival for over a decade and look forward to it every year. The amount of custom it has brought us is unprecedented. The event is always firmly booked in our calendar every year

Aroma Patisserie

“

It is a testament to Cyprus and year in year out we attract thousands of people to our beautiful island and we truly believe that this fantastic event plays a major role in this process, providing a strong link between the homeland and ex-pats but we also appeal to the general public; people enter because they are genuinely interested in Cyprus.

They explore what's on offer and want to get the whole experience and that generally translates to an increased number of tourists. It is an imperative part of our annual programme and we will continue to exhibit at this event. We are proud to be at CyWineFest and look forward to seeing you all again next year!

Cyprus Deputy Ministry of Tourism



“

Kafe Express made an explosive impact in the London Cypriot Wine Festival 2019.....

We look forward to working with you again.

Kafe Express

“

The Cypriot Wine Festival & Business Expo is always a delightful, showcasing Cypriot culture, wine, and commerce. Attendees enjoy diverse wine tastings, insightful business exhibits, and vibrant cultural performances. The event successfully blends tradition and innovation.”

Discover Cyprus Wine

“

We had an amazing experience exhibiting at the CWF and would recommend it to anyone. The CWF team are lovely, welcoming and accommodating, and it's an amazing event full of networking and fun that has been invaluable for our business.”

ASIMI Jewellery

Business & Market Stands

Prices cover exhibiting for both event days but excludes a refundable deposit. Further information can be found in the contract.

MARKET STANDS: ANTE ROOM & CAESAR SUITE

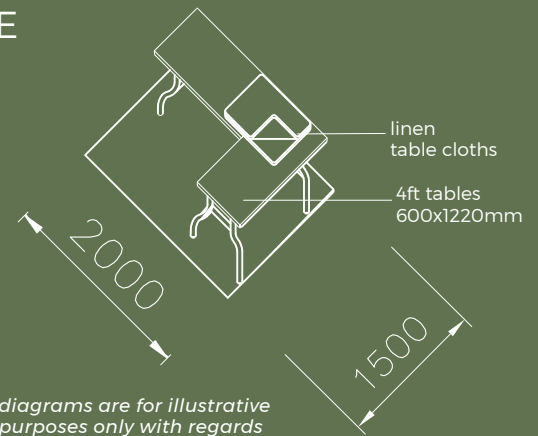
3sqm - 1.5x2 metres = £300+VAT

(plus £100 refundable deposit)

What's included:

Table, tablecloth, chairs | Electricity will be provided for low voltage, PAT tested equipment (upgrades may be available based on requirements for an extra cost) | Exhibitor wristbands appropriate to the stand size.

All market stalls are allowed to display one free standing banner (2m x 0.8m/6.5ft x 2.6ft)



* diagrams are for illustrative purposes only with regards to the exhibitor stands.

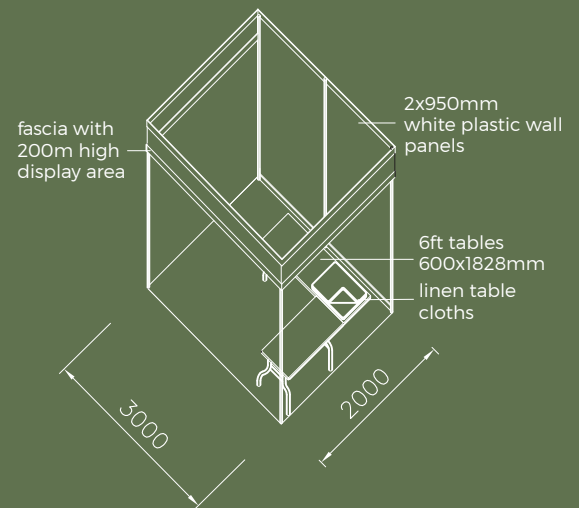
BUSINESS STANDS: EMPEROR SUITE

6sqm - 3x2 metres = £795+VAT

(plus £150 refundable deposit)

What's included:

Shell scheme panels | Printed fascia board with business or trading name | Basic electrical point (upgrades available based on specification) | Tables, tablecloths, chairs | Exhibitor wristbands appropriate to the stand size | Complimentary guest wristbands appropriate to stand size.



Other stand sizes are available upon request.

SHELL SCHEME PRINTING

If you would like to see your company graphics on your stand's panelling (as pictured) then contact us for a quote



Catering Stands & Self Catering Vans

Other stand sizes are available upon request.

CATERING STANDS: FORECOURT
18sqm - 3x6 metres = £2,700+VAT
(plus £200 refundable deposit)

What's included:

Covered scaffolded area for cooking and serving | Electricity supply suitable for your stands requirements | Tables, tablecloths, chairs | Exhibitor wristbands appropriate to the stand size | Complimentary guest wristbands appropriate to stand size.

SELF- CATERING VANS: FORECOURT
3x2 metres = £900+VAT
(plus £200 refundable deposit)

What's included

Exhibitor wristbands appropriate to the size of the van.

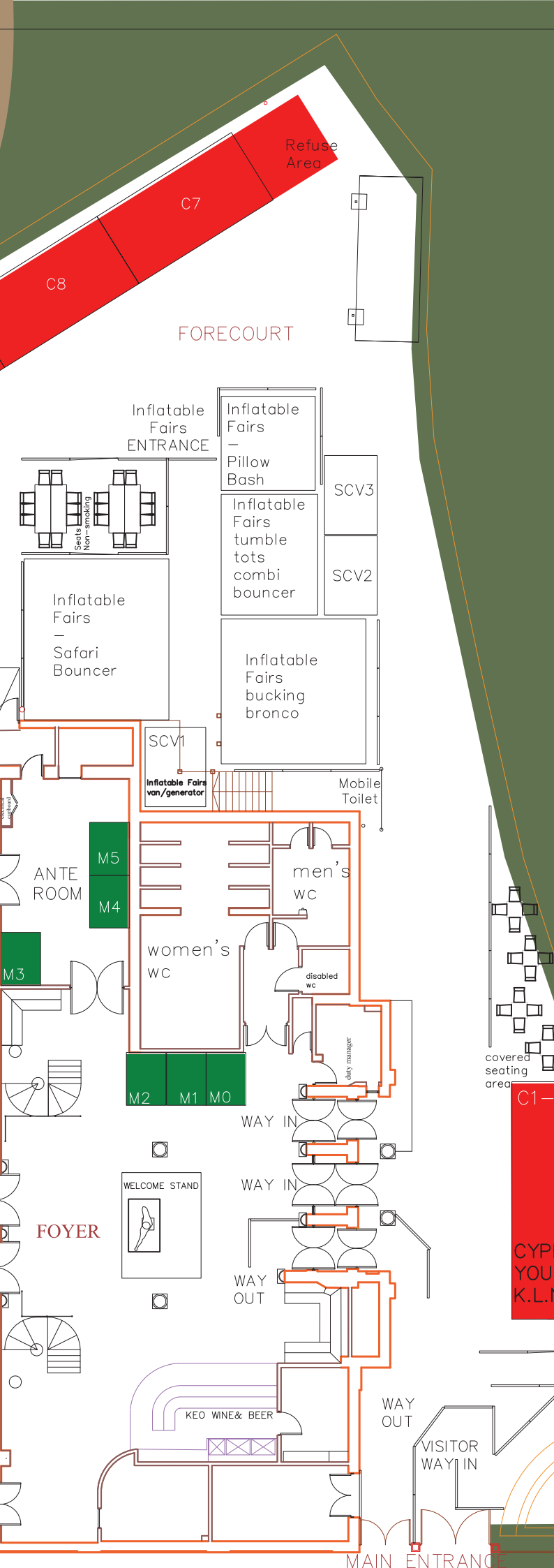


IMPORTANT STUFF

- Risk assessment documentation must be completed for your stand outlining all electrical items to be used, what products/services you are selling/promoting, banners to be used etc. Exhibitors must sell only what's been declared on approved forms.
- Any variation to what is submitted as part of your risk assessment documentation **must** be approved in writing by the Organisers in advance of setup.
- Exhibitors **must** always wear their wristbands for security reasons. We **will not** be responsible for any lost/stolen wristbands. Replacements will not be provided. Extra exhibitor wristbands can be purchased (£20 per person covering both days).
- Any breach of the T&Cs and/or contract will result in a deduction from the refundable deposit. This includes missed deadlines as outlined in the contract.
- Chargeable extras - Printed graphic panels (further information can be provided upon enquiry), Electricity upgrades where necessary, Exhibitor wristbands.
- Prices cover exhibiting for both event days but excludes a £100, £150, £200 refundable deposit respectively depending on stand type - Further information can be found in the contract.

- B = Business Stands
- M = Market Stands
- C = Catering Stands
- R = Reserved Stand By Company name





How to reserve your stand

.01

Simply select the area you want to hire by looking at the floor plan.

.02

Stands have been divided into 3 main types: business, market stalls, and catering which is divided into our sheltered catering zone or a space only self-catering vans.

.03

Once happy with your choice, please read through the contract, complete and sign the declaration and send your form to exhibit@cwfxpo.co.uk

.04

A member of the CWFexpo team will be in touch to confirm availability of the stand selected, receipt of declaration, your contact details and arrange for payment of the stand deposit and full refundable deposit. The team will issue you with forms to complete which cover all legal and health and safety requirements

Please note, stand bookings are not guaranteed until the deposit has been paid and subject to fulfillment of the conditions outlined in the contract.

If you have any questions, please feel free to contact a member of our Marketing and Sales team on: exhibit@cwfxpo.co.uk or call 07904 537 181



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CYPRUS
YOUTH
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Exhibitor Contract

Statement

This contract acts as an agreement between Parikiaki Limited and you the charity, company or group of companies exhibiting at the event.

Terminology

For the purposes of this contract, you the exhibitor shall be referred to as 'YOU' and this is an agreement between YOU and Parikiaki Limited/CWFexpo, referred to as the Organisers.

The area YOU as an exhibitor are hiring from the Organisers shall be referred to as your stand.

Dates and Times

CWFexpo will be from Thursday 3rd October – Monday 7th October 2024 – some exhibitors will be allowed to setup on Thursday. This will be confirmed closer to the time and once the specifications have been identified.

Friday 4th October – Catering exhibitors will set up from 09:00 – 18:30. Some market stands may be given the option to set up from 14:30 – 18:30* (*This will be dependent on final setup schedules. If your stand is eligible for this, the Organisers will notify YOU*)

Saturday 5th October – YOU will have between 2 – 4 hours for set up, from 08:00 – 10:00 depending on where your stand is (*doors will open to the public at 10:00 except Emperor Suite which opens at 12:00*).

Sunday 6th October – YOU will have 2.5 hours for tidy up and final adjustments, from 08:30 – 11:00 (*doors will open to the public at 11:00*).

Monday 7th October – YOU will have access to the premises from 08:00 – 12:00 to collect any of your property.

This section refers to general setup and breakdown timescales, YOU will be issued with specific set up times which will be outlined in an Exhibitor Pack issued to YOU by the Organisers in advance of the event.

Payment

1. YOU will be required to give a stand deposit and to pay the full refundable deposit to secure your booking.

Your stand deposit will be refundable up until Friday 23rd August 2024.

If YOU wish to change the stand, the deposit sum will be transferable provided there is availability. If the stand value is greater than that originally booked, the balance will need to be paid by the full payment deadline.

Stand deposit shall be calculated at 25% of the total cost including any extras requested and VAT.

The refundable deposit, taken as security for any breaches to the Contract, needs to be paid in full at the time of booking. VAT is not applicable to this payment.

2. Full payment is due by Friday 20th September 2024.

YOU will be supplied with an invoice less the deposit paid, which you may pay by cash, card or by cheque payable to the Organisers.

The funds must be deposited either in the Organiser's bank account, taken in full by debit/credit card by the Sales and Marketing team or if settled by cash or cheque, the monies be physically received by the above date.

YOU will be given written notice as a reminder of payment and evidence of payment must be supplied by the closing of business at 17:00 on 20th September 2024.

3. By submitting a completed declaration, YOU are legally bound to this contract, and this forms an agreement with the Organisers.

If cancellation is requested by YOU after Friday 23rd August 2024 and the contract has been signed, YOU will be required to pay the outstanding amount in FULL. If payment is not received, Organisers withhold the right to retain the refundable deposit.

Terms and Conditions

1. The Decorium staff, the Organiser's staff and volunteers as well as other exhibitors must be treated with the utmost respect. Physical or verbal abuse of any kind will not be tolerated. The building must ALWAYS be treated with respect; any damage or vandalism by exhibitors shall be treated very seriously, and the authorities may be called.

2. Your possessions and other assets such as stock will be protected overnight by the event's security team and some CCTV coverage is provided by The Decorium, however YOU are ultimately responsible for any loss or damage to your own property. YOU must be mindful not to damage any property, stocks or any other assets that belong to The Decorium as you will be fully liable for the outstanding costs of either replacing or repairing the damaged items or property.

3. YOU acknowledge and accept that the CWF expo provides a platform for trade between YOU and members of the public as well as between other vendors. YOU accept that free and fair competition is encouraged by the Organisers and similar products and services may be provided to visitors by other exhibitors.

4. It is your responsibility to ensure your stand is left how you found it and ensure that anything provided by Organisers for your stand is returned at the end of the event and accounted for e.g. tablecloths, chairs etc.

5. YOU accept that any photographs or video footage taken during the event of your business may be used by the Organisers in advertising or promotional material including social media. Any event photographs that YOU wish to use for promoting your business must be credited to @cywinefest and/or @cwfexpo on social media.

Advertising and Decorations

1. Organisers encourage exhibitors to decorate their stands with posters and marketing materials. However:

- Posters/marketing materials must not contain anything that is likely to cause serious or widespread offence to the Organisers, other exhibitors or event visitors.
- Helium balloons, smoke machines, confetti, glitter bombs, fireworks or other flammable combustible, naked flame, dangerous noxious or objectionable items, substance or liquids are not permitted in the venue.
- All advertising/marketing must be contained within the boundaries of your stand. Distribution of leaflets outside of your pitch is prohibited.
- Market stands can have a maximum of one standard (2m x 0.8m/6.5ft x 2.6ft) free standing banner.

2. We encourage all exhibitors to advertise the CWF expo and promote their participation, both before and after the event. The Cypriot Wine Festival & Business Expo should be tagged on all images used online and on social media, and where our images are used/shared, these MUST be credited to @cywinefest and/or @cwfexpo.

Set up, breakdown and Health & Safety requirements

1. YOU will be issued with a copy of set up and breakdown times as well as a reminder of the Organiser's Health & Safety requirements which are required by law and must be always complied with during the event.

2. To exhibit at our event, YOU will be required to:

- Complete an Induction Form
- Ensure you have all applicable insurances in place for example, public liability insurance, employers' liability insurance and product liability that includes cover for exhibitions and for the dates specified in this contract including set up and breakdown days
- Complete all necessary Risk Assessment forms outlined in your post-sale Exhibitor Health and Safety pack
- Ensure that electrical appliances/equipment used are PAT tested and/or Gas safe certified and that if applicable any ingredients and equipment used in catering are compliant with food hygiene, Health & Safety standards such as allergen reports etc.
- Provide relevant documentation to the Organisers using the contact details in this booklet at least **28 days** prior to the event (by **6th September 2024**).
- YOU and your staff must wear your allocated wristbands at all times during event hours for security reasons.

Refuse disposal

It is your responsibility as an exhibitor to ensure that YOU dispose of your rubbish (discarded stock, leaflets, business cards etc.) Boxes must be flat packed for space saving and you must have adequate cleaning equipment and refuse bags prior to entering the grounds. If you are dealing with perishable goods, You must ensure that they are disposed of hygienically and any organic matter does not leave any stains in and around your stand.

Security

The Organisers provide security for the event to protect YOU, invited VIPs and the general public. Some CCTV coverage is in place at The Decorium and around the grounds. YOU accept that in the event of an incident, footage (where available) may be used as evidence.

The Agreement

YOU agree to the terms and conditions set out in this contract and YOU fully understand the content of the contract. Failure to meet the terms and conditions will be considered a breach of contract and may affect your refundable deposit. **Where any extra costs incurred by the Organisers due to non-compliance with any terms of this contract are greater than your refundable deposit, YOU will be liable to pay the remaining damage charges.**

Declaration

I the Exhibitor accept the terms and conditions outlined in this document.

Please complete the booking procedure by filling in the details below in **BLOCK CAPITALS** and sign at the bottom of the page.

Company Name	<input type="text"/>	Trading Name <small>(if differs to the above)</small>	<input type="text"/>
Address	<input type="text"/>		
Contact Name	<input type="text"/>	Position	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>
		Social Media <small>@s/Tags</small>	<input type="text"/>

Booking Options

Exhibitor: I would like to book the following stands (please tick): Business Market Catering

Stand or Zone (where catering) No. Size(m2) Extras required

Net cost GBP £ + 20% VAT =

Refundable Deposit GBP £

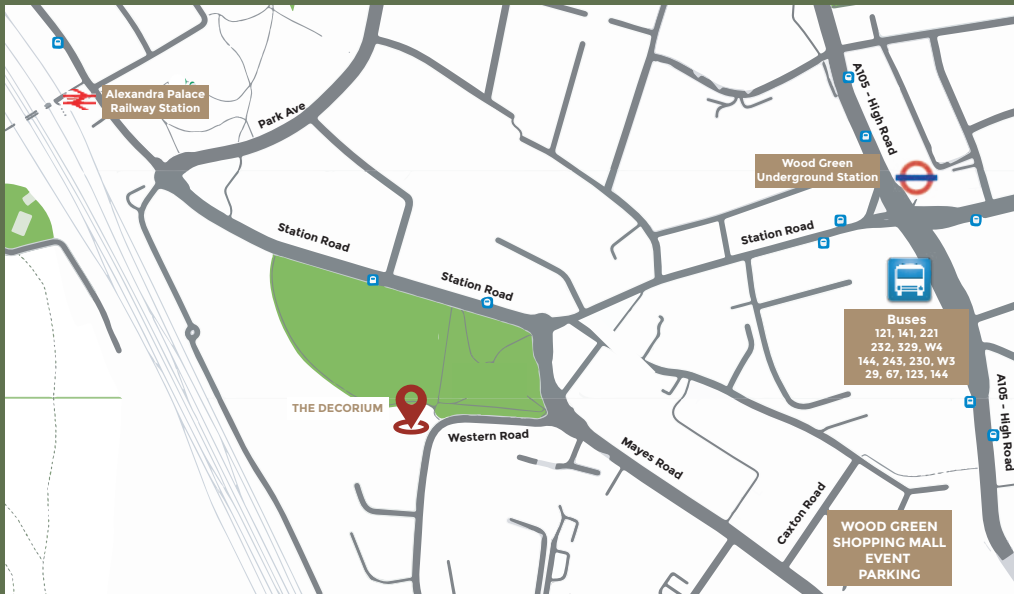
I hereby accept all terms and conditions outlined in this document and agree to pay the agreed amounts signed in this declaration according to the schedule specified.

Name (please print) Position

Signed Date

Getting there

& parking info



THE VENUE: The Decorium
22 Western Road, Wood Green, London N22 6UH

The Decorium is conveniently located in between Alexandra Palace Station and Wood Green Underground station. A regular train service with Great Northern runs direct from Moorgate, through Highbury & Islington.



WOOD GREEN STATION
Piccadilly Underground Line



ALEXANDRA PALACE RAILWAY STATION
Great Northern Rail

LOCATION AND ACCESS

Important Note: Exhibitors are prohibited from parking on double yellow lines outside The Decorium due to proximity to a police station. Offenders risk vehicle towing. Exhibitors will be given a timeframe whereby they will be allowed to unload and load for setup and breakdown.

No parking will be available inside the grounds. Once your stand is confirmed further details to be provided in pre-event exhibitors packs. Parking is available at The Mall West Car Park on Level 5, accessed via Caxton Road, N22 6TB. Pedestrian access for car collection is located on the High Road, N22 6YQ, opposite Argos.



VENUE ADDRESS:

The Decorium
22 Western Road,
London N22 6UH



LICENSE PLATE REGISTRATION

Authorised Exhibitors vehicle parking at The Mall West Car Park are required to enter their license plate details on the tablet provided in the Foyer at The Decorium.

COLLECT YOUR CAR ON TIME

No vehicles are to be left overnight. We advise all guests to ensure they collect their cars before the deadline to avoid extra charges. Please plan your visit carefully, allowing ample time to return to the car park and collect your vehicle.

IMPORTANT NOTE: *Kindly be aware that The Mall West Car Park is independently managed and not under the management of CWFexpo or The Decorium. Failure to adhere to instructions may lead to fines issued by the mall.*



CONTACT US

Get involved and join us in a celebration of all things Cypriot!
Further information about exhibiting at the 2024 CWFFexpo can be found at
www.cwfexpo.co.uk or email exhibit@cwfexpo.co.uk - info@cwfexpo.co.uk



PRINCIPAL PARTNERS

