

Exhibitors are requested to read carefully the following Terms and Conditions and bring them to the notice of their staff, agents and contractors as appropriate.

#### 1. DEFINITIONS

In these Terms and Conditions

'The Exhibition' means TRENCHLESS MIDDLE EAST 2019

'The Organisers' means Westrade Group Ltd.

'Exhibitor' means any company or organisation, and the staff or agents of any such company or organisation, contracting with the organisers to take stand space.

'The Exhibition Premises' and 'Hall Owners' means Jumeirah Beach Resort LLC.

#### 2. DURATION OF EXHIBITION

The exhibition will be open on 18-19 February 2019. The Exhibitor agrees to occupy the stand space during the published opening hours and agrees to ensure that the stand is adequately staffed at all times.

#### 3. APPLICATION FOR SPACE

Applications for space must be made on the official printed form and must include details of the proposed display material. The Organisers reserve the right to accept or reject any application. Application for space by the Exhibitor, and the allotment of the same by the Organisers shall constitute a contract subject to these Terms and Conditions.

#### 4. ALTERATION OF EXHIBITION LAYOUT

Should it be necessary to revise the layout of the Exhibition for any purpose, the Organisers reserve the right to transfer an Exhibitor to an alternative site

#### 5. PAYMENT TERMS

25% of the total stand costs are payable within 30 days of receiving the organisers' contract. The 2<sup>nd</sup> 25% is due by 24<sup>th</sup> August 2018. The final balance is due by 17 December 2018. Payment must be made in full prior to occupation of the allocated space.

#### 6. CANCELLATION OR DEFAULT BY THE EXHIBITOR

a. An Exhibitor may not cancel or withdraw his application for stand space once contracted. The Organisers may at their discretion cancel the contract but only if the following conditions are complied with.

ii) The Exhibitor must notify the Organisers in writing no later than **3 December 2018**.

iii) That the Organisers are able to re-let the cancelled space.

iv) That the Organisers agree the reason for cancellation is well founded.

v) That the Exhibitor agrees that the Organisers shall retain 50% of the space charge if the cancellation is accepted before **3 December 2018** and 100% of the space charge if the cancellation is accepted after **3 December 2018**.

b. If any Exhibitor fails to pay any sum due to the Organisers or contravene or fail to observe any of the requirements of these Terms and Conditions, the Organisers reserve the right to revoke his space contract and to remove and exclude the Exhibitor, his agents and property, at his expense from the Exhibition Premises and to re-allot the stand space. Such action by the Organisers shall not prejudice any other remedy they shall have against the Exhibitor nor reduce the amount paid or owing to him.

#### 7. PROHIBITION OF SUB-LETTING

a. Exhibitors may not sub-let or loan any part of the space allotted to them without the written permission of the Organisers.

b. Exhibitors may not use or display third parties' products unless those third parties are Exhibitors within their own stand space in their own right at the Exhibition, or unless the Exhibitor is an official dealer or hirer of the third parties' products. Third parties include associated companies of the Exhibitor. The Organisers reserve the right to refuse access or demand the removal of any product that in its opinion comes within the restrictions stated above.

#### 8. ADVERTISING MATTER

Under no circumstances will Exhibitors be allowed to distribute advertising and printed material from anywhere other than their stand, nor in any such manner as to cause annoyance or disturbance to other Exhibitors. In the event of complaints, the matter will be referred to the Organisers for the decision. Exhibits or other devices which emit sound must be operated and controlled so that there is no disturbance to other exhibitors. The flying of gas or air-filled balloons is prohibited. The organisers reserve the right to prohibit as unsuitable or as annoying to visitors or other participants a) any display feature or advertising material b) any sales method or demonstration.

#### 9. CONDUCT OF EXHIBITORS

Exhibitors and Exhibits are admitted and will remain on strict compliance with these Terms and Conditions. Exhibitors must conduct themselves in a manner not objectionable to other Exhibitors, to visitors, or to the Organisers. In the event of this regulation not being observed, the Organisers shall be entitled forthwith to terminate the Exhibitor's licence to occupy the stand. There shall be no return of payment if such rejection or prohibition is deemed necessary by the Organisers.

#### 10. SETTING UP OF EXHIBITS

a. Each Exhibitor must arrange and pay for the conveyance of goods to and from his stand space in the Exhibition and for their installation and subsequent removal and disposal.

b. The arrival, installation, erection and removal of standfitting must conform to the timetable specified below

i) **Space Only Exhibitors.** Access permitted between **1800 and 2300 on Saturday 16 February 2019** and between **0800 and 2000 on Sunday 17 February 2019**.

ii) **Shell Scheme Exhibitors.** Access permitted between **0800 and 2000 on Sunday 17 February 2019**.

iii) Every Exhibitor must occupy the space allotted no later than **1600hrs on Sunday 17 February 2019**. Should the Exhibitor fail to display, the Organisers reserve the right to deal with his space as they think fit. Non-occupation will in no way absolve an Exhibitor from his financial obligation to the Organisers.

#### 11. DISMANTLING AND REMOVAL OF EXHIBITS

Exhibition material may be removed between **20:00 and 23:59 on Tuesday 19 February 2019**. Any Exhibition material left in the Exhibition Premises **after 23:59 hrs on Tuesday 19 February 2019** is liable to be disposed of by the Organisers or Hall Owners. Every Exhibitor must leave space occupied by the said time and in a clean condition. In the event of the Exhibitor failing to comply with this condition, a charge shall be paid by the Exhibitor for every hour after the time during which the space remains uncleared and unclean. If the Exhibitor has failed to do such work, the Organisers may arrange for such work to be applied thereafter and charged to the Exhibitor.

#### 12. ABANDONMENT AND LIMITATION

If for any reason it should become necessary to abandon, postpone, interrupt or close the exhibition prematurely, due to circumstances beyond the control and not resulting from any act or default of the Organisers, the Organisers may take such action as they consider necessary giving such notice to Exhibitors as is possible. In such cases, the decision of the Organisers shall be final and the participating Exhibitors shall not be entitled to any compensation or return of any monies paid or deposited. If the Exhibition be abandoned, postponed, interrupted or closed prematurely for any reason other than the above, or in circumstances that shall enable the Organisers to reclaim the rent paid for the use of the premises, then the participating Exhibitors shall be entitled to the return of all deposits and other monies paid to the Organisers, but to no other compensation.

#### 13. STANDS

##### A. Shell Stands

- i) Shell stands will be erected by the contractor appointed by the Organisers. No structural alterations to a shell stand can be allowed.
- ii) Any additional work an Exhibitor may require on interior decoration and fitting out may be carried out by a contractor of the Exhibitor's choice and at the Exhibitor's expense
- iii) No display material may be attached to the shell scheme panels except by the approved fixing materials and methods.
- iv) Any damage to shell scheme panels will be charged to Exhibitors by the Organisers at replacement value.
- v) The wording on the fascia panel(s) of a shell stand is restricted to the occupying Exhibitor's name and stand number only, in the style specified by the Organisers.

#### **B. Space Only**

- i) Clear space only is supplied by the Organisers which is the entire responsibility of the occupying Exhibitor. The venue is carpeted and exhibitors must take measures to fully protect the carpet if laying own flooring
- ii) Solid walls should be a maximum of 2.5m high. Towers, column cladding and other features should be a maximum of 4m high. Any standfitting higher than 2.5m or continuous walling of 3 metres length or more must be set back at least 1m from any aisle.
- iii) A drawing of every stand must be submitted to the Organisers for approval. The drawing must show the plan and elevation(s) of standfitting and details of materials to be used in construction. The positions of signs display features and back projector units must be clearly indicated. All standfitting construction and electrical installations must comply with the appropriate regulations of the Hall Owners. The Organisers will retain the drawing submitted.

*N.B: Exhibitors should refer to the Exhibitors Manual where details are given of structure height restrictions.*

#### **14. GENERAL STAND REQUIREMENTS**

- a. All Exhibitors must comply with the requirements of the Hall Owners or other relevant Authority, and all Exhibitors are deemed as having notice of such requirements and regulations and bound thereby.
- b. No part of any stand may overhang any gangway or exceed the allotted boundaries of a stand space. Exhibitors must not display their goods so that, in the opinion of the Organisers, they distract the light or impede the view along open spaces or gangways or inconvenience other Exhibitors.
- c. Whilst every care is taken to ensure that stand spaces are of the dimensions stated at the time of accepting the Exhibitor's application for space, the Organisers shall not be liable for any variation that may occur. Exhibitors and/or their contractors are responsible for checking the accuracy of the marking out of their allotted stand spaces.
- d. No petrol spirit or other liquid or vapour is to be brought into the Exhibition Premises unless previously approved, in writing, by the Organisers.
- e. All materials used for building, decorating, draping or covering stands must be non-flammable or made non-flammable by impregnation with fireproofing solution in such a way as to comply with the requirements of the Hall Owners.
- f. Each Exhibitor is responsible for the removal from the Exhibition premises and storage of all crates or empty cartons not required on his stand. Empty crates, cases, cartons and packing must not be stored on or behind stands.

#### **15. CONTRACTORS AND SERVICES**

- a. The Organisers reserve the right to change or appoint additional Official Contractors as may be found necessary.
- b. Exhibitors must submit to the Organisers the names and addresses of the contractors they propose to employ either to erect their stand or their allotted open space or carry out the interior decoration and fitting out of their allotted shell stand.
- c. Exhibitors may use only electricity for all lighting and power purposes. The Official Contractor must carry out all electrical work.

#### **16. EXHIBITION PREMISES**

Exhibitors must accept responsibility for any damage they or their staff or contractors cause to the fabric of the building, curtains, carpets, decorations, fixtures and fittings and property belonging to the Hall

Owners. Any damage shall be made good at the Exhibitor's expense to the entire satisfaction of the Hall Owners and Organisers.

#### **17. LICENSING, BYE-LAWS, GAMBLING**

Exhibitors will not allow or suffer to take place on the Exhibition Premises any infringement of any law or local by-law governing such matters as gambling, alcohol prohibited substances, public entertainment or performing rights.

#### **18. ADMISSION**

Admission to the Exhibition shall be restricted to persons who, in the opinion of the Organisers, have a legitimate, professional interest in the subject of the Exhibition. The Organisers reserve the right to refuse admission to any person to the Exhibition without giving any reason. Visitors are admitted on the understanding that canvassing is not permitted by non-Exhibitors. Any Visitor suspected of contravening this rule is liable to immediate expulsion.

#### **19. CLAIMS, INDEMNITY AND INSURANCE**

a. Each Exhibitor shall indemnify the Organisers against all liabilities, action costs, claims and compensations for injury or loss to any person or damage to or loss of any property arising as a result of his occupancy of an allotted stand space or of any act, omission or negligence done or omitted by the Exhibitor or his agent or any other person under his direction.

b. Each Exhibitor shall indemnify the Organisers against any claim which may be made upon them in respect of any alleged breach or infringement of any copyright or patent by that Exhibitor during the period of his occupation of an allotted stand space, or otherwise in connection with the Exhibition.

c. Each Exhibitor must adequately insure and keep himself insured to cover his liabilities under these Terms and Conditions. He must also hold a General Third Party policy of insurance to cover his legal liability for negligence for an indemnity of at least £1,000,000 (one million pounds sterling) or the equivalent. The policies of insurance to be shown to the Organisers on demand.

#### **20. APPLICATION OF TERMS AND CONDITIONS**

a. Each Exhibitor is bound in all respects by these Terms and Conditions and in addition shall be bound by and comply with and be deemed to have full knowledge of the Rules, Conditions and Regulations of the Hall Owners, a copy of which may be inspected at the Organisers' Offices.

b. Each Exhibitor must bring to the notice of all agents or contractors employed by him the provisions of these Terms and Conditions as may affect such agents and contractors, and any claim arising from the failure of the Exhibitor to give such notice shall be the sole responsibility of the Exhibitor concerned.

c. The Organisers reserve the right to waive, add or alter any of these Terms and Conditions in the interests of the Exhibition either generally or in any particular case.

d. Should any question arise whether provided for in these Terms and Conditions or not, the decision of the Organisers shall be final and binding on each and every Exhibitor.

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