

Application for Training and Demonstration Hours

(For confirmed exhibitors only)

DEADLINE FOR APPLICATIONS: MONDAY 01 OCTOBER 2018

All Ocean Business main stand holders receive one complimentary classroom session, providing we receive your completed application form by the deadline. If there are spaces left after all applications have been received, you will be given the opportunity to purchase additional hours if required. Any forms received after the deadline cannot be guaranteed a place in the programme.

1. EXHIBITOR

Organisation:	<input type="text"/>	Contact Name:	<input type="text"/>
Stand Number:	<input type="text"/>	Email:	<input type="text"/>

2. TRAINING OPTIONS AND COSTS

A) Complimentary In-Classroom Training Session

A one-hour complimentary in-classroom training session is available to all main stand holders.

Yes, we would like to take our one hour complimentary in-classroom training session

B) Additional In-Classroom Training Sessions

(subject to availability)

Main stand holders may purchase up to 2 x one hour in-classroom training sessions in addition to the complimentary hour available to all main standholders.

Yes, we would like to purchase additional training hours

In-classroom training hours:

hours @ £115 (exc. VAT) per hour = £

C) Vessel Training Hours (subject to availability)

Main stand holders may purchase up to 3 x one hour vessel training sessions.

RV Callista max capacity = 30 people including your staff
Bill Conway max capacity = 12 people including your staff

Yes, we would like to purchase vessel training hours

We would like to know more about bringing our own vessel and the charges associated with this

The organisers have the right to replace the vessels and capacities stated, this is only a guideline.

RV Callista training hours:

hours @ £212 (exc. VAT) per hour = £

RV Bill Conway training hours:

hours @ £180 (exc. VAT) per hour = £

D) Dockside Training Hours (subject to availability)

Main stand holders may purchase up to 3 x one hour dockside training sessions.

Yes, we would like to purchase dockside training hours

Dockside training hours:

hours @ £180 (exc. VAT) per hour = £

E) Test Tank Training Hours (subject to availability)

Main stand holders may purchase up to 3 x one hour test tank training sessions.

Yes, we would like to purchase test tank training hours

Test Tank training hours:

hours @ £180 (exc. VAT) per hour = £

IMPORTANT INFORMATION - PLEASE READ:

If you are hosting more than one session in more than one facility at Ocean Business, **you must copy this page and complete it for each facility**. If you are hosting for example 3 one hour sessions in the test tank and a one hour classroom session, you will need to copy this form twice and complete it once for the test tank and once for the classroom.

3. CONTACT INFORMATION

Please confirm the name of the company hosting this session, as you would like it to appear in all marketing material:

Are you the main stand holder?: Yes No

Please provide information for the person we should contact about this session, if different to section 1:

Contact Name:

Tel:

Email:

4. SESSION INFORMATION

Which facility does this form relate to?

Please note you can only select one per form, you must copy this form for each session you are hosting in each different facility.

- a) or b) Complimentary or Additional in-classroom session
- c) Vessel
- d) Dockside
- e) Test Tank

For vessels, please indicate your preference:

- The RV Callista (max capacity = 30 people)
- The Bill Conway (max capacity = 12 people)
- Own vessel

(Further details will be required from those hosting vessel sessions, a member of the team will make contact with you in due course.)

How many hours in total have you booked to demonstrate in this facility? hrs

If you have booked more than one hour, do you want them:

- Consecutively (all together)
- Individually (at different times, on different days)
- Other:

Please let us know which category your session would fall into:

- Acoustics Sensors AUVs / ROVs
- Software Education Wave/Water Measurements
- Navigation Other

5. EQUIPMENT DESCRIPTION

Ten word description of Equipment / System / Software being demonstrated:

(Please note that this information will be used on the training and demonstration programme and for marketing purposes. Failure to complete this information will mean that your company would not benefit from the full marketing opportunities available.)

Hour one description:

Hour two description:

Hour three description:

6. EQUIPMENT TECHNICAL INFORMATION

Please tick if you require the following:

- Internet access Electricity

(The organisers cannot guarantee internet access in all facilities and it will not be provided free of charge. Further details will be made available at a later date.)

Dimensions of equipment: (W x L x B)

 m

Weight of equipment: kgs

Is it hand carryable: Yes No

Do you require assistance with positioning the equipment from the freight contractor:

- Yes No

Please give details of the type of assistance needed:

7. TOTAL FEE PAYABLE

Complimentary in-classroom training session	FOC
Additional in-classroom training hours	£ <input type="text"/>
Additional vessel hours	£ <input type="text"/>
Additional dockside hours	£ <input type="text"/>
Additional test tank hours	£ <input type="text"/>
Plus VAT @ 20%	£ <input type="text"/>
Total Order Value (inc. VAT)	£ <input type="text"/>

8. PAYMENT TERMS

Upon receipt of this signed contract an invoice for 100% of the total cost of the training sessions you have booked will be issued and is payable within 30 days. 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.

9. INSURANCE

By signing this contract the Exhibitor confirms that they will take out and maintain at all times a public liability and employee liability insurance against claims in respect of personal injury, death and damage to or loss of property for a limit of indemnity of not less than £2m Sterling or local currency equivalent.

The Exhibitor will indemnify the Organiser in respect of any such claims whether by the National Oceanography Centre, or other third parties. The Exhibitor must 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.

10. CANCELLATION

The Exhibitor may cancel training and demonstration sessions at any time with written notice to the Organiser. The following cancellation fees will apply:

- 50% of the cost of the training session(s) if cancelled on or before 1st December 2018
- 100% of the cost of the training session(s) if cancelled or reduced after 1st December 2018

The Event Organiser may cancel this agreement without liability if in its opinion or that of the technical committee, the Exhibitor's equipment cannot be accommodated in the Facilities. If this situation arises, the Exhibitor will be provided with a full refund.

PLEASE NOTE:

The training and demonstration programme is a key component of Ocean Business. We ask exhibitors to work with us, helping to develop a programme that will attract the highest number of buyers.

- Please copy this form and use one for each different facility you are hosting a session in.
- If there are spaces in the programme after all applications have been received, main stand holders will be given the opportunity to purchase additional hours if required.

- Even if exhibitors only take the one hour complimentary in-classroom session, all sections of this form **MUST** be completed and returned to the organisers.
- We will endeavour to meet with your requirements, but please be aware that due to difficulties in programme selection this may not always be possible.

AUTHORISED SIGNATURE OF EXHIBITING COMPANY

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

- Yes, I have read the general information and will comply with the terms and conditions
 Yes, I have completed pages 1, 2 and 3

Signature:

Date:

Print Name:

Position:

Organisation:

PLEASE RETURN TO:

TERMS AND CONDITIONS

Training and Demonstration Information

In order to host a training and demonstration session at Ocean Business 2019, all exhibitors must complete all pages of this application for training hours form. This information will assist the committee with scheduling. If further information is required, then a member of the training and demonstration team will be in touch in due course.

Purchasing Additional Hours

Main stand holders may purchase additional training hours in a classroom, on a vessel, in the dockside waters and the test tank. Initially, the maximum number of hours that may be purchased are 3 (2 for the classroom as 1 hour is complimentary.) Diversified Communications UK cannot guarantee any sessions until the committee have met, reviewed all the contracts and formulated the programme. After scheduling and subject to availability it may be possible for exhibitors to purchase additional hours.

Training Hours Allocated to Main Stand Holders Only

The main stand holder will receive a complimentary in-classroom training hour and may purchase additional hours as detailed above. Main stand holders are those companies that have signed a contract for the exhibit space.

Allocating Training Hours to Sharing Companies

Main stand holders may in turn allocate their training hours to companies that are sharing their stand and have been approved by Diversified Communications UK as sharing companies. Please inform the organisers which companies are sharing on your stand in advance of booking any sessions on their behalf.

Facilities

In addition to the dockside waters and the test tank, a number of classrooms and vessels (with varying capacities and facilities) will be used for the purposes of training and demonstrations. For details on the various facilities and vessels visit www.oceanbusiness.com/demos/hosting If your application is successful, by signing this form, you agree to leave all facilities and equipment in the layout and condition you found them in.

Allocation of Facilities

Whilst exhibitors may specify the preferred facility, the allocation will be determined by the technical committee with the main priority being to accommodate as many demonstrations as possible.

Scheduling of the Demonstration and Training Programme

After 1st October 2018 the committee will meet to schedule the demonstrations based on the information provided by the exhibitor. Please provide as much information as possible.

When it comes to programming, the committee will endeavour to avoid conflicts with similar items of equipment so that the delegate has maximum opportunity to test various systems and equipment. The delegate's requirement will be the first priority when it comes to scheduling equipment.

The date of the application will help with determining the time slot for the demonstration. For example, if we have five companies wishing to demonstrate a certain technology, we will spread these demonstrations evenly over the three days. When it comes to deciding which company gets the premium demonstration slots - we will take in to consideration the date that the company booked their exhibit stand and/or returned their application for training hours form.

Delegate Attendance

There will be no charge for delegates to attend the training and demonstration programme. Exhibitors can fill their individual sessions with invited guests, but they MUST inform the organisers of their name and company in advance no later than Friday 22 March 2019. Exhibitors should also ensure their guests are registered to attend Ocean Business 2019 as a visitor otherwise they will be delayed upon entry. During the show, the organisers will book remaining places on a first come, first served basis for each of the sessions until that session is full.

Competitive Companies Attending Training

A voluntary code of conduct will be in place requesting that companies do not attempt to attend training sessions of competitive technologies. Attendance will be restricted for competitors and will be at the discretion of the exhibitor who is providing the training.

The Use of Targets

The organisers will place a selected amount of targets in the dockside waters for the benefit of vessel and dockside demonstrations. The location of which will be made available prior to the event. Exhibitors must NOT put their own targets into the dockside waters. If you plan to use targets during a test tank session at Ocean Business 2019, you must have prior written consent from the organisers. Exhibitors must NOT put their own targets into the Test Tank without prior written consent from the organisers.

Mobilisation / Demobilisation of Equipment

If anyone requires additional time for mobilisation, they should contact the organisers directly to discuss. Otherwise, there is a half hour gap between each session that should give each exhibitor enough time to demobilise at the end of a session and mobilise at the start. Equipment cannot be left in the facility between sessions without prior permission from the organiser. **VESSELS** - Please note that mobilisation of equipment will take place on Monday 8 April 2019 and demobilisation will take place at the close of the event on Thursday 11 April 2019. The vessels are fully equipped and regularly test a variety of equipment and technologies. If special equipment is required by an exhibitor they may be asked to provide it or alternatively an extra cost may be charged.

Health and Safety

Exhibitors will be asked to complete a risk assessment form for their training and demonstration sessions. Classroom sessions are covered within the exhibitor risk assessment that is required from all companies taking a stand at Ocean Business 2019. It is compulsory for those companies organising vessel, dockside and test tank demonstrations to complete a separate training and demonstration risk assessment, which will be made available in the exhibitor handbook. Life jackets will be provided on the vessels and are to be worn as directed by the vessel crew. Life jackets will also be provided at the dockside demonstration areas, anyone that is not within the confines and safety of the fencing provided must wear a life jacket at all times. If faced with inclement weather, the decision of the vessel captain and relevant H&S officers will be final when determining if a demonstration can proceed.

Cancellation Due to Inclement Weather

If a demonstration or training session is cancelled due to inclement weather the organisers will aim to re-schedule the session and if for any reason it has not been possible it will remain cancelled and no refund will be provided. Trainers are advised to take out additional insurance to cover this eventuality.

We will endeavour to meet with your requirements, but please be aware that due to difficulties in programme selection this may not always be possible.