

Exhibition Rules and Regulations

VENUE

The facility within the Venue for the Exhibition shall be that part of Hall 2, contracted by the Organiser, which will be clearly designated on the exhibition plan. No further space shall be available for any other use or purpose of the Exhibitor, for example, storage of packing materials, parking of vehicles, etc.

TENANCY

The tenancy of the Venue for the Exhibition shall be from 07:00 on Saturday 23 June 2018 until 21:00 on Wednesday 28 June 2018. There shall be no access to the facility before and after these dates and times and no deliveries or collections of materials will be permitted before the tenancy commences. All materials must be removed from the facility by the end of the tenancy.

OCCUPATION OF STAND SPACE

The Exhibitor, his servants, employees, agents and contractors, may enter the Exhibition area for the purposes of erecting and preparing exhibit/s during the build-up days. Provisional timings:

Saturday 23 June 09:00 to 18:00

Sunday 24 June 08:00 to 21:00

Monday 25 June 07:00 to 08:00

All stands must be complete and ready for the Exhibition opening by 11.00 on Monday 25 June 2018. In the event of an Exhibitor failing to take possession of his allocated stand space, the charges for such allocated stand space will nevertheless remain due to the Organiser. The Organiser shall have the right to refuse to permit the Exhibitor to occupy or use the stand space until all sums due to the Organisers from the Exhibitor have been paid.

Each stand must be open for viewing and staffed during Exhibition open hours and during such other functions that may be staged in the Exhibition area. Upon being required to do so by the Organiser, the Exhibitor shall cease to employ at the Exhibition any servant or Sub Contractor of the Exhibitor who shall be guilty of any conduct which, in the opinion of the Organiser, is prejudicial to the proper management of the Exhibition.

Removal of exhibits and dismantling of stands may not commence until 14:45 on Wednesday 28 June 2018 and must be completed by 20:00 on this day.

All exhibits, displays, stand fittings, materials, carpet and flooring, waste materials and other things brought to the Exhibition Hall by the Exhibitor and/ or Sub Contractor must be removed by 21:00. A detailed programme for the breakdown of the Exhibition will be included in the Exhibition Manual.

Notwithstanding anything contained elsewhere in these terms and conditions, the Exhibitor shall at all times, and insofar as they are applicable, observe and perform the standard Conditions of Hire for The BT Convention Centre in force at the time of the Exhibition, which, together with these and other Rules and Regulations pertaining to the operation of the Exhibition, will be included in the Exhibition Manual available to all exhibitors upon receipt of the final payment for the stand.

INSTALLATION

- No Exhibitor will be permitted to install an Exhibit in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces or gangways.
- The Venue reserves the right to examine and exclude any exhibit
- No Exhibitor will be permitted to install display material or exhibits that contravene security regulations as laid down by the Venue
- Gangways must be kept clear and free for passage at all times and must not be littered or obstructed
- No display shall overhang gangways or project outside the individual stand space
- Stands not adhering to hall layout plans will be dismantled without consultation and taken back to recognised stand limit
- No display, stand fitting or exhibit shall exceed the wall height of 4 metres
- No uninterrupted walls of more than 3 metres in length may be built along gangways
- Solid runs of walling should take up no more than 50% of any open side
- Smaller structures (e.g. features, towers, etc.) no higher than 4 metres will be considered pending sight of stand plans and subject to physical height limitations in the venue
- Subject to approval of design by the Organisers and the Venue, banners may be rigged above exhibition stands occupied provided that they are contained within the footprint area of the stand. Banners may not exceed 3 metres in length by 2 metres in depth and will be positioned so that the bottom edge of the banner is at 5 metres from the level of the floor of the Venue. The cost of rigging banners, payable by the Exhibitor, will be included in the Exhibition Manual. Only the contractor appointed by the Venue will be used for the installation. Exhibitors must be aware of height restrictions in the area defined within the venue
- Space only Sub Contractors will be allowed into the Exhibition Hall on Saturday 23 June 2018 from 09:00.
- All construction must be completed by 21:00 on Sunday 24 June 2016. The period from 07:00 to 08:00 on Monday 25 June is for final stand dressing purposes, only.
- In the event of an emergency or malfunction of an exhibit during the open period of the Exhibition, the Exhibitor must seek direction from the Organiser before any repairs are undertaken. Ladders and other access equipment are not permitted to be used in the Exhibition during the open period unless any malfunction of the Exhibit shall create a danger to visitors.

- All structures and materials, including signs, shall conform to the requirements of the Organiser as laid down by the regulations of the Venue, a copy of which will be included in the Exhibition Manual
- All movement of and fixtures to the shell scheme must be carried out by the Main Contractor
- The only permitted fork lift trucks permitted to enter the exhibition hall during the building and break down periods shall be those of the official freight handling company, employed by the Organiser
- There is no storage space available within the Venue for packing materials. All packing materials must be stored away from the Venue. Anything remaining after 21:00 on Wednesday 28 June 2018 will be disposed of
- The Exhibitor opting for the SPACE ONLY option shall submit plans of their stand/s, with the form provided in the Exhibition Manual, to the Organiser by Friday 25 May 2018 for approval by the Organiser and Venue. The plan must show the floor plan and elevations of the stand structures, the location of any features and the position of any aerial banners and signs, the dimensions of which must be clearly marked on the plans. The floor plan must also indicate the position where the main electrical connection will be required to be positioned.

LABOUR

The Exhibitor and Sub Contractor must undertake to abide by the decision of the Organisers on all matters relating to the employment of labour in connection with the Exhibition.

ELECTRICAL REQUIREMENTS

Additional lighting and power services will be available to the Exhibitor through the Electrical Contractor. A schedule of services and charges will be published in the Exhibition Manual. Exhibitors may provide their own electrical fittings, where such fittings are in the form of made-up units, showcases, signs, etc., complete and ready for connection to mains supply. All electrical installations must comply with the relevant Institute of Electrical Engineers and Venue regulations and are subject to inspection and test by the Electrical Contractor, before electric power is provided to them.

HEALTH AND SAFETY

The Exhibitor will be responsible for ensuring compliance with all Health and Safety Regulations imposed by the Organiser and the Venue, as detailed in the Exhibition Manual. Separate Health and Safety Risk Assessments and Methods of Application will be required for the Build/Strike period and the Open Period of the Exhibition. Where the Risk Assessment for the Build/Strike period of the Exhibition is supplied by a Sub Contractor, the Exhibitor shall still remain responsible for ensuring compliance with this and shall be responsible for any infringement of the Health and Safety Regulations of the Venue and the Organisers. Anyone wishing to gain access to the Exhibition area during the build and strike of the Exhibition shall be required to wear high visibility waistcoats or jackets.

EXHIBITOR BADGES

0-9 sqm - 2 x exhibitor passes and 1 x delegate pass for exhibitors

10-18 sqm - 4 x exhibition passes and 1 x delegate pass for exhibitors

19-36 sqm – 6 x exhibition passes and 2 x delegate passes for exhibitors

37+ sqm – 8 x exhibition passes and 2 x delegate passes for exhibitors

Exhibition passes are for access to the exhibition hall only, no access to conference sessions. If exhibitors require additional exhibition passes, these can be purchased at £20 per pass.

Delegate passes for exhibitors are for access to the exhibition hall and the conference sessions. If exhibitors require additional passes these can be purchased for £250 per pass.

Personnel from companies that do not have an exhibition stand are not permitted to attend the exhibition or conference sessions.

Badges are non-transferable.

SUB-CONTRACTORS BADGES/WRISTBANDS

Badges/Wristbands for Sub-Contractors employed by Exhibitors for the construction of their Exhibit shall be valid from 07:00 on Saturday 25 to 11:00 on Monday 27 June and from 12:30 to 22:00 on Thursday 30 June. Sub-Contractors requiring access to the Exhibition during the open period, for the purpose of providing stand-by support services, must be in possession of an Exhibitor Badge.

THIRD PARTIES

Where the Exhibitor employs Sub Contractors or third parties to assist them with their participation in the Exhibition, it is the Exhibitor's responsibility to ensure they comply with all Rules and Regulations stipulated by the Organiser and covered by any current Licensing and Health and Safety legislation.

STAND CATERING

We ask you to please serve alcohol responsibly from your stand and suggest that you refrain from giving out alcohol before 1600.

Exhibitors should note that Heathcotes are the “tied contractor” of the Venue for the provision of food and beverages on exhibition stands. They reserve the right to make “corkage” charges on any food and drink brought into the exhibition, not supplied by themselves.

STAND CLEANING

Nightly stand cleaning is included in the charge for stand space, but Exhibitors are responsible to the Organiser for seeing that their stands are maintained in a clean and orderly state.

DANGEROUS EXHIBITS AND SUBSTANCES

No exhibit or working demonstrations that involve substances of a dangerous, explosive or objectionable nature may be brought on to the premises without prior written consent. Permission to bring in any compressed gases, regardless of whether volatile or not, must be sought in advance from the Organisers. Exhibitors wishing to use Laser Equipment should contact the Organiser to discuss Health and Safety implications.

DISPLAY OF MOTOR VEHICLES

Should a petrol or diesel-powered motor vehicle wish to be displayed on an exhibition stand, the vehicle should be capable of being moved from the loading area to the exhibition stand by manual means and the vehicle should contain an absolute minimum amounts of fuel, the battery connections should be disconnected and isolated utilising insulating tape and a drip tray must be positioned beneath the engine to collect any drips or spillage.

DISPLAY OF ANIMALS, FISH, BIRDS OR OTHER LIVING CREATURES

Prior to including displays of any living creature on an exhibition stand, the Exhibitor is required to contact the Organiser to discuss their plans and then to adhere to all health and safety regulations pertaining to such exhibits as prescribed by the Venue and the Organiser.

USE OF BROADCAST TELEVISION OR RADIO TRANSMISSIONS

The use of broadcast television or radio transmissions, whether terrestrial, digital, internet or satellite on exhibition stands is not permitted by the Organiser unless such broadcast is specifically relative to the content of an exhibit, such as the live broadcast of a medical procedure. Requests to include such a broadcast must be submitted to the Organiser in advance and accommodation must be included within the confines of the exhibition space booked, to allow the audience to view such broadcast from within the confines of the exhibition stand.

FIRE PRECAUTIONS

In accordance with the requirements of the Local Fire Authority, all materials used in construction work, displays, etc., must be effectively fireproofed, or made of non-flammable materials. Counter backs and curtains must be cut off at least 150mm clear of the floor. Packing materials, litter and the like must be removed from the Exhibition area. Fire extinguishers are available within the exhibition area. The Exhibitor must comply with any instructions given by The Venue, the Local Authority and the Organiser to avoid the risk of fire.

DAMAGE TO EXHIBITION BUILDING, FIXTURES AND FITTINGS, AND SHELL SCHEME

No painting is to be carried out in the Exhibition areas. The fixing of display material to the shell scheme will be permitted only by methods laid down by the Organiser. Nothing may be affixed in any manner to any part of the Exhibition Hall, walls, doors or ceilings, nor may any part of the Exhibition building be damaged or disfigured in any way. The Exhibitor shall be responsible for any damage caused to the facilities or the furnishings, equipment or any part of the venue or grounds, therein by the act, default or neglect of the Exhibitor, Sub Contractor or guest of the Exhibitor and shall pay to the Organisers on demand the amount required to make good or remedy any such damage and for any loss of business caused as a result.

SECURITY

The Organiser will provide a site security service during the period of the tenancy but shall be under no liability for loss or damage. For the purposes of security, Identification Badges must be worn at all times by the Exhibitors and their staff and Sub Contractors within those parts of the Venue being used for the conference and exhibition. Admission to these areas will not be permitted to personnel without badges.

SUB-LETTING

Sub-letting or licensing the use of stand space is not permitted, neither may the products or services of firms not exhibiting in their own right be promoted or displayed as exhibits, except where the Exhibitor is the authorised selling agent for such products or firms, or express written permission has been obtained from the Organiser.

PUBLIC LIABILITY

The Organisers shall not be liable for any claim arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted or omitted during the period of the Exhibition or the build-up or breakdown periods caused directly or indirectly by the Exhibitor or any contractor of his. The Exhibitor will indemnify the Organiser in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor shall effect adequate insurance in respect of all such claims, and the liability thereby assumed by the Exhibitor.

INSURANCE OF EXHIBITS

The Organisers do not accept liability for any loss or damage from any cause whatsoever, in respect of any property brought to the Exhibition premises by the Exhibitor or his contractors. The Exhibitor releases and indemnifies the Organisers in respect of any loss or damage to such exhibits and other property whether it is his property or not. The Exhibitor shall adequately insure all such

property in the joint names of himself and the Organisers on a full "All Risks" basis for a sum insured equivalent to the full value of all exhibits and other property brought to the Exhibition. If required, the Exhibitor shall provide the Organisers with satisfactory evidence that adequate insurance is in force.

POSTPONEMENT OR ABANDONMENT

If the Exhibition is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, force majeure, the non-availability either wholly or partially of the Exhibition premises, or any other cause not within the control of the Organiser, the Organiser shall be under no liability to the Exhibitor in respect of any actions, claims, losses, costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of any such event. If, by rearrangement or postponement of the period of the Exhibition, or by substitution of other premises, or in any other reasonable manner, the Exhibition can be carried through, the contracts for space shall be binding upon all parties, except as to the size and position, as to which any modification, substitution or rearrangement considered necessary by the Organiser shall be determined.

FAILURE TO VACATE

If the Exhibitor, or his servants, agents or Sub Contractors, should fail to remove all his property or otherwise fail to vacate the Exhibition premises by 21:00 on Wednesday 27 June 2018 due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the Venue, or any other losses or costs incurred by the Organiser as a result of the Exhibitor failing to vacate the premises by the agreed time. The Organiser may remove any property of the Exhibitor left at the Venue by the Exhibitor and/or Sub Contractor after the said time and the costs of such removal shall be paid by the Exhibitor to the Organiser on demand.

INSURANCE

Insurance can be effected to meet the requirements of the above terms and conditions (Public Liability, Insurance of Exhibits, Postponement or Abandonment and Failure to Vacate) and it is recommended that Exhibitors arrange such insurance as offered by specialist exhibition insurance companies.

EXHIBITORS MANUAL/ORDER FORMS

Further technical information concerning the Exhibition, together with order forms for services, will be available to Exhibitors in the Exhibition Manual. The Organiser reserves the right to change prices due to increase in suppliers' costs, tax, duty and any changes in VAT.

PROFESSIONAL BODIES & PERFORMING RIGHTS

The Organiser reserves the right to object to the employment by Exhibitors and guests of any photographer, toastmaster, band, musician or other persons in connection with the Exhibition and will, without obligation, be pleased to give Exhibitors the benefit of their advice or recommendation in this connection. It shall be the responsibility of the Exhibitor to ensure that, where applicable, Performing Rights Society Forms are completed by any band or musicians employed by the Exhibitor and for the use of any pre-recorded music used as part of audio visual or similar presentations.

DISPUTES AND LAW

These Terms and Conditions shall be governed by the laws of England and shall be subject to the exclusive jurisdiction of the English courts. GENERAL If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected. The Organisers undertake to give the fullest sympathetic consideration to the interests of the Exhibitors. Should any question arise which is not provided for within these Terms and Conditions, the Organisers' decision must be accepted as final where, in the Organisers' opinion, the needs of the correct conduct of the Exhibition make an immediate decision imperative. The Rules and Regulations should be read in-conjunction with the Terms and Conditions of Booking. Whilst they are binding on the Exhibitor, it is recommended that a copy be provided to Sub-Contractors responsible for the design and construction of Exhibits.

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