

# Contract for Exhibit Space



The ocean technology training and procurement forum  
National Oceanography Centre, Southampton, UK  
5 - 7 April 2011 [www.oceanbusiness.com](http://www.oceanbusiness.com)

## 1. EXHIBITOR

Company:

Name:

Position/Job Title:

Address:

City:

County/State:  Postcode/Zip:

Country:

Tel:

Fax:

Email:

Website:

### MAIN STAND CO-ORDINATOR

Person we should liaise with regarding the details of your stand

Name:

Position/Job Title:

Tel:

Fax:

Email:

### PLEASE NOTE:



To qualify for the Association for Marine Scientific Industries (AMSI) discounted rate, an exhibitor must be a AMSI member at the date of contracting and remain so until the end of the Event.

## 2. EXHIBIT SPACE AND PACKAGES

### Option A – Exhibit Space Only

Just the space marked out to the dimensions booked – does not include any walls or carpets and is not suitable for basic pop up stands. Suitable for companies that will hire a stand contractor to specifically design their stand.

Please reserve  m<sup>2</sup> of Exhibit Space Only

- Regular Rate @ £280/m<sup>2</sup> (excluding VAT)
- AMSI Members Rate @ £235/m<sup>2</sup> (excluding VAT)

**Total Fee A** £

If available, my preferred stand number is

### Option B – Shell Scheme Stands

The shell scheme stand includes exhibit space plus hard walls, carpets, lights and fascia board with company name. It does not include electricity, which can be ordered separately. Suitable for putting basic pop up stands within.

Please reserve  m<sup>2</sup> of Shell Scheme Exhibit Space

- Regular Rate @ £327/m<sup>2</sup> (excluding VAT)
- AMSI Members Rate @ £282/m<sup>2</sup> (excluding VAT)

**Total Fee B** £

If available, my preferred stand number is

<b>Total Fee</b>	Exhibit Space or Shell Scheme (Option A or B)	£ <input type="text"/>
	Plus VAT @ 17.5%	£ <input type="text"/>
	<b>Total Fee Payable (Including VAT)</b>	£ <input type="text"/>

## 3. TRAINING AND DEMONSTRATION AT OCEAN BUSINESS 2011

For companies booking before 1st October 2010, a complimentary in-classroom one hour training sessions is included in the cost of exhibit space. After 1st October 2010 the complimentary training session will be allocated subject to availability.

**Are you interested in using your complimentary in-classroom training hour?**

- Yes  No

**Are you interested in purchasing any additional training and demonstration hours at Ocean Business 2011?**

- Yes  No

### ADDITIONAL HOURS

**If yes, are you interested in taking additional:**

- Classroom Hours  Dockside Hours
- Test Tank Hours  Vessel Hours
- For vessel hours will you bring your own vessel

For further information on training and demonstrations at Ocean Business 2011, please go to [www.oceanbusiness.com](http://www.oceanbusiness.com) A separate training and demonstration contract will be sent to all companies wishing to participate in the training programme.

## 4. PAYMENT TERMS

- All invoices are payable within 30 days:
  - 25% to be invoiced on receipt of signed contract
  - 35% will be invoiced from 1st April 2010
  - 40% will be invoiced from 1st December 2010
- Companies booking Stand Space after 1st December 2010 will receive a 100% invoice.

All payments must be made in full prior to the exhibition opening. If payment is not received your reservation will be cancelled and you may not be entitled to any refund.

### Bank transfer

For payment by bank transfer the account details are:

Bank:	Lloyds TSB plc
Address:	12 Rowcroft, Stroud, Gloucestershire GL5 3BD
Sort Code:	30-98-29
Account No:	0928401
Account:	Intelligent Exhibitions Ltd
IBAN No:	GB45LOYD30982900928401
SWIFT Code:	LOYDGB21056

## 5. INSURANCE

By signing this contract the exhibitor confirms that they will take out and maintain at all time public liability and employee liability insurance against personal injury, death and damage to or loss of property for a limit of indemnity not less than £2m Sterling (or

local currency equivalent). The exhibitor must also ensure that any stand sharers have the same level of cover. The Organiser shall be entitled to inspect the Exhibitor's public liability policy, which the Exhibitor shall make available on request.

## 6. CANCELLATION OR REDUCTION OF SPACE

The Exhibitor may cancel or reduce the Stand Space at any time by notice in writing to the Organiser, when the following cancellation fees will apply:

The Exhibitor reserves the right to cancel this agreement within 14 days of signing this contract and no cancellation charge will be applied by the Organiser.

- 25% of the cost of the stand if cancelled or reduced before 1st April 2010
- 60% of the cost of the stand if cancelled or reduced before 1st December 2010
- 100% of the cost of the stand if cancelled or reduced after 1st December 2010

## 7. ACCEPTANCE OF RULES AND REGULATIONS

By signing this contract the Exhibitor agrees to the payment and cancellation terms and the rules and regulations stated in this contract as well as those rules and regulations provided in

the Exhibitors Handbook, and by the amendments and additions which may be made by the Organiser.

## AUTHORISED SIGNATURE OF EXHIBITING COMPANY

The contract must be signed by a director or authorised executive.

Signature:

Print Name:

Position/Job Title:

Date:  /  /

## PLEASE RETURN THIS FORM TO:



Jo Trippett  
Intelligent Exhibitions Limited  
Ilex House, Lower Newmarket Road,  
Nailsworth, Stroud  
Gloucestershire GL6 0RW, United Kingdom

Tel: +44 (0)1453 839228  
Fax: +44(0)870 486 7249  
Email: jo.trippett@intelligentexhibitions.com

## RULES AND REGULATIONS

### 1. Acceptance of Contract

Once the signed Contract has been returned by the Exhibitor, the Organiser will confirm acceptance by sending a confirmation email along with the first invoice.

### 2. Space Allocation

The Organiser reserves the right to revise the floorplan and to locate or relocate the Stand Space for an Exhibitor as may be required. If a stand relocation is necessary the Organiser will notify the Exhibitor in writing. Floorplans made available to the Exhibitor are for information purposes only and do not guarantee that a particular company will be located next to or near to an Exhibitor.

### 3. Stands not occupied

In the event of an Exhibitor not taking up his Stand Space at least 2 hours before the Exhibition opening time on the opening day, the Exhibitor will be deemed to have cancelled his Stand Space and the Cancellation Fee will be payable and the Organiser shall be entitled to reallocate the Stand Space, as it considers appropriate.

### 4. Stand Sharers

If Exhibitors wish another company to share their Stand Space this must be agreed in advance with the Organiser. The Exhibitor shall not assign, sub-license or underlet or divide any Stand Space, nor shall any circulars, advertisements, photographs or publicity material be exhibited or displayed at, or distributed from their stand without the consent in writing from the Organiser.

### 5. On-line Exhibitors Handbook

The Organisers will produce an on-line Exhibitors Handbook providing technical and publicity details for the Event. The Exhibitor accepts that he will be bound by the rules and regulations provided in the Exhibitors Handbook, and by the amendments and additions which may be made by the Organiser.

### 6. Health and Safety Regulations and Health & Safety at Work Act

Exhibitors must ensure that all employees, contractors, sub-contractors and agents comply with the regulations of the Health & Safety at Work Act 1974. The Organiser will appoint a safety officer on site who will ensure that a safe working environment is created from the start of the exhibit build-up through to the exhibit break-down and including the show opening period. Exhibitors and their contractors are to comply with all requests from the safety officer and failure to do so will result in the Exhibitor and/or contractor being asked to leave the exhibit area.

Exhibitors and contractors are required to conduct a risk assessment for the stand and the activities taking place on the stand and make this available for inspection by the Organiser.

No equipment of a hazardous or dangerous nature is to be used or employed without the consent in writing of the Organiser, the venue and where appropriate the local authorities. The Organiser accepts no responsibility in the event of failure to give the necessary permission. Fireworks, matches, harmful substances, explosives, detonating equipment and primings must be excluded from the Event. All Exhibitors must comply with the fire regulations of the local and exhibition authorities and with building regulations.

### 7. Exhibits

Exhibitors must ensure that exhibits and equipment keep within the stand boundaries and do not

obstruct gangways. Exhibitors are not permitted to distribute literature beyond the boundaries of their stand space or in any other part of the venue.

No exhibit of any kind, which in the view of the Organiser, will become a nuisance to other Exhibitors or Visitors will be permitted. Exhibitors must stop immediately at the request of the Organiser any act which in the opinion of the Organiser contravenes this condition and may be a nuisance to other Exhibitors or Visitors. Any failure to comply with any such requests by the Organiser shall entitle the Organiser to close the stand. The Exhibitor shall be liable to the Organiser for all expenses incurred and any loss resulting.

### 8. Build-up, Exhibiting, Breakdown

Build-up, exhibiting and breakdown hours will be specified by the Organiser. Exhibit breakdown shall not begin before the close of the Exhibition and must be completed by the end of the Breakdown period. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibit material or property belonging to the Exhibitor by the end of the Breakdown period.

### 9. Damage to Venue and Exhibit Hall

The Exhibitor is liable for any damage caused by it, its employees, its contractors, sub-contractors and agents to the exhibit hall or other areas of the venue including all outside areas including the dockside and pontoons and all inside walls, flooring, fixtures and fittings.

### 10. Space Only Designs and Height Limitations

Exhibitors must submit designs for space only stands or those stands that they wish to build higher than 2.5metres by 30 January 2011 for the Organiser's approval and consent. All stands must comply with local authority and venue owner requirements and be without detriment to neighbouring Exhibitors.

### 11. Exhibition Contractors

Only those contractors listed in the Exhibition Handbook may be used unless the Organiser's prior written consent has been obtained.

### 12. Electrical Installations

Only the electrical contractor appointed by the Organiser may fit or connect electrical installations. Space Only Exhibitors should contract directly with the electrical contractor. The Organiser does not accept any responsibility for failure of the electrical equipment, installation or supply.

### 13. Phonographic Performance and Performing Rights

Exhibitors that play music on stand are advised that the Organiser does not hold a licence for the performance of music and under the conditions of the 1988 Copyright Designs and Patents Act Exhibitors must apply for licences from both Phonographic Performance Ltd and The Performing Rights Society.

### 14. Intellectual Property Rights

The Organiser may list Exhibitors in printed material prepared and distributed prior to or at the Event. The Organiser is not liable for errors or omissions contained in such information. Unless otherwise stated, the copyright for any such publications belongs to the Organiser and may not be reproduced in any medium without the written consent of the Organiser. The Organiser may wish to photograph exhibit stands or features and reserves the right to do so for the purposes of promoting future Events. Exhibitors wishing to

photograph stands or features may do so with the written consent of the Organiser.

### 15. Force Majeure

If the Organiser decides for reasons beyond its control that the Event needs to be cancelled, postponed or suspended, due in whole or part to the venue becoming unavailable, war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, the Organiser will not be held responsible for any direct, indirect or consequential loss incurred by Exhibitor. All monies received or due from the Exhibitor and all other Exhibitors will be applied by the Organiser in discharge of all expenses incurred by the Organiser in connection with the promotion and/or proposed holding of the Event (to the extent that the Organiser is not reimbursed by an insurance against such risk) and any balance will be returned to Exhibitor (pro-rata to the amount paid by each Exhibitor) but the Organiser will have no other liability to the Exhibitor.

### 16. Cancellation of Event

If the Organiser determines that there is insufficient support for the Event they have the right at all times to cancel or suspend the Event without notice. In the event of such a cancellation the Exhibitor shall receive a full refund for the cost paid by the Exhibitor for the stand. Any liability of the Organiser shall be limited to such refund. The Organiser shall not be responsible for any losses (whether direct, indirect or consequential) incurred by an Exhibitor as a result of such cancellation.

### 17. Limitations of Liability

Whilst every reasonable precaution is taken by the Organiser to ensure security and safety at the Event, the Exhibitor will indemnify the Organiser and hold the Organiser harmless, against and from any and all losses, damages, costs and expenses incurred by the Organiser resulting from: any claim made in respect of damage to persons and property caused by the Exhibitor, the Exhibitors stand, installation, furnishings exhibits or staff or contractors or sub-contractors or agents; any breach of the terms and conditions of this Contract by the Exhibitor: any claim for copyright infringement, for which the Organiser may be sued or held liable for any acts of omissions of the Exhibitor or its staff or contractors or sub-contractors or agents in connection with the Event during the period of occupation or otherwise. The Organiser similarly does not accept any responsibility for Exhibitor's failure to arrange correct insurance.

### 18. Data Protection Legislation

The Organiser will communicate with the Exhibitor using the contact details provided on the contract for the purposes of the Event. The Organiser shall be entitled to pass on all contact details to the contractors who provide services to the Event and may also pass Exhibitor contact details to third parties who provide goods and services that may be of interest to the Exhibitor. The Exhibitor should contact the Organiser in writing if they wish to opt out of having personal contact details used in any of the ways listed above.

### 19. Governing Law

The validity, construction and performance of the contract and these rules and regulations shall be governed by English Law and the Exhibitor hereby submits to the jurisdiction of the English Courts.

June 2009