

Exhibition Stand Booking Form

Company Details

Company name.....
Contact name Job title.....
Address
..... VAT No
Telephone E-mail

Stand Details

Stand name (if different from company)
Exhibition zone Stand number
Stand frontage (m)..... Stand depth..... Stand area (m²)
Stand type..... Cost per m² Stand cost.....

Sundries

Insurance administration fee** £175
FISH (data capture) cost*** £250
Total package price

Invoice Details (if different from above)

Address
.....
Telephone

Official Order

I confirm that I have read and understood the exhibition terms & conditions, including those relating to payment and cancellation (numbers 11 & 12). I understand that my signature denotes acceptance of those terms & conditions by me and my company and creates a legal contract with IWM Business Services Ltd

Name..... Job title.....
Purchase order no Date.....
Signature*

* Your signature denotes acceptance of our terms and conditions by you and your company.

CIWM and its trading subsidiary IWM Business Services Ltd would like to keep you up to date with the latest developments, events, publications and other products and services that we feel you will find interesting, but we won't contact you with these messages if you tick this box

Occasionally we would like to share your details with carefully selected organisations whose products and services we feel might interest you. If you would prefer not to receive this information, please tick here: by post by phone

If you would like to receive this information by email please tick here

** 'Standard Cover' Insurance has been arranged on your behalf in line with Contract Terms and Conditions. Upon receipt of the first invoice exhibitors will be given an opportunity to receive a credit for this fee if satisfactory evidence of any alternative insurance arrangement is agreed by our insurance administrators, Towergate Coverex. See Terms & Conditions for details.

*** FISH is being offered to all exhibitors at an introductory rate of £250, if you do not wish to participate please tick this box.
It can be booked at a later date, however this will be at an increased rate.

TERMS & CONDITIONS – FUTURESOURCE ONLY

1. DEFINITIONS

The term 'the Organisers' means IWM BUSINESS SERVICES LTD. 'Site' is the stand package or space that the Exhibitor has chosen on the booking form overleaf. The term 'the Exhibitor' shall mean any person, firm, company, co-operative, institution, committee or other organisation who shall be allocated a Site by the Organisers, and shall include any building or structure or any part thereof used by the Organisers for exhibition purposes within the Site.

2. EXHIBITION LICENCE

The sole rights of exhibiting merchandise and transacting business on the Site during the Exhibition have been acquired by the Organisers who will only grant licences to Exhibitors subject to these terms and conditions ("the Licence"). The Licence is personal to the Exhibitor and cannot be transferred or assigned, in whole or in part, without the prior written approval of the Organisers. The Exhibitors shall not divide nor share the Site nor exchange the whole or part of the Site with another Exhibitor, nor show on the Site any products, processes or services except such as are manufactured, regularly sold or carried out by the Exhibitor and are relevant to the objectives or business of waste management. The Licence does not give the Exhibitor any proprietary rights to the Site. The Organisers shall have the right at any time to come onto the Site allocated to the Exhibitor for whatever purpose.

3. HEALTH & SAFETY

i. The Exhibitor will arrange for someone familiar with and responsible for health & safety, fire precautions and procedures at the Site to be present at all times during opening hours. Any stand and its contents must be of flame and fire-proof materials and no specially inflammable or dangerous materials may be brought onto the Site without the prior written consent of the Organisers. Exhibitors shall be responsible for obtaining any necessary third party approvals or licences for any specially inflammable or dangerous materials.
ii. The Organisers reserve the right in their absolute discretion to require the Exhibitor to remove or alter all or any part of the Exhibitors display if in their sole and absolute discretion such equipment is unsafe.

4. EXHIBITION LAYOUT

The position of the Site and the presentation and layout of the Exhibition will be decided by the Organisers. The Organisers reserve the right to alter or amend the layout of any published floor plans. The Organiser takes no responsibility for any Exhibitors appearing on the floor plans who do not attend the exhibition. Exhibitors who supply their own stand must conform in every respect with the requirements of the Organisers and of the local or other competent Authority and Landlords or other owner of the Site.

5. EXHIBITS

i. The Organisers reserve the right in their absolute discretion to require the Exhibitor to remove or alter all or any part of the Exhibitors display and to refuse to allow the Exhibitor to operate equipment (including display equipment) at the exhibition if in their sole and absolute discretion such equipment is undesirable or offensive in the context of the exhibition as a whole. The parking of cars on any part of the exhibition Site as a whole is expressly prohibited.
ii. Should the Exhibitor have any queries regarding the size or layout of their stand whilst on Site, the matter must be reported to the Site Exhibition Office during build up or open days in order that the query may be investigated.
iii. All goods or exhibits brought onto the site are brought in at the Exhibitor's own risk. Neither the Organisers nor the Site Owners shall accept such items into their charge or control and shall not be liable for any theft, loss or damage in respect of such items.

6. EXHIBITION LITERATURE

Price lists, papers advertisements etc., may only be distributed from, and decoration and display may only be put within, the Site and in no circumstances in, on, or over any public passages or other part of the Site. They must relate solely to the Exhibitors own products, services or processes regularly sold by them. The Organisers will provide standard name signs for identification of internal stands, and undertake directional sign boarding.

7. EXHIBITION TIMETABLE

The Exhibitor will adhere to the Organisers' timetables and procedures for preparing and holding the exhibition and for dismantling after the exhibition.

8. EXHIBITION OPEN DAYS

The Exhibitor must occupy the space allotted to him by show opening time on the first day of the exhibition. All stands must be open to the trade to view and be manned by a competent representative of the Exhibitor during the opening hours of the exhibition. The Exhibitor will uphold the usual standards of conduct and morality for exhibitions of this type in the reasonable opinion of the Organisers and shall not do or allow anything to be done which will reduce the commercial success of the exhibition for both the Organisers and other Exhibitors. Failure by the Exhibitors to abide by the terms of this clause 8 may result in the immediate removal of the Exhibitors and their stand from the Site. Exhibitors shall be liable for any loss caused to the Organisers as a result of their breach of the provisions of this clause 8.

9. EXHIBITION BREAKDOWN

At the end of the Exhibition the Exhibitor will remove all the property brought in to or onto the Site by him and will clear the Site of all unwanted materials leaving the area in a clean and tidy condition; this particularly applies to ground damage caused during build up and breakdown. In the event that the Exhibitor fails to comply with these provisions, to the reasonable satisfaction of the Organisers, or site owners, then the Organisers may carry out these tasks and charge the Exhibitor for the costs of so doing.

10. ENTERTAINMENT

If the Exhibitor wishes to play recorded copyright music on their stand a licence from The Performing Rights Society (PRS) is necessary to ensure compliance with the Copyright Design and Patent Act 1988. No offence must be caused by playing music and if this is the case, the playing of music may be stopped by the Organisers. Requests for a PRS licence should be made to: The Performing Rights Society, 29/33 Berners Street, London W1T 3AB.

11. CANCELLATION OF SPACE

i. Exhibitors booking on June 15, 16 or 17 2010 are entitled to cancel their booking by providing written notice to the Organisers. Such notice must be received by the Organisers no later than 7 July 2010. In the event that notice is received by the Organiser within such time the Exhibitor shall have no further liability to the Organiser whatsoever.
ii. In the event that an Exhibitor either wishes to cancel his space booking after acceptance of the booking by the Organisers or fails to meet any of the payment obligations (whether as to the amounts or dates of payment) detailed in clause 12 of the Contract to Exhibit then the Organisers reserve the right (but without being obliged to do so and without prejudice to any other right or remedy available to the Organisers) to apply the following cancellation charges and to reallocate such space. Cancellation occurring:
a) Between application and 30 September 2010 (inclusive) cancellation charge of 20% of total cost plus VAT.

b) Between 1 October 2010 and 31 January 2011 (inclusive), cancellation charge of 50% of total cost plus VAT.
c) Between 1 February 2011 and 18 June 2011 (inclusive), cancellation charge of 100% of total cost plus VAT.

ii. If the Exhibitor wishes to cancel, then written notice of such wish must be forwarded to and received by the Organiser by recorded delivery post not later than the dates referred to above. For the avoidance of doubt, the Organisers shall not be obliged to accept the Exhibitors' notice of cancellation.
iii. Notwithstanding that the Organisers may resell or reallocate the cancelled stand space (or the space by which it is reduced pursuant to clause 13) after payment of the cancellation charges the Organisers shall be under no obligation to reimburse all or any part of such cancellation charges.

12. PAYMENT TERMS

The Exhibitor agrees to pay the full cost on application for the site plus VAT to be added at the current rate; payments in 2 instalments are required
i. bookings confirmed by 30 September 2010 being 50% by 31 October 2010 and 50% by 31 January 2011.
ii. Bookings taken after 30 September 2010 being 50% by return and 50% by 31 January 2011
Bookings taken after 31 December 2010 are payable in full within 30 days.
Failure by the Exhibitor to make any payment by the due date shall entitle the Organisers to charge interest at 2% above the base rate of Barclays Bank Plc from time to time in force on the amount unpaid from the due date until payment in full in cleared funds is received by the Organisers. Exhibitors who have not fully paid invoices for their site in accordance with the above payment terms will be refused the right to participate at the exhibition.

13. REDUCTION OF SPACE

Where an Exhibitor wishes to reduce the size of his space booking after acceptance by the Organisers then the written notice of such wish must be forwarded to and received by the Organisers. The Organisers reserve the right to apply the scale of cancellation charges to the total cost according to the amount by which the original stand area is reduced. The Organisers may resell or reallocate the space in question. There shall be no obligation on the Organisers to accept notification of reduction.

14. BANKRUPTCY

In the event of the Exhibitor becoming bankrupt, committing any act of bankruptcy, going into liquidation, having a Receiver or Administrator appointed in respect of any of its assets then the Organisers reserve the right to immediately terminate the contract with the Exhibitor without notice and the Rules and regulations relating to Cancellation shall apply.

15. EXHIBITOR RESPONSIBILITIES

The Exhibitor must comply with all laws, rules, regulations and bye-laws imposed by any competent authority including the exhibition venue itself relating to all matters and agree to indemnify the Organisers against any breach of them. The Exhibitor shall keep the Organisers indemnified in respect of (a) any loss of or damage to any property of the Organisers and (b) all claims and demands of third parties (including the servants and agents of the Organisers and the Landlords or other owner of the Site and their respective servants other Exhibitors and their servants and agents and members of the public) in respect of death personal injury or loss of or damage to property caused or occasioned by the Exhibitor or any of his employees or property or arising out of or in consequence of his occupation of the Site or exhibition of any article process or thing.

16. EXHIBITOR LIABILITY

The Exhibitor hereby accepts liability for all acts or omissions of himself, his servants, contractors and agents and shall indemnify the Organisers against all actions, suits, proceedings, claims, costs, demands and expenses arising there from whatsoever which may be taken or made against the Organisers as a result of the actions or inactions of the Exhibitor and in particular, against any claim made against the Organisers by the Landlord or other owner of the Site.

17. INSURANCE

"Standard Insurance" has been arranged on your behalf under the Futuresource Exhibitor Scheme. A certificate summarising the cover will be issued with your invoice. If you wish to make your own arrangements then public liability insurance should be arranged with a reputable insurer to include employers liability for the duration of the occupation of space allocated to him in such sum as the Organisers shall consider desirable but in any event not less than £5,000,000. Satisfactory evidence of such alternative arrangements will need to be approved by our insurance brokers, Towergate Coverex of 2 County Gate, Staceys Street, Kent. ME14 1ST. Do not send any supporting documentation to CIWM. The 'Standard Insurance' package that has been arranged is underwritten by Aviva Insurance Ltd. A full policy wording detailing conditions and exclusions is available from Towergate Coverex.

18. CANCELLATION OF APPLICATION

Following acceptance in writing by the Organisers of the Exhibitor's application, cancellation will only be possible with the written agreement of the Organiser and shall be subject to the provisions of clause 11 of this agreement. The Organiser may cancel the application or agreement at any time without giving any reason and without incurring any liability of any nature by refunding the Exhibitor for the amount paid for the Site, less any and all administrative and other expenses incurred by the Organisers on behalf of or in relation to the Exhibitor. Applications may be refused at the sole and absolute discretion of the Organisers without giving any reason.

19. VENUE

The Organisers reserve the right to change the location, venue and/or dates of the exhibition if it is not reasonably practicable to hold the exhibition in the original location venue or published dates. The Exhibitor shall have no claim against the Organiser for such change.

20. DATA PROTECTION

Exhibitors agree to their contact details being passed by the organiser to selected third parties involved with the exhibition

21. ALTERATIONS TO TERMS & CONDITIONS

These terms and conditions are subject to alteration amplification or addition by the Organisers from time to time and the Exhibitors shall comply with the regulations of the Landlord or other owner of the Site and any special regulations of the Organisers relating to matters of safety admittance, security and order for the time being in force.

22. CANCELLATION OF AGREEMENT

In the event of an Exhibitor infringing any of these terms and conditions, or any other regulations by which he has agreed to abide, or any subsequent modification thereof, the Organisers, (being hereby constituted the sole judge of what is an infringement), reserve the right to cancel this agreement between the Organisers and the Exhibitor and to eject the Exhibitor, his employees and goods from the Exhibition without any liability attaching to the Organisers or their representatives in any way whatsoever in consequence of such ejection nor shall such ejection release the Exhibitor from any payments or other obligations for which he may still be liable. In the event of the Organisers exercising the power vested in them by this clause the right is reserved to the Organisers to retain the goods of the Exhibitor, or to take such other legal proceedings against the Exhibitor whether for the licence fee, any other payment due and payable by the Exhibitor or for the expense of ejecting the Exhibitor his employees and goods from the Exhibition as aforesaid or otherwise.