

EXHIBITION BOOKING FORM AND CONTRACT

Updates for Primary Care

www.updatesforprimarycare.org.uk



2nd – 6th October 2017 at the Headland Hotel, Newquay, Cornwall

(Please, type or use BLOCK letters)

Company Name:	
Invoicing Address:	
Town/City:	
Country and Postcode:	
Company Website Address:	
Contact Person Name:	
Tel:	
E-Mail:	
Company interest areas:	

We wish to make a reservation for company participation as indicated in the grid below:

Notes:

- **THERE IS NO VAT TO BE ADDED TO THESE RATES**
- **For the theme of each day's event, please refer to the website at <http://www.updatesforprimarycare.org.uk>**

Rates: *please note that the rates include attendance for ONE company/organisation representative. For those organisations who insist on having more than one representative at any one time, it may be necessary for us to charge additional per person catering fees on the day.*

Please indicate which day(s) you wish to attend

1 day attendance	£400	M/Tu/W/Th/Fri
2 day attendance	£700	M/Tu/W/Th/Fri
3 day attendance	£1050	M/Tu/W/Th/Fri
4 day attendance	£1350	M/Tu/W/Th/Fri
5 day attendance	£1650	M/Tu/W/Th/Fri

**** All payments must be received by 60 days after the events – ie 6th December 2017; after this date, interest will be charged****

Purchase Order Number/Reference:

<p>Please select <u>one</u> of the following options:</p> <p>Due to company policy, we cannot exhibit in the meeting room of the event []</p> <p>We are happy to exhibit in the meeting room of the event, if space allows []</p>	<p>We do not wish to have our booth next to the following companies:</p> <p>.....</p> <p>.....</p>
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PAYMENT:

We will invoice you on receipt of this completed form and would appreciate pre-event payment as soon as possible please.
Priority of space allocation will be given to those companies who have paid promptly.

Payment should be made in Pounds Sterling, with any bank charges at the cost of the sender.

Cheques to be made payable to: "Primary Care Education Limited" and sent to the Updates Secretariat address below.

Bank transfers (free of any charges to payee) to: **Sort Code: 20-87-94; Account Number: 63553159;** Barclays; Account Name: **Primary Care Education Limited**

PLEASE GIVE INVOICE NUMBER AS A REFERENCE WITH PAYMENT

I, the undersigned, an authorized representative of the aforementioned company, hereby make a reservation for company participation in the Updates for Primary Care event(s) on or between 2nd – 6th October 2017 in Newquay. I hereby agree to be bound to the Terms and Conditions of participation and am also responsible (as the link person) for ensuring payment is received from my company for this booking.

Signature

Date

Please send the completed Booking Form and Contract to:

Updates Secretariat, Index Communications Meeting Services, Crown House, 28 Winchester Road,
Romsey, Hampshire SO51 8AA, UK Tel: +44 (0)1794 511331/2, E-Mail: updates@indexcommunications.com



Terms and Conditions

DEFINITIONS

In these regulations the term "Exhibition" in all cases refers to the Exhibition being held in conjunction with the *Updates for Primary Care events*. The term "Exhibitor" includes any person, firm, company, association, organisation and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term "Organisers" means Index Communications Meeting Services on behalf of the Course Leader of the *Updates for Primary Care events*. The term "Premises" refers to those portions of the Headland Hotel, Newquay licensed for this event.

DATES AND HOURS OF OPENING

The Exhibition will be at the Headland Hotel, Newquay and will be open during the following hours each day from 2nd – 6th October 2017: 08.45 - 16.00 hours.

APPLICATIONS FOR AND ALLOCATION OF STAND SPACE

Applications for stand space must be made on the Booking Form and Contract which should be returned to the Organisers as soon as possible. An invoice as your receipt will be sent to you.

The Organisers regret that it is not possible for applicants to select the exact position of their stand(s).

Attention will be paid to the order in which forms and payments have been received when allocating space.

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

An Exhibitor may not, except by express written permission of the Organisers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principal's.

The display or acknowledgement or credit or advertisement indicating membership of any Organisation, Society or Trade Association is not allowed except by express written permission of the Organisers.

TERMS OF PAYMENT

Payment instructions are given on the Booking Form and Contract. The Organisers cannot enter into correspondence/contact with finance departments or other accounts teams and will continue to liaise with the given contact for the booking, who remains responsible for ensuring payment is received for this event.

CANCELLATION OR REDUCTION OF STAND SPACE

An Exhibitor cancelling his stand once his application has been received and acknowledged is liable for the total booking charge unless the stand space can be re-let.

BANKRUPTCY OR LIQUIDATION

In the event of an Exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an Exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeit.

SUB-LETTING

Sub-letting or licensing the use of stand space is not permitted, neither may the products or service 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.

OCCUPATION OF STAND SPACE

The Exhibitor his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of his stand the Organisers have the right to relet the stand and all monies paid shall be forfeit. All exhibits, displays, stand fittings and materials must be removed from the building by 18.00 on the day of exhibiting, unless the exhibition will be displayed the following day(s).

INSTALLATION AND REMOVAL OF EXHIBITS

Exhibitors will be advised of when they may commence fitting up and arrangement of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them. The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. Exhibits may not be removed until the Exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

OBSTRUCTIONS OF GANGWAYS AND OPEN SPACES

Exhibitors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays on neighbouring stands. Gangways must at all times be kept clear and free for passage. Any Exhibitor who continues to cause a nuisance or obstruction after notice has been given will be liable to have his stand cleared by the Organisers at the Exhibitor's own risk and expense.

TRADE UNION LABOUR

All stand fitting construction or display work should be carried out by members of the appropriate Trade Union recognised by the Exhibitions Industry at rates of pay and overtime in accordance with the terms of the Working Rules agreement currently in force.

ELECTRICAL REQUIREMENTS

Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply. Exhibitors whose display requires plumbing, compressed air or heavier weight loading are advised to contact the Organisers.

DANGEROUS MATERIALS AND EXHIBITS

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the Organisers and every appropriate authority or the item will be removed from the building at the Exhibitor's risk and expense.

FIRE PRECAUTIONS

In accordance with the requirements of every appropriate authority, all materials used in construction work display material etc., must be effectively flame proofed or made of non flammable materials. Drapes and curtains must be at least 6" (150mm) clear of the floor. Fire extinguishers will be provided by the venue. The Exhibitor must comply with all reasonable instructions given by the Organisers or any appropriate authority to avoid the risk of fire.

SECURITY

The Organisers encourage all Exhibitors to remove samples, give-aways etc from their stands, when the Exhibition is closed. Neither the Organisers nor the course leader can take any responsibility for the loss of any item from an Exhibition stand.

DAMAGE TO PREMISES, FIXTURES FITTINGS AND SHELL SCHEME

No nails, screws, or other fixtures may be driven into any part of the venue including floors nor may any part of the Premises be damaged or disfigured in any way. Should any such damage occur the Exhibitor concerned will be invoiced for any reparation charges incurred.

CLEANING

The venue will arrange for the daily cleaning of public areas outside Exhibition opening hours.

STORAGE

There are no storage facilities available within the Exhibition area and Exhibitors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

INSURANCE

Exhibitors are reminded of the need to consult their insurance company or insurance broker to cover themselves fully against All Risks at the Exhibition. Particular attention is drawn to the need for the following:

ABANDONMENT/POSTPONEMENT:

In the event of abandonment of the event, the Organisers will refund the Booking Fees received. In the event of postponement, the Organisers will notify the new dates at the earliest opportunity in order to carry over the booking to the new dates. Neither the Organisers nor the Hosts will accept any additional charges incurred by companies in the context of abandonment or postponement.

STANDS/FIXTURES AND SIMILAR INSURANCE:

All Risks on loss or damage to Exhibitor's property fixtures fittings and all other property of a similar nature such as personal property of directors principals and employees whilst on the Premises and transit risks to and from the Exhibition.

FAILURE TO VACATE:

If the Exhibitor should fail to remove all his property or otherwise fail to vacate the Exhibition Premises on the day(s) of his exhibiting by 18.00 hrs due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the Premises 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.

PUBLIC LIABILITY

Liability to the public may arise out of the Exhibitor's activities and should be covered by insurance. Insurance should be affected with the minimum delay.

LIABILITY

1. INFORMATION SUPPLIED

Information supplied by the Organisers in relation to any exhibition is accurate to the best of their knowledge and belief but shall not constitute any warranty or representation by the Organisers and any inaccuracy or mistake therein or omission there from shall not entitle the exhibitor to cancel his space booking.

Whilst the Organiser will endeavour to protect exhibition property whilst on display at the Exhibition it must be clearly understood that the management of the Premises, the course leader and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever.

Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned postponed or altered in any way in whole or in part of if the Organisers find it necessary to change the dates of the Exhibition, the Organisers shall not be liable for any expenditure loss or damage incurred by an Exhibitor or exhibition contractor resultant upon such change.

Nor shall the Organisers be liable for any expenditure loss or damage resultant upon the intervention of any Authority which restricts the use of the Premises in whole or in part in any manner whatsoever.

EXHIBITORS JOINING INSTRUCTIONS

Joining Instruction information, including access times etc will be forwarded to Exhibitors ahead of the event. The Exhibitor should contact the Course Secretariat with any queries in the meantime.

GENERAL CONDITIONS

The Organisers are responsible for the control of the Exhibition Areas. Exhibitors are responsible for the control of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing regulations. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with policies of insurance requested by the Organisers.