

1. Exhibitor details ▶ Please complete in **BLOCK CAPITALS**. This information will appear in marketing and promotional material. We will not be held responsible for errors due to illegible handwriting.

Name of exhibitor (This is how your company name will appear on all documents)	Address (including postcode)
Name of executive handling exhibition booking	Town
Position in company	County
Email	Post Code
Email	Country
Website	Telephone no. (including country and area code)
	Fax no. (including country and area code)

2. Contract and Stand Details

Site Only
 Cost per m² £280 + VAT Tick

Enhanced Shell Scheme
 Cost per m² £340 + VAT / up to 11 m² Tick
 Cost per m² £335 + VAT / over 12 m² Tick

Site Only stands

A 'site only' stand provides floor space only.

- Exhibitors must provide floor covering for the area, and structurally sound walls (min height of 2.5m) on all non-open sides of the stand.
- Detailed stand plans must be provided before the exhibition. Complex plans may incur an extra charge of approximately £250 + VAT for a structural engineer to approve the plans for Health & Safety compliance.
- By signing this booking form you agree to these conditions.

Enhanced Shell Scheme stands

Enhanced shell scheme stand includes walls, carpet, fascia, name plaque and stand number plus:

- One 500w socket and 6' fluorescent strip light for up to 16m stands
- 17m² upwards, two 500w sockets and two 6' fluorescent strip lights

3. Stand Reservation for HEVAR Birmingham 2012

Stand No:	Dimensions (m)	=	Total area m ²	X	Stand Cost per m ²	=	Total Cost	+ VAT
	X				£		£	20%

4. Payment

Stand cost → £ _____

Internet hyperlink (delete if not required) → £ **150.00**
web address with hyperlink, logo & 50 word description on web page

Sub-total → £ _____

VAT @ 20% → £ _____

Total → £ _____

5. Payment Terms

Payment Terms

See Section 4 of the Terms & Conditions supplied with this booking form. Internet invoiced with deposit.

Deposit

20% to be paid on booking

2nd Stage Payment

40% will be invoiced in September 2011 for payment on or before the 1 November 2011

3rd Stage Payment

40% will be invoiced in December 2011 for payment on or before the 1 February 2012

Payment is required in full if booking after 1 December 2011

6. I am authorised to sign for and on behalf of the Company above. I have read the Terms & Conditions and Rules & Regulations overleaf and agree on behalf of the above Company that it will observe and be bound by them.

Signature	Date	Purchase Order Number
Name (BLOCK CAPITALS)	Position	

7. Seminars

Would you like to host a seminar? Yes No

OFFICE USE ONLY

Salesperson	Deposit	Internet	2 nd Stage	3 rd Stage	Maxim No.	Date
	£	£	£	£		

Organised by: **Faversham House Group Ltd**
 Faversham House, 232a Addington Road, Croydon, Surrey CR2 8LE, UK
 Tel: +44 (0)20 8651 7100 • Fax: +44 (0)20 8651 7117
 Email: hevar@fav-house.com • Website: www.hevar.co.uk



Registered in England No 692570

FAVERSHAM HOUSE GROUP LIMITED
Standard Terms & Conditions for UK Exhibitions

I. DEFINITIONS & INTERPRETATION

- 1.1 In these Terms & Conditions and the Rules & Regulations:
- 1.1.1 the following words and expressions have the following meanings:
- 'Authorities': the police, local authority and fire authority for the Exhibition Venue;
- 'Booking Form': the form on which the Exhibitor has applied to the Organiser for space at the Exhibition and (where applicable) for internet advertising;
- 'Contract': the contract between the Organiser and Exhibitor allocating space at the Exhibition to the Exhibitor for the purpose of exhibiting, comprising (only) the Booking Form, these Terms & Conditions, the Rules & Regulations, the Organiser's acceptance and any Exhibition Manual;
- 'Exhibition': the event organised by the Organiser the name and date of which is stated on the Booking Form;
- 'Exhibition Manual': the manual (if any) prepared by the Organiser in printed and/or electronic form and distributed to Exhibitors or made available for them to download prior to the Exhibition setting out practical aspects of the Exhibition and their participation in it;
- 'Exhibition Venue': the exhibition hall(s) or venue where the Exhibition is to be held;
- 'Exhibitor': the company, partnership, firm or individual whose details appear in section 1 of the Booking Form, including (where applicable) its employees and agents, and references to an 'Exhibitor' or 'Exhibitors' in general also include (where the context admits) other persons exhibiting at the Exhibition;
- 'Landlord': the owners and management of the Exhibition Venue, including (where applicable) their employees and agents;
- 'Organiser': Faversham House Group Ltd. of Faversham House, 232a Addington Road, South Croydon, Surrey, CR2 8LE, UK, a company registered in England No. 692570, including (where applicable) its employees and agents;
- 'Rental': the total amount stated in section 3 of the Booking Form which is payable by the Exhibitor to the Organiser for space at the Exhibition, including the VAT thereon;
- 'Rules & Regulations': the Organiser's published Rules & Regulations from time to time in relation to the Exhibition, a copy of the current version of which follows these Terms & Conditions;
- 'in writing': includes email, fax and electronic documents;
- 1.1.2 headings are for ease of reference only, and not to be construed as limiting or defining content, the singular includes the plural and vice-versa and the use of any gender includes the others.
- 1.2 In the event of any dispute as to the interpretation of the Contract or any part of it as a translation into a foreign language, the English version shall be taken as authentic.

2. CONTRACT

- 2.1 By signing the Booking Form, the Exhibitor offers to enter into a contract with the Organiser on the terms set out in the Booking Form and (so far as not inconsistent with the Booking Form) these Terms & Conditions and the Rules & Regulations. The Organiser may accept or reject that offer by written confirmation to the Exhibitor.
- 2.2 The Exhibitor warrants the authority of the person signing the Booking Form on its behalf to commit the Exhibitor to the Contract.
- 2.3 Once the offer has been accepted, the Exhibitor may only cancel the booking in accordance with Condition 5 and subject to payment of the cancellation fee set out in that Condition by way of liquidated damages.
- 2.4 The Exhibitor agrees to comply in all respects with the Rules & Regulations and any Exhibition Manual. The Organiser reserves the right in the interests of the good management of the Exhibition to produce an Exhibition Manual and/or make such further Rules & Regulations as may in its absolute discretion appear necessary from time to time, and the Exhibition Manual and such further Rules & Regulations will become binding on the Exhibitor when they and/or an address from which they can be downloaded are communicated to it in writing.
- 2.5 The Contract constitutes a licence to exhibit and not a tenancy. It does not guarantee any particular location at the Exhibition Venue.
- 2.6 The Contract sets out the complete agreement between the parties relating to the Exhibition. The Exhibitor confirms that it is not relying on any representation made by or on behalf of the Organiser that is not set out in the Contract.

3. RENTAL AND PARTICIPATION COSTS

- 3.1 The Rental is charged in Sterling or Euros as indicated in the Booking Form and is subject to U.K. and/or Irish VAT (as applicable).
- 3.2 The Rental does not include any stand fitting unless specified. Exhibitors must conform to the stand fitting regulations set out in the Rules & Regulations and Exhibition Manual.
- 3.3 The Rental does not include any power or lighting unless specified. Charges for electrical services to the Exhibitor's site will be made direct to the Exhibitor by the electrical contractors to the Exhibition, except for any services specified as included in the Booking Form.

4. PAYMENT

- 4.1 The Rental is payable by the Exhibitor to the Organiser in three instalments of the percentages and by the dates respectively stated in section 5 of the Booking Form. The stated deposit plus VAT must be returned with the completed Booking Form. The Organiser will issue an invoice if a Booking Form is received without the deposit. The remaining two instalments must be received by the dates respectively stated for them.
- 4.2 If the booking is made after either of the stated dates for payment of the second or third instalments, the amount of such instalment(s) is immediately due and payable. If the booking is made within 30 days of the opening date of the Exhibition, 100% of the Rental is immediately due and payable.
- 4.3 Where the Exhibitor has ordered internet advertising, the charge for this plus the applicable VAT is payable with the order at the same time as the Rental deposit, and is not refundable in any circumstances.
- 4.4 The Organiser will invoice the Exhibitor for the above amounts. Invoices are payable within 30 days of invoice date or by the above due dates (whichever is the later), except that any invoice dated less than 60 days before the opening date of the Exhibition is

payable by 30 days before the opening date of the Exhibition or upon receipt (whichever is later).

- 4.5 If the Exhibitor does not pay any instalment of the Rental or other amount due to the Organiser by its due date (whether demanded or not) the Organiser may:
- 4.5.1 charge interest on the amount outstanding from the due date in accordance with the Late Payment of Commercial Debts (Interest) Act 1998; and/or
- 4.5.2 terminate the Contract with immediate effect by written notice to the Exhibitor, in which case Conditions 5.2 and 7.2 shall apply.

4.6 IN NO CIRCUMSTANCES WILL THE EXHIBITOR BE PERMITTED TO ERECT OR OCCUPY A STAND OR SITE IF THE RENTAL HAS NOT BEEN PAID IN FULL.

5. CANCELLATION AND REDUCTION OF STAND SIZE

- 5.1 Cancellations will only be accepted when received in writing by the Organiser. The Organiser will respond in writing to any written cancellation acknowledging receipt and the date it was received, which will constitute the cancellation date for the purposes of calculating the amount due to the Organiser.
- 5.2 The following cancellation fees are payable by way of liquidated damages if the Exhibitor cancels the Contract or if the Organiser terminates the Contract pursuant to Conditions 4.5.2 or 7.1 and are in full and final settlement of the Organiser's claims for loss of profit and additional expenditure in re-letting the site:
- 5.2.1 20% of the Rental if cancellation / termination happens on or before the date seven months before the first day of the calendar month in which the Exhibition is due to open; or
- 5.2.2 60% of the Rental if cancellation / termination happens after the date seven months before the first day of the calendar month in which the Exhibition is due to open but on or before the date four months before the first day of the calendar month in which the Exhibition is due to open; or
- 5.2.3 100% of the Rental if cancellation / termination happens after the date four months before the first day of the calendar month in which the Exhibition is due to open.
- 5.3 In the event of cancellation, or of termination by the Organiser, the deposit is non-refundable and it and any other Rental paid to date will be set off against the cancellation fee, with any balance refunded to the Exhibitor. Any excess amount due from the Exhibitor will be recoverable as a debt by the Organiser. Any payment made for internet advertising is non-refundable.
- 5.4 The Exhibitor may only reduce its stand size with the written consent of the Organiser. Notwithstanding anything that may have been said to the contrary, the Organiser reserves at all times the right to refuse to permit the Exhibitor to reduce its stand size. Any such refusal will not affect the Exhibitor's right to withdraw from the Exhibition by cancellation in accordance with Condition 5.1. Any division of the site necessary as a result of a request to reduce which is accepted will be at the Organiser's discretion.

6. VARIATIONS AND EXCLUSION

- 6.1 Whilst every effort will be made to meet each Exhibitor's site requirements, the Organiser reserves the right at any time and from time to time to make alterations in the floor plan of the Exhibition and/or to alter the shape, size or position of the space allotted to the Exhibitor if in its opinion such changes are in the best interests of the Exhibition in general. Should it be necessary to rearrange the Exhibition or transfer it to another venue, the Organiser shall be entitled to allot alternative sites to Exhibitors as the Organiser may determine. The Organiser will adjust the cost of the space of any Exhibitor whose site area is affected by any such alteration, but not so as to impose on the Exhibitor any greater liability for Rental than that undertaken in the Contract, and no such change will entitle the Exhibitor to withdraw from the Contract.
- 6.2 The Organiser shall have the right at all times:
- 6.2.1 to abandon, cancel or suspend the Exhibition in whole or in part in the event that there is likely to be insufficient exhibitor participation in and support for the Exhibition; or
- 6.2.2 to exclude from the Exhibition any Exhibitor if it would be in the best interests of the Exhibition to do so;
- any such matter to be determined by the Organiser, whose decision shall be final. In the event of such an abandonment, cancellation or suspension or its exclusion as above, the Exhibitor will (except where Condition 8 applies) be entitled to repayment of all Rental paid.
- 6.3 In the event of any breach of these Terms & Conditions, the Rules & Regulations or Exhibition Manual by the Exhibitor, its employees or agents which in the opinion of the Organiser is detrimental to the Exhibition, the Organiser will have the absolute right to expel the Exhibitor and/or any such employee or agent from the Exhibition. Such expulsion will not release the Exhibitor from its obligations to the Organiser.

7. TERMINATION

- 7.1 The Organiser may terminate the Contract by immediate written notice to the Exhibitor if:
- 7.1.1 the Exhibitor is in material breach of any provision of the Contract; or
- 7.1.2 the Exhibitor becomes bankrupt, goes into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction), administration, administrative receivership or receivership, makes any arrangement with its creditors generally, ceases to carry on business or suffers any analogous event to any of the above under the laws of any jurisdiction.
- 7.2 In the event of termination pursuant to Conditions 4.5.2 or 7.1:
- 7.2.1 the Exhibitor shall be liable to pay to the Organiser liquidated damages for loss of profit in accordance with Condition 5.2, together with interest (where applicable) in accordance with Condition 4.5.1;
- 7.2.2 all Rental paid shall be forfeited on account of such liquidated damages and any balance shall be due and payable forthwith;
- 7.2.3 the Organiser shall be entitled to utilise the site which had been allotted to the Exhibitor in such manner as the Organiser thinks fit and any expenditure incurred in doing so shall be covered by the liquidated damages; and
- 7.2.4 such termination shall not prejudice any rights or claims by the Organiser against the Exhibitor in respect of any antecedent breach other than as stated in Condition 5.2.

8. FORCE MAJEURE

If the Exhibition is abandoned, cancelled or suspended in whole or in part by reason of any cause not within the control of the Organiser and the Exhibitor is prevented from exhibiting as

a result, the Exhibitor shall be entitled to the repayment of any Rental paid less such amount as the Organiser may in its discretion deduct to cover its administrative and other costs.

9. FAILURE OF SERVICES

The Organiser will use reasonable endeavours to ensure the supply of the services to be provided by the Landlord and/or third party contractors and/or mentioned in the Exhibition Manual, but the Organiser shall not incur any liability to the Exhibitor for any loss or damage if any such services shall wholly or partially fail or cease to be available, nor shall the Exhibitor be entitled to any allowance in respect of payments due or paid.

10. INTELLECTUAL PROPERTY RIGHTS

10.1 The Organiser will not be liable for any loss or damage the Exhibitor may sustain in respect of infringement of any of its trade marks, copyrights, patents or other intellectual property rights arising out of the Exhibitor's participation in the Exhibition.

10.2 The Exhibitor is strongly advised to make formal application for the grant of any patent before the opening of the Exhibition and the registration of a design, as the case may be, not later than six months after the opening of the Exhibition.

11. PROMOTION AND REPRESENTATION

Whilst the Organiser will use its reasonable endeavours to organise and promote the Exhibition in such manner as it considers appropriate, the Organiser reserves the right to amend or vary the manner or methods of such organisation and promotion. Any statements made by or on behalf of the Organiser as to visitor numbers, internet user statistics or methods or timing of promotion constitute only general indications of the Organiser's promotion and organising strategy and do not amount to any representation or warranty.

12. LIABILITY

12.1 Except in respect of death or personal injury caused by the negligence of the Organiser, its employees or agents, or as otherwise expressly provided in the Contract, the Organiser will not under any circumstances whatsoever be liable or responsible:

12.1.1 for any damage, loss, theft or destruction whatsoever or howsoever caused to any exhibits, goods, equipment or other property belonging to the Exhibitor, its invitees or licensees or any such items for which the Exhibitor is responsible, whether or not the Organiser or someone on its behalf has signed or is alleged to have signed for such items; or

12.1.2 for any damage or injury suffered by the Exhibitor or its employees or agents or by any other person due to the Exhibitor's failure to comply in any respect with the Rules & Regulations or Exhibition Manual or otherwise; or

12.1.3 for any errors or omissions in the official catalogue, promotional literature or signage; or

12.1.4 in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor as the result of any change in the date or place of the Exhibition, its abandonment, cancellation or suspension or the exclusion or expulsion of the Exhibitor from the Exhibition; or

12.1.5 by reason of any representation (unless fraudulent or grossly negligent) unless it has been expressly included in the Contract; or

12.1.6 for any implied warranty, condition or other term (all of which are hereby excluded to the maximum extent permitted by law); or

12.1.7 for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims, whether arising in respect of any of the above, under any duty at common law or as a result of any provision or breach of any express term of the Contract.

12.2 Except in respect of death or personal injury caused by the negligence of the Organiser, its employees or agents or any other liability which it is not legally possible to exclude, the Organiser's total liability to the Exhibitor for any reason (to the extent not effectively excluded above) is limited to £5,000,000.

12.3 The Exhibitor hereby undertakes that it and its successors in title will indemnify and hold harmless and will keep the Organiser and its successors in title fully indemnified and held harmless against any and all liabilities, claims, demands, actions, proceedings, losses, damages, costs and expenses which the Organiser may suffer in respect of any acts or omissions of the Exhibitor or of any of its employees, offices or sub-contractors including (but not limited to) any of the following, no matter how or when they may arise or have arisen.

12.3.1 all claims, actions and costs for personal injury (except to the extent caused by the negligence of the Organiser, its employees or agents) and loss of or damage to property caused by and arising from the erection and dismantling of the Exhibitor's stand and anything permitted, omitted or done thereon or therefrom during the period of the Exhibition or the build-up and breakdown periods, whether caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, licensee or invitee of the Exhibitor or the act, omission or neglect of or by any such person or by any exhibit, machinery or other article belonging to, or in the possession of, or used by the Exhibitor; and/or

12.3.2 all or any claims for infringement of copyright or other intellectual property rights or breach of licence granted by a collecting society or any other person whatsoever arising out of the activities by the Exhibitor at or in relation to the Exhibition; and/or

12.3.3 any breach of the Exhibitor's obligations under these Terms & Conditions and the Rules & Regulations.

13. INSURANCE

13.1 'Standard Insurance' has been arranged on the Exhibitor's behalf under the Organiser's Exhibitions Exhibitor Policy. A certificate summarising the cover will be issued with the invoice. The 'standard insurance' package that has been arranged is underwritten by Aviva Insurance Limited. A full policy wording detailing conditions and exclusions is available from Towergate Coverex (address as below).

13.2 Alternatively, the Exhibitor may arrange its own insurance cover, which must provide cover against the risks for no less than the amounts set out in Condition 13.3. The Exhibitor must provide satisfactory written evidence of such cover to Towergate Coverex, 2 County Gate, Staceys Street, Kent, ME14, 1ST not less than 14 days prior to the Exhibition, and upon Towergate Coverex's approval of the cover the administration fee paid in accordance with Condition 13.1 will be refunded. Insurance documentation should not be sent to the Organiser.

13.3 The following is a summary of the standard insurance cover provided:

Exhibition Expenses

The full value of lost expenses directly incurred in connection with the Exhibition as a result of Cancellation, Abandonment, Postponement, Curtailment, Failure to Vacate or Non-Arrival of Exhibits arising from any cause beyond the control of the Exhibitor/Organiser.

Standard Cover £20,000

Exhibition Liability

The legal liability of the Exhibitor to pay compensation and claimant's costs and expenses arising out of bodily injury, disease or illness sustained by any person (other than an employee) or loss or damage to material property.

Standard Cover £2,000,000

Exhibition Property

The full value of property whilst at the Exhibition Venue, during build-up and whilst in direct transit to and from the Exhibition Venue protected against loss or damage.

13.3.1 Standard Cover £20,000

13.4 The Organiser's liability under this Condition 13 is limited to instructing its brokers to arrange the above cover. The Organiser will not be liable for any failure by the brokers or insurers to arrange or provide such cover and/or to meet any claims.

14. ASSIGNMENT

14.1 The Exhibitor may not assign, share, sub-let or grant licences in respect of the whole or any part of the space allotted to it without the express prior written permission of the Organiser.

14.2 The Organiser may assign or sub-contract its rights and obligations under the Contract to a third party purchaser or sub-contractor of the Exhibition. The Exhibitor consents to the transfer of any personal data it has provided to the Organiser in connection with any such assignment or sub-contracting.

15. GENERAL LIEN AND POWER OF SALE

15.1 All exhibits are subject to a general lien in favour of the Organiser for all sums, whether for unpaid Rental or otherwise, due from the Exhibitor to the Organiser.

15.2 The Organiser shall give written notice to the Exhibitor in the event of exercising its lien, whereupon the Exhibitor shall not remove any exhibits from the Exhibition Venue and the Organiser shall be entitled to take and retain possession of the same.

15.3 If within seven days of such notice the Exhibitor shall not have paid all sums due and owing as aforesaid the Organiser may at any time thereafter sell the exhibits or any of them and shall apply the proceeds of such sale in payment (i) of all costs of removal and storage of the exhibits, (ii) of all costs of the sale and (iii) of all sums due as aforesaid, and the balance (if any) of such proceeds shall be paid to the Exhibitor.

15.4 The exercise of such power of sale shall be without prejudice to the Organiser's right to sue for and recover any balance which may remain outstanding and due after such sale.

16. NOTICES

Any notice required to be given under this Contract must be in writing and must be delivered personally, or sent by pre-paid first class post or recorded delivery or by commercial courier, to each party required to receive the notice at its address as set out in the Booking Form or as otherwise specified by the relevant party by notice to each other party. Any notice shall be deemed to have been duly received: if delivered personally, when left at the address and for the contact referred to in this clause; or if sent by pre-paid first class post or recorded delivery, at 9.00 am on the second working day after posting; or if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed. A notice required to be given under this Contract shall not be validly given if sent by e-mail. The provisions of this Condition 16 shall not apply to the service of any proceedings or other documents in any legal action.

17. MISCELLANEOUS

17.1 Any waiver of any term or condition of the Contract by the Organiser must be in writing to be effective, and in any event shall not affect any other right of the Organiser hereunder, nor shall the same be deemed to be a waiver of any other term or condition of the Contract or a subsequent breach of such term or condition.

17.2 If a provision of these Terms and Conditions (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Contract, and the validity and enforceability of the other provisions of the Contract shall not be affected. If any invalid, unenforceable or illegal provision of these Terms and Conditions would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

17.3 A person who is not a party to this Agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

17.4 The parties will duly observe all their obligations under the Data Protection Act 1998 and all other applicable laws, regulations and guidance relating to processing of personal data and privacy which arise in connection with the Contract.

17.5 Nothing in this Contract is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party the agent of another party, nor authorise either party to make or enter into any commitments for or on behalf of the other.

17.6 No variation of this Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

18. APPLICABLE LAW

The Contract is governed by and to be construed in all respects in accordance with English Law. In relation to any legal action or proceedings arising out of or in connection with the Contract ("Proceedings"), each of the parties irrevocably submits to the jurisdiction of the English courts and waives any objection to Proceedings in such courts on the grounds of venue or on the grounds that Proceedings have been brought in an inappropriate forum.

Standard Rules & Regulations for Exhibitions

I. GENERAL

1.1 Notwithstanding anything in these Rules & Regulations or the Exhibition Manual, the Exhibitor must comply in every respect with all relevant requirements and regulations issued by the Authorities and Landlord.

1.2 No Exhibitor shall undertake any electrical, plumbing or other service installation without the prior written permission of the Organiser.

1.3 Individual exhibits must not exceed half the total site area or nine feet in length without prior permission of the Organiser.

1.4 No Exhibitor shall pin, stick or otherwise attach anything to walls pillars, or ceilings of the Exhibition Venue, or otherwise alter or damage the Exhibition Venue in any way.

1.5 No Exhibitor shall display products, etc of a corrosive, dangerous, explosive, inflammable, noxious, obscene, defamatory or illegal nature. All displays and advertisements must satisfy and/or comply with any applicable legislation and all relevant codes of practice, including (without limitation) the British Code of Advertising, Sales Promotion and Direct Marketing and the Direct Marketing Association Code of Practice, or such other regulations, laws or guidelines as from time to time may be applicable.

1.6 Any items not meeting with the approval of the Organiser (whose decision shall be final) will be removed from the Exhibition by the Exhibitor at the request of the Organiser or by the Organiser. If the Exhibitor shall fail to comply with any such request, all costs incurred in connection with the removal, storage and return to the Exhibitor of any items so removed shall be paid by the Exhibitor to the Organiser on demand.

1.7 The Organiser reserves the right to restrict the display, demonstration or the running of mechanical or other equipment which the Organiser may in its opinion consider to be a nuisance to other Exhibitors, including such equipment as lights, loudspeakers, microphones, amplifiers, musical instruments etc.

1.8 All exhibits and display material must be removed from the Exhibition by the Exhibitor immediately the Exhibition officially closes. In the event of the Organiser having to remove an exhibit as a result of an Exhibitor not having complied with this Regulation, all costs incurred in connection with such removal and subsequent storage and return to the Exhibitor of any items so removed shall be paid by the Exhibitor to the Organiser on demand.

1.9 No exhibits may be removed before the termination of the Exhibition.

1.10 Exhibitors shall ensure that no apparatus presents a fire or safety hazard.

1.11 In accordance with the usual fire and safety regulations, all packing crates and packing materials must be removed from the Exhibition areas prior to the opening of the Exhibition. It is the responsibility of the Exhibitor to see that this is done.

1.12 The Exhibitor is responsible for arranging its own car parking.

2. SHELL OR ENHANCED SHELL STANDS

If the Exhibitor has booked a shell or enhanced shell stand, the stand and any additional services will be provided by the Organiser and will in all material respects be in accordance with the specification already published. All interior stand fittings must be contained within the shell stand structure, and must not exceed 2.43m in height.

3. SITE ONLY STANDS

3.1 If the Exhibitor has booked a site only stand it will be provided as floor space only without carpet. The Exhibitor must organise the provision of walls to all non-open sides, name board, electricity etc. These stands have been sold on the understanding that the Exhibitor will provide suitable stand display and stand construction and will not display exhibits in a blank area.

3.2 Site only Exhibitors are responsible for their own stand design and construction. The Organiser will be pleased to offer advice and guidance and can provide a fully comprehensive service at additional cost if required.

3.3 Site only Exhibitors must provide walls to all non-open sides. The Exhibitor is not permitted to use the walls of neighbouring stands or of the Exhibition Venue itself.

3.4 The Exhibitor's site only stand will be marked on the floor of the Exhibition Venue. The Exhibitor must ensure that its stand is built to the correct dimensions and that no part of its display or exhibits, nor the personnel manning its stand, go outside the perimeters of its allocated space.

4. DEMONSTRATION AREA SITES

4.1 Demonstration area Exhibitors are responsible for their own equipment displays. The Organiser will be pleased to offer advice and guidance and can provide a fully comprehensive service at additional cost if required.

4.2 The Exhibitor's space will be marked on the floor of the Exhibition Venue or outside area. The area will not have carpet or services. The Exhibitor must ensure that no part of its display or exhibits, nor the personnel manning its demonstration area, go outside the perimeters of its allocated space

4.3 The Exhibitor may not decorate the demonstration area or build a stand in it. The demonstration area is for displaying products only. Literature must be displayed on the Exhibitor's stand within the Exhibition Venue.

5. ELIGIBILITY OF EXHIBITS

5.1 All exhibits must fall within the defined scope of the Exhibition. The Exhibitor must not display on its stand any products which fall into classes other than those mentioned in its application for space and/or the exhibitor sales brochure for the Exhibition unless prior consent has been given in writing by the Organiser.

5.2 No second-hand or reconditioned equipment may be displayed on any stand.

5.3 In cases where the Exhibitor wishes to use borrowed equipment on its stand to demonstrate its own products, the display of the firm lending the equipment is not permitted unless the firm is also exhibiting, in which case acknowledgement cards can be placed.

5.4 An Exhibitor which is either associated with or a selling agent for another firm and wishes to exhibit that other firm's products must state at the time of making application for space the name(s) of the firm(s) to be represented at the Exhibition and confine the exhibits to the goods of such firm(s). The name(s) of such firm(s) must be displayed on the stand throughout the Exhibition period.

5.5 Allotment of space by the Organiser does not imply that it accepts the proposed exhibits. The Exhibitor must satisfy itself that its exhibits comply with the Contract. The Organiser reserves the right to exclude and/or require to be removed any exhibit which in its reasonable opinion is not within the scope of the Exhibition or is not suitable for the site allocated to the Exhibitor. The decision of the Organiser as to the eligibility of exhibits will be absolutely final and binding.

6. OCCUPATION AND COMPLETION OF SITE

6.1 The Exhibitor and contractors may enter the Exhibition Venue for the purpose of erecting its stand and preparing exhibits at the time specified in the Exhibition Manual. In the interests of the Exhibition, the Organiser may in exceptional cases request the erection of particular stands on specified days and times. Any request may be made at the complete discretion of the Organiser and must be adhered to by the Exhibitor.

6.2 All handling of non-portable exhibits within the Exhibition Venue must be carried out by the contractors appointed by the Organiser, for which there is a charge.

6.3 The Exhibitor undertakes that its site or stand will be ready, and all exhibits (other than those which are small and have special value) installed and arranged thereon for display and all arrangements in connection therewith completed by the time for occupation specified in the Exhibition Manual.

6.4 The Exhibitor must not remove any of its exhibits prior to the closing of the Exhibition. Closing times will be specified in the Exhibitor Manual. Immediately after the Exhibition closes and in any event by 22.00 hours on the same day, Exhibitors must have removed from their stands all portable exhibits, display material and personal effects. Notwithstanding instructions issued specifically for the closing night of the Exhibition, the security of stands and their contents during the entire breakdown period remains wholly the

responsibility of the Exhibitor. The Organiser will not be liable for any damage or losses that might occur.

6.5 The Organiser's tenancy of the Exhibition Venue terminates on the completion date specified in the Exhibition Manual. All non portable exhibits and other property of the Exhibitor, its contractors and agents must be removed from the Exhibition Venue before noon that day. The Organiser shall be entitled, if in its reasonable opinion the Exhibitor, its contractors and agents will be unable for any reason to comply with this Regulation, to remove and despatch such exhibits and property (at the risk and expense of the Exhibitor) to the address of the Exhibitor stated on the Booking Form.

7. CONSTRUCTION AND ERECTION OF STANDS

Site Only Stands

7.1 The overall height of stand fitting for single-storey stands, including cladding of columns, must not exceed 4m from the floor level. Requests to exceed this height will only be considered provided that they are submitted in writing and accompanied by drawings and the Exhibitor pays the cost of a structural engineer approving the drawings for health and safety compliance.

7.2 Written application for permission to design stands of 2 storeys must be made to the Organiser not later than 6 months prior to the Exhibition.

7.3 Such 2-storey stands for which approval is given may be built to a maximum height of 6m (including any name sign or trademark). In the interests of the Exhibition as a whole the Organiser reserves the right to determine the position of any 2-storey structure within a stand and recommends that the area occupied by the structure should not be greater than 50% of the total stand space.

7.4 All stand fitting exceeding 4m in height must be set back 1m from the open perimeter of the site.

7.5 It is the responsibility of the Exhibitor to check the venue headroom available when booking space, as occasionally the location of a stand will not always provide for the maximum stand fitting heights permissible under the Rules & Regulations.

7.6 To each open side of the stand must be displayed a stand number panel.

7.7 On divided stands Exhibitors are responsible for erecting and decorating side and back walls facing onto their stand areas to a minimum height of 2.5m. Walls above this height must be clad and decorated on both sides from 2.5m upwards by the Exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in plain colours only. In the event that the Exhibitor fails to erect, clad and decorate such walls to the Organiser's satisfaction, the Organiser reserves the right to remedy such walls at the expense of the Exhibitor. The minimum height for dividing walls is 2.5m. The maximum height for dividing walls of single-storey stands is 4m.

7.8 Full dimensional drawings showing all proposed constructional details and positions and dimensions of machinery exhibits must be submitted and approved by the Organiser before any work is put in hand. For stands not exceeding 4m in height, drawings must be submitted in duplicate to the Organiser not later than 45 days before the opening date of the Exhibition. All plans must be to scale.

7.9 For all stands exceeding 4m in height or with a platform exceeding 600mm in height, drawings must be submitted in quintuplicate to the Organiser for submission to the Authorities by not later than 45 days before the opening date of the Exhibition. All plans must be to scale and in English and adhere to all the requirements detailed in the Exhibition Manual.

7.10 Any fees payable to the District Surveyor and/or Structural Engineers for special approval must be paid by the Exhibitor.

7.11 All design drawings for site only stands exceeding 4m in height and other drawing designs, at the discretion of the Organiser's Operations Manager, will be subject to inspection by the Organiser's Structural Engineers and a fee per design will be charged. Permission to enter the Exhibition Venue will not be given until the full approval of the Structural Engineers has been given and payment received.

7.12 The Organiser reserves the right to prevent work being carried out by, or on behalf of, any Exhibitor who has not submitted stand design drawings in accordance with this Regulation. The approval for any structure is conditional upon satisfactory inspection on site.

All Stands

7.13 Long runs of walling must be avoided, particularly along open perimeters of stands.

7.14 The inclusion of large enclosed areas within a stand is only permitted with the prior written permission of the Organiser.

7.15 Walls along open perimeters must be relieved by display items and not left in plain colours. Any item or display attached must not project over the frontage of space taken by the Exhibitor.

7.16 The Organiser may at the expense of the Exhibitor remove or alter anything in, on, or forming part of any stand if, in its opinion, it is desirable to do so in the interests of the Exhibition.

7.17 All electrical installations must be carried out at the Exhibitor's expense by the contractor appointed by the Organiser for the area in which the stand is situated.

7.18 Where illuminated fascia boards are used on stands, their lighting must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands. No flashing lights will be permitted. The Organiser reserves the right to disconnect the electrical supply to an illuminated fascia which, in its opinion, is causing a nuisance to any other Exhibitor.

7.19 Nothing may be attached to the floor of the Exhibition Venue without the written consent of the Landlord, or to any other part of the Exhibition Venue without the written consent of the Organiser.

7.20 Mobile extension units, caravans or similar vehicles are not permitted except with the prior written consent of the Organiser.

7.21 All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the Authorities.

7.22 No items may be suspended from the Exhibition Venue ceiling or parts thereof.

7.23 The Exhibitor may use a contractor of its choice for the construction and erection of stands on site only stands, and interior fittings for shell stands. It is strongly recommended that only companies who are members of The British Exhibition Contractors Association (BECA) are employed. BECA members observe a strict Code of Conduct, which covers workmanship, service and business practice. All who commission work from them are assured of proper levels of ability and experience. The BECA Guarantee Bond assures Exhibitors that, in the event of insolvency, a member's contractual obligations will be fulfilled.

7.24 Direction Signs: The Organiser reserves the right to affix stand numbers or any direction signs on any stands in any position.

8. NAMES & LITERATURE

Other than as expressly permitted elsewhere in these Rules & Regulations, no name other than that of the Exhibitor may be displayed on the site or stand, nor may any literature in respect of goods or services other than those of the Exhibitor be displayed or distributed, without the prior written consent of the Organiser.

9. CONDUCT OF EXHIBITORS

9.1 Every Exhibitor shall ensure that its stand is open to view and staffed by competent representatives during Exhibition hours. In the event of any Exhibitor failing to open its stand or uncover its Exhibits, the Organiser may do so or may arrange for the stand and exhibits to be removed and the Exhibitor shall be liable for any charges that may be incurred. The Organiser will not be liable for any losses, including consequential losses, sustained by the Exhibitor as a result of this action.

9.2 Every Exhibitor, and every person for whom it may be considered responsible in any way whatsoever, must not conduct himself in a manner which is objectionable to any other Exhibitor or visitor or the Organiser. Any person who does not comply with these requirements shall be liable, at the discretion of the Organiser to be removed from the Exhibition Venue and refused re-admission during the period of the Exhibition.

9.3 The Exhibitor must conduct its business only from its own stand and must not under any circumstances canvass amongst other Exhibitors or visitors to the Exhibition. All efforts to advertise, promote sales and operate exhibits must be conducted so as not to cause annoyance or inconvenience to other Exhibitors and visitors.

9.4 Solicitations (in person or by any sound process) above the ordinary speaking tone of voice are prohibited without the written consent of the Organiser.

9.5 The Exhibitor must comply with the EU Directives 2002/96/EC on waste electrical and electronic equipment (WEEE) and 2006/66/EC on batteries and accumulators and waste batteries and accumulators (as respectively implemented in the UK by the Waste Electrical and Electronic Equipment Regulations 2006 (SI 2006/3289) and the Batteries and Accumulators (Placing on the Market) Regulations 2008 (SI 2008/2164) and in Ireland by the Waste Management (WEEE) Regulations 2005 (SI 340 of 2005) and the Waste Management (Batteries and Accumulators) Regulations 2008 (SI 268 of 2008)) in relation to any electrical or electronic equipment, batteries, accumulators or appliances incorporating batteries or accumulators which it places on the market at the Exhibition.

10. TICKETS AND PASSES

10.1 The Organiser will issue official tickets of admission and no other form of admission ticket will be valid.

10.2 No representative of an Exhibitor will be admitted to the Exhibition without producing to the gate officials the Exhibitor's pass issued to him by the Organiser. In the event of such a pass being transferred or otherwise disposed of, it will be immediately forfeited and no further pass will be issued in its place. The Organiser reserves the right at its discretion to withdraw the pass issued to any person if complaints have been received concerning his conduct. The number of free passes issued to an Exhibitor is at the discretion of the Organiser.

11. DAMAGE TO BUILDINGS

The Exhibitor shall not cause or permit any damage to the Exhibition buildings, Exhibition Venue or any part thereof or to any of the fixtures and fittings therein which are not the property of the Exhibitor and shall not alter or interfere with the structure of the Exhibition buildings or Exhibition Venue.

12. FIRE RISK AND SAFETY

12.1 The Exhibitor is responsible for the general health and safety associated with its stand and demonstration.

12.2 The Exhibitor shall do nothing to jeopardise the current insurance policies or the licences of the Landlord or the Organiser, and the Exhibitor shall in all cases comply with any requirements of the Authorities. Exhibitors who do or omit to do anything which renders the Organiser's or the Landlord's current insurance policy liable for premium loading are responsible for the extra premium payable. An Exhibitor in breach of any of the provisions of this Regulation shall indemnify the Organiser and Landlord in respect thereof.

12.3 Fireproofing: All display materials must be fire resisting or treated to be fire resisting to the current and relevant British Standard and must be installed in compliance with the regulations relevant to the Exhibition Venue and Authorities, and to the Organiser's satisfaction.

12.4 Dangerous Substances and Naked Lights: Explosive, radioactive, highly inflammable or other dangerous substances may not be exhibited or brought into the Exhibition, nor may naked lights or lamps be used during the period of the Exhibition or the periods of fitting up and dismantling, without the prior written consent of the Authorities. Under the Control of Substances Hazardous to Health Regulations 1995 (COSHH) exhibition stands are considered to be a workplace. Where practicable COSHH regulated products should not be used. When COSHH regulated substances are used, the Exhibitor should ensure that a COSHH assessment has been carried out prior to its attendance at the Exhibition and that the substances are correctly handled, stored and used to avoid the risk of accident or injury to Exhibitors, demonstrators, visitors or any other person on the premises, and must produce such assessment to the Organiser on demand.

12.5 Lasers: Laser equipment may not be used or exhibited without the prior written consent of the Organiser. This consent is subject to the approval of the Authorities and the Organiser reserves the right to pass on to the Exhibitor any inspection fees charged in connection with this.

13. GANGWAYS

The Exhibitor shall not encroach on the gangways in front of its stand and shall ensure that they are kept free from obstruction during the whole time the building is open for the purpose of the Exhibition.

14. OPERATING MACHINERY OR EXHIBITS

14.1 Moving machinery or equipment shall, at the expense of the Exhibitor, be installed and protected to the satisfaction of the Organiser, Landlord and the Authorities. If such machinery or equipment is, in the opinion of the Organiser, too noisy or causing any annoyance to other Exhibitors or to visitors, it must be switched off on request from the Organiser.

14.2 Machinery for sale within the EU must by law comply with the EU Machinery Directive 89/392 (with amendments 1 & 2), as implemented in the UK by the Supply of Machinery (Safety) Regulations 1992, and must carry the designatory "CE" mark. Article 2 of this Directive states that machinery displayed at a trade fair, exhibition, demonstration etc., need not comply with the machinery directive, but must carry visible notification that the machinery does not conform to the directive, and is not for sale until it has been brought into compliance by the manufacturer, or his authorised representative established in the community. Further to this, Annex IIB of the Directive requires the manufacturer, or his representative, to declare that it is intended that features are to be added to the machine to enable it to comply with the Directive. The responsibility for compliance with the requirements of the Machinery Directive lies totally with the Exhibitor. Any transgression from these regulations that comes to the attention of the Organiser or relevant authority will result in the immediate removal of the offending machinery from the Exhibition at the Exhibitor's expense, as under Regulation 1.6.

14.3 Safety devices may be removed only when the machines are not in operation and not connected to the source of power and only for the purpose of showing a visitor the design and construction of the uncovered part or parts. In such cases however, the safety devices which are removed must be placed immediately beside the machine.

15. AUDIO-VISUAL EQUIPMENT AND DEMONSTRATIONS

15.1 Audio-visual equipment or amplifiers may not be used without the prior written consent of the Organiser.

15.2 Where such consent is granted any equipment used and any seating arrangements made must be in accordance with the requirements of the Landlord and of the Authorities and will be subject to a final inspection on site to agree noise levels.

15.3 Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings.

15.4 If any presentation/demonstration causes obstruction within the gangway and/or excess noise or nuisance to any other Exhibitor, the Organiser reserves the right to cancel the presentation/demonstration or restrict the frequency.

15.5 All exhibits must comply with the requirements of the Noise at Work Regulations 1989, including assessment and control of noise levels as required by the Regulations.

16. COMPETITIONS

No competitions or the like may be held without the prior written consent of the Organiser.

17. STAND CLEANING

17.1 The Exhibitor is responsible to the Organiser for seeing that its stand is maintained in a clean and tidy state throughout the period of the Exhibition.

17.2 The Exhibitor may not carry out its own stand cleaning and accordingly such stand cleaning will be carried out by the official stand cleaning contractor appointed by the Organiser.

18. CATERING

All articles for human consumption, whether for eating or drinking within the Exhibition Venue or dispensed or given away therein, must be obtained from the official caterers to the Exhibition Venue.

19. SMOKING

No smoking is permitted at the Exhibition Venue.

20. PHOTOGRAPHS

Stands or articles may not be photographed, drawn, copied or reproduced without the prior written permission of the Organiser.

21. RIGHTS OF ENTRY

21.1 The Organiser and the Landlord and those authorised by them respectively have the right to enter the Exhibition Venue at any time to execute works, repairs and alterations and for any other purposes. No compensation will be payable to an Exhibitor for damage, loss or inconvenience so caused.

22. PUBLIC PERFORMANCE

22.1 If the Exhibitor proposes to use audio and/or visual equipment to play sound or audio visual recordings and/or relay television transmissions, whether by means of TV, DVD, video, record, CD, cassette, computer audio or video files or other electronic means, or if the Exhibitor proposes to provide live performances, it is the Exhibitor's responsibility to obtain all appropriate licences including from (but not limited to) the following: (for Exhibitions in the U.K.) the Performing Rights Society (<http://www.prsformusic.com/>) and Phonographic Performance Ltd. (www.ppluk.com) or (for Exhibitions in Ireland) the Irish Music Rights Organisation (www.imro.ie) and Phonographic Performance Ireland (www.ppiitd.com).

22.2 Proof of such licenses must be produced to the Organiser on demand.

23. EXEMPTIONS

23.1 Applications for any consent by the Organiser must be in writing and must set out full details of the matter for which consent is sought.

23.2 Exemptions from any Regulation may be granted at the Organiser's discretion. No exemption given by the Organiser will be effective unless it is in writing.