



## COMPLIANCE

### ESSA CODE OF CONDUCT

**Compliance with this 'Code of Conduct' is a condition of Membership of the Event Supplier and Services Association Ltd (the "Association")**

1. All members of the Association shall comply with the Code of Conduct, Quality Service Charter and Articles of the Association.
2. The Association is a company limited by guarantee and registered in England and Wales under company number 6768261. Registered Office: 119 High Street, Berkhamsted, Hertfordshire HP4 2DJ.
3. All Association Members undertake to conduct their business in an ethical and efficient manner, in full accordance with the standards of the UK Event Industry. In particular, members undertake not to commit any act, which is likely to bring the Association into disrepute.

No member shall enter into a contract with a client, executing the design of another ESSA member or company that has not explicitly given permission for their design to be distributed, re-produced or released the copyright. The onus is on the member to know this before contracting. Further information on ESSA's 'Design Matters' campaign can be viewed at [www.essa.uk.com/designmatters](http://www.essa.uk.com/designmatters)

4. The Association recommends to its members the use of the Association's General Terms of Business. Although members may wish to amend these conditions of contract to suit their own policy, the essence of the main conditions which protect the exhibitors' and clients' interests are to be included.
5. Contracts shall only be undertaken which are within the capacity, experience and financial capabilities of the member. The standard of delivery must always be to the standard required by the contract, and where appropriate to the nature of their work members shall employ suitable craftsmen, capable of producing the required standard of workmanship and competent and qualified technicians, capable of producing the required operational, logistical, technological or any other standard of work.
6. The placing of sub-contracting by member companies should, whenever possible, be restricted to placement with other members. Responsibility for all sub-contract work shall, in relation to the customer, remain with the main contracted company.
7. Members will carry adequate insurance for public liability and the Association will recommend minimum levels for the guidance of members.





## COMPLIANCE

8. Members will endeavour to assist any exhibitor who is left, or is likely to be left, without a completed stand, due to the failure of a member through insolvency or other cause under the ESSA Bond.
9. All members will comply fully to the ESSA Quality Service Charter.
10. As a minimum, where appropriate to the nature of their work, ESSA asks that all members adhere to the venue rules as detailed in the latest version of the eGuide which can be found at [www.essa.uk.com/eGuide](http://www.essa.uk.com/eGuide). Beyond these venue rules ESSA expects members to undertake whatever additional measures are necessary to prevent work related accidents or ill-health as revealed by individual risk assessment and reference to the HSE website or to independently sought advice.

Event Supplier and Services Association Ltd  
119 High Street,  
Berkhamsted,  
Hertfordshire HP4 2DJ  
Tel: 01442 285812  
[info@essa.uk.com](mailto:info@essa.uk.com)  
[www.essa.uk.com](http://www.essa.uk.com)  
Registered in England 6768261

