

# British Jewellery & Giftware International

## Paperworld & Creativeworld – Reimbursement Event Details

30 January – 2 February 2021



 **CREATIVITY  
IS  
GREAT**

BRITAIN & NORTHERN IRELAND



British Jewellery & Giftware  
**International**

These are the reimbursement event details for Paperworld & Creativeworld 30 January – 2 February 2021

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**Contacts**

For more information, please contact:

**Laura Banner**

Laura.banner@batf.uk.com  
0121 237 1119

British Jewellery & Giftware  
International  
A division of the British Allied  
Trades Federation  
10 Vyse Street  
Hockley  
Birmingham  
B18 6LT

Find out more, visit our website:  
[www.batf.uk.com/international](http://www.batf.uk.com/international)

**DEADLINE FOR  
APPLICATIONS  
Wednesday 30th September  
2020**

## Government funding and group organiser

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### DIT

The UK's Department for International Trade (DIT) has overall responsibility for promoting UK trade across the world and attracting foreign investment to our economy. We are a specialised government body with responsibility for negotiating international trade policy, supporting business, as well as delivering an outward-looking trade diplomacy strategy

For more information on DIT visit [great.gov.uk](http://great.gov.uk)

The UK government department (Department for International Trade - DIT) will provide financial support to eligible UK companies towards the cost of their stand. The TAP (Tradeshow Access Programme) scheme is specifically targeted at companies who meet the criteria of a SME (Small, Medium-sized Enterprise).

**PLEASE BE AWARE THAT TERMS AND CONDITIONS APPLY. PLEASE ENSURE YOU THOROUGHLY READ THE TERMS AND CONDITIONS THAT YOU WILL RECEIVE WITH THE GRANT APPLICATION FORM.**

We expect that demand for funding will be high, and it may not be possible to provide grants to all eligible applicants, grants will be allocated to eligible companies by the fairest method possible; this method may vary from one event to another, and the method of selection will be advised by the event coordinator. In line with government targets priority will be given to new to TAP businesses and those with an annual turnover of between £83,000 and £5million.

For Paperworld and Creativeworld, grant levels have been set at £1000.00 per company, with a total allocation of 8 grants for the event

### GROUP ORGANISER

British Jewellery & Giftware International is the leading industry-based trade association representing the UK's giftware, tableware, jewellery and travel accessories industry. We are part of the British Allied Trades Federation (BATF) is a company limited by guarantee which comprises five trade associations. Together these represent approximately 2,500 enterprises from the jewellery, giftware, surface engineering and travel goods and accessories industry sectors. Collectively BATF members employ an estimated 46,000 people and produce annual sales worth in the region of £22 billion.

BATF membership is made up of micro to medium size companies, mainly suppliers such as manufacturers, designers, craftworkers, wholesalers, distributors and also retailers.

To ensure Member's voices are heard on matters affecting them, the Federation works closely with every level of Government, the EU, as well as local authorities, chambers of commerce and other influential organisations.

The Federation is a national organisation and has been around for 125 years, existing to champion its Members and help them flourish across the UK and abroad.

We organise several overseas exhibition events per year. We are pleased to announce that, we will again be supporting exhibitors at Paperworld & Creativeworld in 2021. These shows have, for a number of years, been supported by the British Government and many participants have been able to receive grants towards their participation.

## Our offer for the event

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### Show Organisers Details

Gosia Moskwa  
Sales Director  
Sherwood Event Services Ltd  
Official Representative of Messe Frankfurt Exhibition GmbH  
Innovation House  
Douglas Drive  
Godalming  
GU7 1JX  
Tel: +44 (0)1483483983  
Fax: +44(0)1483433383  
gosia.moskwa@uk.messefrankfurt.com  
www.uk.messefrankfurt.com

### Post Show statistics Paperworld 2020

A total of 1,591 exhibitors from 69 countries presented their products at Paperworld in 2020. 30,723 visitors discovered product innovations in the areas of office supplies, writing and drawing instruments, school supplies, gift items and packaging as well as paper goods and greeting cards. 9,427 visitors came from Germany and 21,296 visitors from abroad.

### Post Show statistics Creativeworld 2020

In 2020, a total of 369 companies presented their new products, techniques and materials in Halls 4.1 and 4.2 of Frankfurt Fair and Exhibition Centre while 9,201 visitors filled the fully booked-up exhibition halls with life.

(\*source Messe Frankfurt website)

Any companies who intend to exhibit in this event, but who have not made contact with the show organisers are recommended to do so immediately, (details above). We would ask you to confirm your stand number in writing as soon as possible. Similarly, all successful applicants who are not offered a place within the event should advise us immediately in writing, so that funding can be allocated to another applicant. A £150.00+VAT administration fee will be charged to any company who fails to notify British Jewellery & Giftware International 8 weeks prior to the event that they have not been allocated a stand.

### Space cost

Full space costs can be obtained through the show organisers:

Gosia Moskwa  
Sales Director  
Sherwood Event Services Ltd  
Official Representative of Messe Frankfurt Exhibition GmbH  
Tel: +44 (0)1483483983  
Fax: +44(0)1483433383  
gosia.moskwa@uk.messefrankfurt.com

### Stand build

On top of this you will need to consider your stand build. Basic separating walls are provided by the show, but on top of this you will need to consider costs for lights, flooring, any furniture to display your items, electrical connection, potential upgrade to walling etc. British Jewellery & Giftware International can advise on build packages please contact Laura.banner@batf.uk.com for more information

## Our offer for the event

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### Grant Allocation

Grants will be allocated according to demand in a fair and equitable manner. If demand for Funding exceeds availability, grants will be offered in accordance with the guidelines of the Scheme. The objective of exhibition support is to help small and medium sized enterprises; UK universities, UK Government funded centres of higher or further learning and UK Government funded research organisations that are primarily new to export or do not have a long history of exporting, to learn how to use exhibitions as a key tool in their trade development plans. With the same aim it also offers support to more experienced businesses wishing to exhibit at events that are new to them. In line with government targets priority will be given to new to TAP businesses and those with an annual turnover of between £83,000 and £5million.

As a condition of funding you are required to feature the GREAT logo on your stand at the show. We will provide you with a sticker of the logo at or before the show which you must display in a prominent position on your stand.

As part of the ongoing evaluation of TAP funding each TAP supported company will be required, as a condition of funding, to log each of their export wins gained from this show. An export win is a confirmed order.

#### Funding/Grant Levels

Number of Grants to be offered	8
Grant Level	£1000

#### The Cost

MARKETING FEE	£150.00+ VAT
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British Jewellery & Giftware International, as the accredited trade organisation appointed by the British government, is required provide support and promote UK exhibitors, to represent British industry, and to link overseas buyers/contacts with UK companies.

To cover the below services, British Jewellery & Giftware International will make a charge which will cover the services listed below:

- Inclusion in British Jewellery & Giftware International Promotional Material

#### Cost

To cover the cost of the above, British Jewellery & Giftware International will charge a fee, as shown below:

£150.00 + VAT

Fees are payable in advance of the event.

Companies who are not successful in obtaining a stand, if British Jewellery & Giftware International are unable to offer a grant due to limited funding or if their application for funding is rejected, will receive full refund of their marketing fee if required, provided they have notified the British Jewellery & Giftware International event co-ordinator not less than 8 weeks before the start of the event.

## Additional information

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### **EXCLUSIONS**

We reserve the right to exclude from the group any exhibitor who is indebted to the British Allied Trades Federation or any company or product which is considered for any reason to be unsuitable by the British Allied Trades Federation or the show organiser.

### **EXPORT AGENTS**

UK-based export agents must provide a signed declaration from their principal(s) confirming the agent is their accredited representative.

### **MINIMUM GROUP**

8 companies (otherwise the event may not be viable)

### **PAYMENT SCHEDULE**

Please see terms and conditions clause 4. A marketing fee of £150.00 + VAT is payable at the time of application.

### **GREAT BRANDING**

As a condition of funding you are required to feature the GREAT logo on your stand at the show. We will provide you with a sticker of the logo at or before the show which you must display in a prominent position on your stand.

### **EXPORT WINS**

As part of the ongoing evaluation of TAP funding each TAP supported company will be required as a condition of funding to log each of their export wins gained from this show. An export win is a confirmed order.

## How to apply

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1. Complete the British Jewellery & Giftware International Application Form – page 8 of this document.
2. If applying for a TAP grant complete the enclosed/attached Tradeshow Access Programme (TAP) - Exhibitor grant application and the attached/enclosed terms and conditions
3. Make a BACS payment for the Marketing fee of £150.00 + VAT to:

British Allied Trades Federation  
20-07-74  
20524468

Or send a cheque made payable to the 'British Allied Trades Federation' for the Management Fee, please call Laura on 0121 237 1119 to make a debit/credit card payment.

4. Decide on method of payment of stand costs (Bacs/credit card/direct debit/cheque) and request the appropriate form or enclose cheque. (please see payment schedule as detailed in the terms and conditions clause 4 and also on page 7 of these details)
5. Send a quality digital image of the product for use in publicity materials to [Laura.banner@batf.uk.com](mailto:Laura.banner@batf.uk.com) or post to the below address (images must not be larger than 3mb and 300dpi if emailed)
6. Forward items 1-5 to:

Laura Banner  
British Jewellery & Giftware International  
Federation House  
10 Vyse Street  
Birmingham B18 6LT

If you have any queries, please do not hesitate to contact Laura Banner on tel: 0121 237 1119 or e-mail: [Laura.banner@batf.uk.com](mailto:Laura.banner@batf.uk.com)

**IMPORTANT: Closing date for applications and fees:**

**All applicants: 30<sup>th</sup> September 2020**

Please note: Failure to meet the deadline can result in the booth being allocated to another company on the waiting list.

## Reimbursement application form – Paperworld & Creativeworld 30 January – 2 February 2021

- We hereby apply for inclusion in British Jewellery & Giftware International's reimbursement scheme at the above event. We have noted and agree to abide by British Jewellery & Giftware International's conditions contained in pages 10-11, the Tradeshow Access Programme (TAP) support scheme for overseas exhibitions - terms and conditions for exhibitors 2020/2021 received with this application form, and the show organisers T&C's (available on request)
- We understand that British Jewellery & Giftware International fees are non-refundable unless space is unobtainable or the event is cancelled.
- Please tick your payment method: Bank Transfer  Cheque  Card

Bank Transfer/Cheque made payable to The British Allied Trades Federation

Sort Code: 20-07-74 Account Number: 20524468

for the following fee:- £150.00 + UK VAT (please see payment schedule as detailed in the terms and conditions clause 5 and also on page 5 of these details)

- Ensure that the following documents are completed and returned to the address below:-  
This British Jewellery & Giftware International Application Form  
The TRADESHOW ACCESS PROGRAMME (TAP) – Exhibitor Grant Application Form  
The Tradeshow Access Programme completed T&Cs

British Jewellery & Giftware International, Federation House, 10 Vyse Street, Birmingham B18 6LT. Tel: 0121 237 1119, E-Mail: [laura.banner@batf.uk.com](mailto:laura.banner@batf.uk.com)

CONTACT NAME:	JOB TITLE:
COMPANY:	
ADDRESS:	
TEL:	
E-MAIL:	WEBSITE:
PRODUCTS/SERVICES TO BE EXHIBITED:	
NAME OF PERSON MANNING STAND:	
DATE:	SIGNED:
By signing this form you agree to allow BJGI to contact you and keep your information on file so we can contact you about future opportunities and to pass your data to approved partners. Please see points 20, 21 and 22 of the T&Cs on page 11 for more information.	

**By completing & signing the below box you are confirming that BATF is permitted to keep back the value of the marketing fee from the grant in the event of non-payment of the BATF marketing fee in advance of the show.**

**PLEASE FILL IN YOUR BANK DETAILS SO THAT THE DIT POST-EVENT GRANT CAN BE PAID BY BANK TRANSFER:-**

<b><u>BANK:</u></b>	<b><u>ACCOUNT NAME:</u></b>
<b><u>ACCOUNT NO.:</u></b>	<b><u>SORT CODE:</u></b>
<b><u>SIGNED:</u></b>	<b><u>DATE:</u></b>



## Contacts list

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**GROUP MANAGEMENT:**

Contact: Laura Banner  
British Jewellery & Giftware International  
Federation House  
10 Vyse Street  
Birmingham  
B18 6LT  
Tel: 0121 237 1119  
E-mail: [laura.banner@batf.uk.com](mailto:laura.banner@batf.uk.com)

**FREIGHT FORWARDER:**

Mark Saxton  
Sales Manager  
GBH Exhibition Forwarding Limited  
10 Orgreave Drive, Handsworth,  
Sheffield, United Kingdom, S13 9NR  
tel: +44 (0)114 269 0641 - fax: +44 (0)114 269  
3624 email: [mark@gbhforwarding.com](mailto:mark@gbhforwarding.com)

Joanna Pietrzela  
Agility Fairs & Events Logistics Ltd  
ExCeL, London, E16 1XL, UK  
Tel: +44 (0)207 069 5305  
[jpietrzela@agility.com](mailto:jpietrzela@agility.com)

**DIT OVERSEAS OFFICE:**

Marie Loerke | Senior Trade Adviser ODI,  
Consumer and Retail | Department for International  
Trade  
British Embassy Berlin  
Wilhelmstraße 70 | 10117 Berlin  
Tel: +49 (0)30 204 57 340  
FTN: 8340 3340  
Mobile: +49 (0)151 15951303  
E-mail: [marie.loerke@mobile.trade.gov.uk](mailto:marie.loerke@mobile.trade.gov.uk)

## Terms and conditions

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**IMPORTANT: Before completing the application forms please read the following Terms and Conditions. If you have any queries you should contact the event co-ordinator.**

1. Applications must be submitted through the British Jewellery and Giftware International (BJGI) by the specified deadline.
2. The exhibitor undertakes to indemnify and keep indemnified BJGI against all costs, charges, expenses, legal costs, claims or losses of any nature suffered by BJGI as a result of the exhibitor's actions, omissions or failure to comply with the show organiser's Terms & Conditions.
3. The exhibitor undertakes to comply with its contract with the BJGI and indemnify and keep indemnified BJGI against all costs, charges, expenses, legal costs, claims or losses of any nature suffered by BJGI as a result of the exhibitor's failure to comply with its contract with BJGI.
4. **Payment of the marketing fee must be made at the time of booking.**
5. Exhibitors must acquaint themselves and comply with the conditions laid down by the exhibition organiser for this event and with any other relevant national, regional or local, technical, legal, safety or other requirements or regulations. BJGI will not be responsible for any claim arising from the exhibitor's failure to comply with such regulations.
6. The exhibitor shall ensure that it has full insurance cover against accident, injury, loss or damage of any nature including public and product liability, and "Force Majeure". Exhibitors will be liable for third party claims arising from their own stand fittings and for their proportion of the stand construction. The exhibitor shall also comply with any requirements of BJGI, the exhibition organiser and any applicable law in this regard.
7. In the event of any exhibitor becoming bankrupt or of a limited company being wound up, the BJGI application shall be binding and all monies already paid shall be retained by BJGI.
8. BJGI shall not be held responsible should the official British Group have to be cancelled because of lack of support or for any other reason.
9. If the exhibition is cancelled or postponed for any reason, after BJGI has incurred all or part of its costs, then payments (or a proportion of them) will be retained. Every effort will, of course, be made to keep these costs to a minimum and to reclaim any payments made to the organisers and/or contractors.
10. BJGI cannot under any circumstances be held liable for any cancellation, variation or alteration made by the exhibition organisers or nominated contractors or any party which is outside the control of BJGI or the failure of others to discharge their obligations to BJGI.
11. BJGI appoint travel and freight agents in the interest of reducing exhibitor costs. Exhibitors are free to make use of these services but do so at their own risk. All transactions between exhibitors and any appointed agents will be direct and BJGI cannot and does not accept any liability whatsoever for any claim or dispute between exhibitors and the agents. BJGI would of course try to resolve any dispute that may arise.

## Terms and conditions

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12. An exhibiting company must ensure delivery of its exhibits to the stand at least 24 hours in advance of the opening of the show to ensure that exhibits are properly set up and displayed. They must also ensure that their stand is properly manned for the duration of the event by personnel, who must be in attendance at least 24 hours in advance to set up all exhibits and display items. Exhibitors who fail to turn up at the exhibition and / or set-up their exhibits on time or who fail to man their booth properly for the duration of the show will be required to pay any further costs incurred by BJGI in making good the empty or unmanned space.
13. The exhibitor understands that it is their responsibility to make sure that they comply with any terms and conditions relating to any funding which they may receive from the British government
14. Applications for government funding under the Tradeshow Access Programme (TAP) are subject to the terms and conditions imposed by the UK government. A copy of the Tradeshow Access Programme (TAP) support scheme for overseas exhibitions - Terms & Conditions for Exhibitors are enclosed with this document. Any company who wishes to apply should acquaint themselves with the eligibility conditions set down in the Tradeshow Access Programme (TAP) support scheme for overseas exhibitions - Terms & Conditions for Exhibitors. BJGI will process valid application forms but cannot process forms where applicants cannot confirm that they meet the eligibility criteria.
15. The grant levels are set but are subject to change.
16. The exhibitor is responsible for the safe keeping of any furniture, fixtures and fittings that may be hired through or supplied by BJGI, the organisers or contractors and in the event of any article being damaged or lost through any cause whatsoever, the exhibitor will pay the full replacement cost of such articles.
17. Any complaint with regard to BJGI services or levels of fees must be made in writing to BJGI in the first instance. If on site, a verbal complaint must be confirmed in writing immediately after the exhibition in order that the BJGI may investigate fully. No liability for claims will be accepted unless this condition is complied with.
18. BJGI reserve the right to prevent the promotion of any products or items which may be considered “embarrassing or unacceptable” to our organisation, the host country or the event organiser.
19. The exhibitor understands that BJGI reserve the right to close an exhibition stand in the event of an inappropriate display of goods or behaviour deemed inappropriate, embarrassing or unacceptable by our organisation or the event organiser during the event.
20. For the exhibitors' benefit we will pass on details of all exhibitors to the show organisers, UK government Commercial officers based in Embassies & Consulates overseas, Business Links & government regional offices in the UK, and our supply partners, (ie; stand constructors, travel agents, and freight forwarders). By completing & submitting the application form, exhibitors confirm their acceptance and agreement to this practice. If any exhibitor is unwilling to have their details forwarded, they should contact the event coordinator at BJGI.
21. By signing the application form you agree to receive information relating to this show, future editions of this show and any other shows and/or initiatives that BJGI feel are appropriate and beneficial for the

## Terms and conditions

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exhibitor.

22. By signing the application form you agree to receive the BJGI monthly newsletter *interconnect*.
23. As a condition of funding you are required to feature the GREAT logo on your stand at the show. We will provide you with a sticker of the logo at or before the show which you must display in a prominent position on your stand.
24. As part of the ongoing evaluation of TAP funding each TAP supported company will be required as a condition of funding to log each of their Export Wins gained from this show. An export win is a confirmed order.



**DIT**

The UK's Department for International Trade (DIT) helps businesses export, drives inward and outward investment, negotiates market access and trade deals, and champions free trade.

**Disclaimer**

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This document is also available on our website at [gov.uk/dit](http://gov.uk/dit). Any enquiries regarding this publication should be sent to us at [enquiries@trade.gov.uk](mailto:enquiries@trade.gov.uk)

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