

PLEASE FAX COMPLETED FORM TO : + 44 (0)20 8230 0067

EXHIBITOR INFORMATION

COMPANY NAME			
ADDRESS			
CITY/TOWN		COUNTY/STATE	
COUNTRY		POSTCODE	
WWW		EMAIL	
CONTACT NAME		POSITION	
DIRECT PHONE		DIRECT FAX	

STAND BOOKING DETAILS

Package Options

STANDARD - £295 + VAT per m²

This includes space, shell scheme stand rental, carpet, name board, show guide listing, complimentary invitations, stand cleaning and exhibitor manual.

PREMIUM - £325 + VAT per m²

This includes space, shell scheme stand rental, carpet, name board, show guide listing, complimentary invitations, stand cleaning, exhibitor manual, 2 x 120w spotlights or fluorescent fitting, 500w power socket, 1 x table and 2 x chairs.

SPACE ONLY - £275 + VAT per m²

This includes bare space, carpet, show guide listing, 100 complimentary invitations, stand cleaning and exhibitor manual.

Stand Details

STAND NUMBER	
STAND DIMENSIONS	
TOTAL SQM	
STAND RATE	
STAND COST	
CORNER PREMIUM (10%)	
SUB TOTAL	
VAT @ 20%	
GRAND TOTAL	

PRODUCTS AND SERVICES TO BE PROMOTED ON THE STAND

PAYMENT TERMS & AGREEMENT

Payment Terms

50% of the stand payment must be made with this booking (see bank details below)
50% is due on or before 25th November 2011
100% is due on all bookings made after 25th November 2011

Please send payment to:

Bank Name: **Lloyds TSB**
Account Name: **Bluewater Events Ltd**
Account No. **03789064**
Sort Code: **30-94-42**
BIC Code: **LOYDGB 21112**
IBAN Number: **GB87LOYD30944203789064**

Authorised signatory

NAME (CAPS)

POSITION HELD

SIGNATURE

DATE

Special Notes

TERMS AND CONDITIONS

1. DEFINITIONS

In these Terms and Conditions:

a) The word 'EXHIBITOR' means the person, company, firm or other organisation to whom space at the Exhibition has been allocated by the Organisers and, in relation to any term or condition imposing any prohibition, shall include employees, servants or agents of the Exhibitor. The word 'EXHIBITION' means RECRUITMENT AGENCY EXPO. The word 'ORGANISERS' means BLUEWATER EVENTS LTD

2. APPLICATION FOR STAND SPACE

Application for stand space must be made on the Exhibition Stand Contract for the RECRUITMENT AGENCY EXPO. Applications will be dealt with in order of receipt. The submission of an application in the manner and on the form provided, together with the allocation by the Organisers and the acceptance by the Exhibitor of stand space shall be deemed to be a contract in acceptance of and in accordance with these Terms and Conditions. The Organisers shall reserve the right to refuse any application. The Exhibition Stand Contract must list all firms being represented by the Exhibitors.

3. CHARGES FOR STAND SPACE AND SHELL SCHEME

The STANDARD stand package will be charged at the rate of £295 per square metre + VAT. This includes shell scheme stand rental, carpet, name board, show guide listing, complimentary invitations, stand cleaning and exhibitor manual. The PREMIUM stand package will be charged at the rate of £325 per square metre + VAT. This includes shell scheme stand rental, carpet, name board, show guide listing, complimentary invitations, stand cleaning, exhibitor manual, 2 x 120w spotlights or fluorescent fitting, 500w power socket, 1 x table and 2 x chairs. The SPACE ONLY stand package will be charged at £250 per square metre + VAT. This includes bare space, show guide listing, complimentary invitations, stand cleaning and exhibitor manual.

4. PAYMENT FOR STAND SPACE

The Exhibitor shall pay a deposit of 50% towards the total cost of the stand/s allocated, plus value added tax at the applicable rate, within 7 days of the date of the invoice being issued by the Organisers upon receipt of the Exhibition Stand Booking Form. The Exhibitor shall pay the remaining balance on or before 25th November 2011. If such balance is not paid by this date, any deposit paid by the Exhibitor may be forfeited and the stand re-allocated. Stands booked after 25th November 2011 must accompany a full payment of 100% of the total cost of the stand. All payments must be made by electronic bank transfer, cheque or banker's draft drawn on any United Kingdom bank in pounds sterling and made payable to "BLUEWATER EVENTS LTD"

5. CANCELLATION OR REDUCTION OF STAND SPACE

If, after allocation of stand space to any Exhibitor, such Exhibitor shall desire to cancel or reduce the stand space allocated to him, a cancellation charge of the total charge for the stand will be made as follows: Cancellation within 12 months of the event will incur a charge of 50% of the total space contracted. Cancellation within 6 months of the event will incur a charge of 75% of the total space contracted. Cancellation within 3 months of the event will incur a charge of 100% of the total space contracted. The Organisers will endeavour to re-let the stand space not required by the Exhibitor but if they shall be unable to do so, the Exhibitor shall remain liable to pay the full charge for the stand space allocated to him.

6. ALTERATION TO STAND SPACE

Whilst every endeavour will be made to adhere to the published layout of the Exhibition, the Organisers shall be entitled to vary the layout if, in their opinion, this is in the general interest of the Exhibition.

7. BANKRUPTCY OR LIQUIDATION

In the event of an Exhibitor becoming bankrupt or (being a company) entering into liquidation other than for the purpose of reconstruction or amalgamation, or having a receiver appointed, the Organisers shall be at liberty to terminate forthwith the contract with such an Exhibitor and to cancel the allotment of stand space to the Exhibitor, and all sums paid by the Exhibitor under the contract shall be forfeited.

8. OCCUPATION OF STAND SPACE

The Exhibitor, his servants, agents, employees and contractors, may enter the Exhibition area for the purpose of erecting and preparing his exhibit/s during the build-up day of Monday 13th February 2012 from 12.00 to 18.00. All stands must be complete and ready by 09.00 on Tuesday 14th February 2012. 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 Organisers. The Organisers 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. The Exhibition will open on Tuesday 14th February 2012: 10.00 to 17.30 and Wednesday 15th February 2012: 10.00 to 17.00. Stands must be open for viewing and staffed during these hours. Upon being required to do so by the Organisers, the Exhibitor shall cease to employ at the Exhibition any servant of the Exhibitor who shall be guilty of any conduct, which, in the opinion of the Organisers, is prejudicial to the proper management of the Exhibition. The Organisers' tenancy of the Exhibition Hall terminates on Wednesday 15th February 2012 and the Exhibitor shall remove by 20.00 hours on that day from the Exhibition Hall all exhibits, displays, stand fittings and materials. Removal of exhibits and dismantling of stands may not commence until the official closing time of 17:00 on Wednesday 15th February 2012.

9. INSTALLATION

- No Exhibitor will be permitted to install his display or exhibits 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 OLYMPIA Exhibition Centre reserves the right to examine and exclude any exhibit. No Exhibitor will be permitted to install display material or exhibits which contravene security regulations as laid down by The OLYMPIA Exhibition Centre;
- Gangways must be kept clear and free for passage;
- Heavy and bulky exhibits are restricted by cycle floor loading and restricted access. Individual requirements must be directed to the venue for approval;
- All structures and materials, including signs, shall conform to the requirements of the Organisers;
- Timber used must be kiln-dried so as to avoid damage to the carpets through condensation; carpet flooring installed by the Exhibitor must be laid on board (not directly on carpet) and securely taped;
- All movement of and fixtures to the shell scheme hired from the Organisers must be carried out by the appointed contractors;
- All electrical installations and connections must be carried out by the contractors appointed by the Organisers;
- No storage for packing cases or packing materials is provided within the Exhibition Hall. All such cases and materials must be removed from the premises before the Exhibition opens at 10.00 on Tuesday 14th February 2012 and not brought back until 17.00 on Wednesday 15th February 2012.

10. TRADE UNION LABOUR

It is recommended that all labour within the halls engaged in servicing the Exhibition is party to the Constitution and Working Rule Agreements for the National Joint Council for the Exhibition Industry and the National Exhibition Council Joint Industrial Council. All local Authority regulations must be abided by. In addition, for any specialist tasks correctly trained and certificated labour must be used.

11. FREIGHT AND TRANSPORT

Exhibits for temporary importation into the United Kingdom must be addressed to the appropriate stand of the exhibition company at the Exhibition Hall, and must be consigned in order to arrive in London not later than 10 days before the installation date advised to the exhibition company and notification sent to the official agents. Full details of the requirements for customs clearance and bonding formalities are available from the official agents. Please refer to the Exhibitor Manual.

12. ELECTRICAL REQUIREMENTS

Additional lighting and power services will be available to the Exhibitor through the official electrical contractor. A schedule of these services, together with relevant charges, will be sent to the Exhibitor. An Exhibitor may provide his 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 Electricity at Work Regulations 1989 and EVA (Exhibition Venues Association) Regulations for Stand Electrical Installations 1998.

13. STAND CLEANING

Stand cleaning is included in the charge for stand space, but the Exhibitor is responsible to the Organisers for seeing that their stand is maintained in a clean and orderly state.

14. WATER, DRAINAGE AND GAS

Water and waste services may be available on request. The use of inflammable gas may be permitted provided the containers comply with safety regulations. Any Exhibitor wishing to use inflammable compressed gas must notify the Organisers as early as possible. Flammable gases may not be displayed or used. The Organisers must approve the use of compressed air in advance.

15. DANGEROUS EXHIBITS AND SUBSTANCES

No exhibit, live animal or working demonstrations which involve substances of a dangerous, explosive or objectionable nature may be brought onto the premises without prior written consent of the Organisers.

16. PESTICIDES

The Exhibitor must ensure that all displays, exhibits and samples comply with The Control of Pesticides Regulations 1986 and all other relevant UK legislation.

17. FIRE PRECAUTIONS

All materials used in constructional work, displays, etc, must be effectively fire-proofed, or made of non-flammable materials. Counter backs and curtains must be cut off at least 6 inches or 150mm clear of the floor. Packing materials, litter and the like must be removed from the Exhibition areas. The Exhibitor must comply with any instructions given by the OLYMPIA Exhibition Centre and the Organisers to avoid the risk of fire.

18. DAMAGE TO EXHIBITION BUILDING, FIXTURES AND FITTINGS

No painting is to be carried out in the Exhibition Hall. The fixing of display material to the shell scheme will be permitted only by methods laid down by the Organisers. No nails, screws, or other fixtures may be driven into any part of the Exhibition building, including floors; nor may any part of the Exhibition Building be damaged or disfigured in any way. Should any damage occur, the Exhibitor responsible shall be liable for reparation charges incurred.

19. SECURITY

The Organisers 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, Exhibitor's lapel badges will be supplied. Badges must be worn at all times by the Exhibitor and his her staff.

20. 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 rights be promoted or displayed as exhibits, except where the Exhibitor is the SOLE United Kingdom selling agent for such products or firms, or express written permission has been obtained from the Organisers.

21. PUBLIC LIABILITY

The Organisers shall not be liable for any claims 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, omitted or done there on or there from during the period of the Exhibition or the construction and dismantling periods caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other article of the Exhibitor or in the possession or use of the Exhibitor or any servant or agent of his. The Exhibitor will indemnify the Organisers 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 therefore assumed by the Exhibitor

22. INSURANCE OF EXHIBITS

The Organisers do not accept responsibility for any loss or damage from any cause whatever, in respect of any property brought to the Exhibition premises by the Exhibitor or his servants, agents, sub-contractors or any other persons. The Exhibitor releases and indemnifies the Organisers in respect of any loss or damage to the exhibits of any other property brought to the premises 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. The Exhibitor shall provide the Organisers with satisfactory evidence that adequate insurance is in force.

23. POSTPONEMENT OR ABANDONMENT

If the Exhibition is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, natural disaster, national emergency, labour dispute, strike, lock-out, terrorist threat, 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 Organisers, the Organisers shall be under no liability to the Exhibitor 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 the happening of any such events. The Organisers reserve the right to change any special attraction, seminar, workshop and any other events programmes, venue, dates and duration of the Exhibition if circumstances so demand. In the event of change of venue and/or duration, the agreement to participate shall remain in force. The Organisers reserves the right to 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 rearrangements considered necessary by the Organisers shall be determined. The Organisers strongly advise the Exhibitor to insure themselves against such eventualities upon the booking of their Exhibition space. In the event the exhibition is cancelled outright, the Organiser will refund all monies paid by the Exhibitor in full.

24. 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 20.00 on Wednesday 15th February 2012 due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the OLYMPIA Exhibition Centre, or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the Organisers, the Organisers may remove any property of the Exhibitor left at the Exhibition Hall by the Exhibitor after the said time and the costs of such removal shall be paid by the Exhibitor to the Organisers on demand.

25. EXHIBITORS' MANUAL/ORDER FORMS

Further technical information concerning the Exhibition, together with order forms for services, will be sent to the Exhibitor after payment of their final balance.

26. LASERS

Any company proposing to use lasers must produce a PM19 Health and Safety form, together with details of laser equipment, drawing of stand and location of beam. Local Authority regulations, which apply to laser use within exhibition areas, must be strictly adhered to.

27. MUSIC

Exhibitors who play recorded music i.e. from compact discs, cassettes, records etc in public are requested to apply for a license from Phonographic Performances Ltd. The appropriate license must be secured in advance of the event. Exhibitors who wish to play music by means of TV, video, slide tape presentation or live musician must hold a licence issued by the Performing Rights Society Ltd. Any charges, at a rate determined by PRS must be paid in advance.

28. LAW APPLICABLE

These rules and regulations and any contract concluded herein will be governed by English Law.