

IRRV EXHIBITIONS AND SPONSORSHIP

TERMS AND CONDITIONS OF BOOKING

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1. Definitions

In these Terms and Conditions,

- a) “Organisers” means the IRRV.
- b) “Exhibitor” means any person, company or organisation, and the staff or agents of that company taking an exhibition space.
- c) “Venue” means the location of the Exhibition as the Organisers may determine for Exhibition purposes.

2. Bookings

- 2.1 A completed Booking Form must be submitted for all bookings. Completion of the Booking Form is binding confirmation of your company’s commitment to take the space booked and of your acceptance of these terms and conditions including the cancellation policy.
- 2.2 Should the Organisers agree to hold a provisional booking space they reserve the right to sell that space to another Exhibitor should the first enquirer be unable to confirm their booking with a completed form on request.
- 2.3 By submitting the exhibition booking form, the Exhibitor accepts without reservation the following:
 - 2.3.1 all regulations contained in these terms and conditions, the Exhibitor Manual and any reasonable instructions subsequently issued by the Organisers;
 - 2.3.2 all regulations laid down by the Venue including, but not limited to, security, health and safety, fire and traffic;
 - 2.3.3 all current Health & Safety regulations applicable to the event.

3. Exhibition plan

- 3.1 The Organiser reserves the right to alter the layout of the exhibition at any time in any respect.
- 3.2 Exhibition displays and furniture must stay within the allocated floor space at all times.
- 3.3 No Exhibitors nameplates, signposts or notice boards will be allowed outside the allocated stand, without permission.



4. Health & Safety

- 4.1 It is the responsibility of the Exhibitor to ensure that his staff and any supplier/contractor working on his behalf are familiar with and abide by all current Health and Safety regulations.
- 4.2 The Exhibitor is responsible for the health and safety of his stand and personnel during installation, use and dismantling.
- 4.3 In order to create and maintain a safe environment at all times, all Exhibitors and contractors must abide by reasonable instructions from the Organisers and/or the venue.

5. Security and Insurance

- 5.1 Each Exhibitor is responsible for the security and insurance of his own display and its contents.
- 5.2 Exhibitors must hold their own public liability insurance and, if applicable, employers liability insurance. Certificates should be available for inspection if required.
- 5.3 The Organiser shall be under no liability for risk of any kind pertaining to personal injuries to Exhibitors, their employees or agents or loss or damage to their property.
- 5.4 The Exhibitor shall make good any damage done by him/her, his/her employees or agents to the premises or any furniture or fixtures damaged during their use.
- 5.5 It may be necessary to make a recharge for damage caused to the building where the Venue's and/or the Organiser's advice has not been followed. For more details Exhibitors must consult the Exhibitor Manual provided by the Organiser prior to the event.

6. Build up, Breakdown and Deliveries of Items

- 6.1 Build up and Break Down times, as specified at the Exhibitor Manual provided by the Organiser prior to the event, must be adhered to for Health and Safety reasons.
- 6.2 Any stands not ready at the close of build-up may be removed.
- 6.3 Under no circumstance may exhibition equipment and material be delivered prior to the exhibition set up time without the permission of the Organisers.
- 6.4 Breakdown of display, or removal of display items, may not commence before the official closing time of the exhibition.
- 6.5 All exhibition materials must be removed immediately following the event. Failure to comply may result in charges imposed by the venue. Storage facilities are not available at venues.



7. Shell Scheme and Stand fittings

- 7.1 Any Exhibitors bringing an exhibit/stand fitting higher than specified in the Exhibitor Manual should check with the Organiser that there will be sufficient ceiling clearance. Exhibitors will be held responsible for any damage to the covering of their stands, and will be re-charged at replacement value.
- 7.2 Any additional work an Exhibitor may require on interior decoration and fitting out, may be carried out by a contractor of the Exhibitors choice and at the Exhibitors expense.
- 7.3 No part of any stand may overhang any gangway or exceed the allocated boundaries of the stand space. Exhibitors must not display their goods so that they impede the view along open spaces or gangways or inconvenience other exhibitors.
- 7.4 No petrol, spirit or other hazardous spirit, liquid or vapour is to be brought into the exhibition premises unless previously approved in writing by the Organiser and the Venue.
- 7.5 All materials used for building, decorating or covering stands must be non-flammable or impregnated with fire-proofing solution in a way as to which to comply with Health and Safety requirements.
- 7.6 It is the responsibility of the Exhibitor to ensure all electrical equipment is safe and PAT tested.

8. Space Only Stands

- 8.1 Unless otherwise advised all stands are Shell Scheme.
- 8.2 Exhibitors occupying Space Only stands will be expected to submit to the Organiser a detailed plan of their stand and other documentation as required by the Venue and listed in the Exhibitor's Manual.

9. Conduct of Exhibitors

- 9.1 Any Exhibitor displaying equipment operating a sound system of any type will demonstrate only at low volume and will, if required by the Organiser, cease from playing. Likewise if it is considered that they continually hinder or annoy other Exhibitors.
- 9.2 Exhibition stands must not be shared by two or more companies, and any stand booked may not be used for the promotion of, or dissemination of material for, any other organisation,



company or individual, unless it is approved by the Organiser and will not inconvenience other exhibitors.

10. Payment Terms

The rent of the stand spaces contracted by Exhibitor, Sponsorships and/or Additional badges are payable to the IRRV in deposits/balances below:

- 10.1 Exhibition Stands: A deposit of 20% is due at the time of booking with the balance being invoiced 2 months prior to the event. If a booking is made within 2 months of the event the full balance is due. If booking is made within 30 days of the event, condition 10.4 applies irrespective of invoice payment terms.
- 10.2 Sponsorship and Additional Badges: A full balance invoice will be raised at the time of booking, unless agreed otherwise in writing with the Head of Commercial Services.
- 10.3 All invoices must be paid by the due date stated on the invoice and is non-refundable.
- 10.4 Unless otherwise agreed all charges in connection with stand, sponsorship and additional badge bookings must be settled in full prior to arrival on site:
 - 10.4.1 Exhibitors will not be permitted to build or occupy their stand unless these payments have been made.
 - 10.4.2 Sponsorship agreements will not be fulfilled unless these payments have been made.
- 10.5 If the total sum or balance is not paid on the final settlement date, the IRRV reserves the right to cancel the application, re-allocate the stand/sponsorship and retain the payment.

11. Cancellations

- 11.1 Cancellation fees will be charged for withdrawal from the Exhibition after a booking is made. Such fees will become due and payable on receipt of notice of cancellation. Cancellation fees are as follows:
 - 11.1.1 For cancellation up to 12 (twelve) weeks prior to the Exhibition build up day, the cancellation fee shall be 20 per cent of the full fees payable.
 - 11.1.2 For cancellation between 12 (twelve) and 6 (six) weeks prior to the Exhibition build up day, the cancellation fee shall be 50 per cent of the full fees payable.



- 11.1.3 For cancellation less than 6 (six) weeks prior to the Exhibition build up day, the cancellation fee shall be 100 per cent of the full fees payable.
- 11.2 Additional Exhibition Badges cannot be refunded once booked. Names however can be changed for someone else within your company.
- 11.3 The parties acknowledge and agree that these cancellation fees represent a genuine pre-estimate of the Organiser's loss in the event of cancellation. Notice of cancellation must be given by e-mail to sales@irrv.org.uk.
- 11.4 If the event is abandoned, cancelled or suspended in whole by reason outside the control of the Organisers, the Organisers may at their entire discretion, repay the space rental paid by the Exhibitor, or part thereof, but shall be under no obligation to do so. 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 such an event.
- 11.5 The Institute will make every effort to give exhibitors as much notice as possible of any date changes or cancellation/re-scheduling of an event. However, it does reserve the right to make changes to advertised programmes and to cancel/re-schedule events.
- 11.6 It is recommended that Exhibitors take out appropriate insurance against cancellation.

12. Data Protection

- 12.1 By submitting registration details, Exhibitors agree to allow the IRRV to contact you as required for the organisation and administration of the event.
- 12.2 The details provided by Exhibitors will be held at the IRRV database so we can send updates about our products and services. The IRRV will not pass any details on to external companies for marketing purposes. If Exhibitors do not wish to receive any further communications from the IRRV they should email the IRRV event's team sales@irrv.org.uk

13. General

- 13.1 Each Exhibitor shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.
- 13.2 IRRV reserves the right to deny stand and sponsorship bookings if it is felt there is a significant conflict of interest with the enquirer.



- 13.3 Any complaint must be submitted in writing to the Organiser. A complaint made or addressed in any other manner will not be considered.
- 13.4 The Exhibition Organiser reserves the right to waive, add to or alter any of these Terms and Conditions in the interest of the exhibition either generally or in any particular case.

Contact details:

Any questions or notifications should be directed to the IRRV's events team by email to sales@irrv.org.uk or phone to 0207 691 8979.

Ends

