

[REDACTED]

## Sea Asia 2025, March 25-27<sup>th</sup>, Singapore

|                     |   |
|---------------------|---|
| <b>Organisation</b> | The UK Department for Business & Trade                    |
| <b>Address</b>      | Old Admiralty Building, Admiralty Place, London, SW1A 2BL |
| <b>Contact</b>      | [REDACTED]  |
| <b>Position</b>     | [REDACTED]  |
| <b>Email</b>        | [REDACTED]  |
| <b>PO Number</b>    | To follow   |

**SMI to partner with the UK Department for Business & Trade in the organisation of their presence at the tradeshow as follows:**

| <b>Exhibition Space</b>  |  |
|--|--|
| <b>66sqm 'Pod' area and 'Partnership' status exhibition space in the UK Pavilion for 16 Pods.</b> To include 'Great' branding and graphics, storage, access to meeting tables, brochure racks, official Sea Asia exhibitor status and listing, large screen for digital/video content and all compulsory exhibitor fees:<br>(Each Co-exhibiting Pod company's contribution to participate – [REDACTED], SMI to invoice co-exhibiting companies direct).<br><br>Supported by a digital-only UK Pavilion brochure for companies:   | <b>[REDACTED]+ VAT</b>                               |
| <b>Receptions and Networking Activities:</b>   |  |
| <b>On-stand Networking Reception</b><br>A 2-hour networking reception at the UK Showcase stand during a show day to include food allowance (SMI to contribute beverage):<br>Marketing and promotions, invitations, social media distribution, printed invitations:<br><br><b>Pre-event networking and orientation reception</b><br>Organisation and co-ordination of invitation list and RSVP, coordination of logistics with venue, overall support during event itself:<br>Venue and F&B:<br><br><b>Green themed Seminar Theatre Presentation</b><br>For 'Partnership' status and input to speaker appointment, co-ordination of briefing call, collation of presentations, marketing and promotions, invitations, social media distribution, and allowance for printed invitations):<br><br><b>High Commission Evening Reception – (F&amp;B, venue hire etc organised in collaboration with the BHC Singapore):</b> | <b>[REDACTED]<br/>+VAT</b><br><br>(sourced directly) |

[REDACTED]



**Please kindly note:**

- VAT will apply on all charges/activities delivered in the UK.

**We acknowledge that once completed this form represents a commitment by the organisation in accordance with the SMI Terms & Conditions of participation at exhibitions.**

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| <div>Signed on behalf of SMI:</div> <div>[REDACTED]</div> | <div>Signed on behalf of UK DBT:</div> <div>[REDACTED]</div> |
| Printed Name: [REDACTED]                                  | Printed Name [REDACTED]                                      |
| Date: 08/10/24  | Date: 31/10/2024   |

## SOCIETY OF MARITIME INDUSTRIES (SMI)

### TERMS AND CONDITIONS OF PARTICIPATION AT EXHIBITIONS

1. All participating exhibitors must be in the name of a UK registered company.
2. SMI may acknowledge receipt of an unsupported application to participate in the exhibition. Such acknowledgement does not commit SMI to consider allocation of stand space nor provide any further service. Such commitment by SMI to consider allocation of space will apply only to those applications from an exhibitor that have been supported by payment in full.
3. Stand fees include rental of space, provision of a fully constructed shell-scheme stand and display aids as part of a showcase of stands and SMI's administrative charges.
4. Exhibitors must pay in full all invoices for stand fees as they fall due. Failure to do so may be regarded as a breach of this contract. In such cases articles 16, and 17 of these terms and conditions apply.
5. Exhibitors applying for space within the shared UK Showcase must take the shell-scheme provided.
6. No additional construction to the shell-scheme is permitted, except by prior and written agreement from SMI.
7. Companies having received such agreement from SMI are themselves responsible for seeking quotes, commissioning and payment of additional construction to the shell-scheme.
8. SMI will make every effort to provide the shared space requested, but cannot guarantee in advance either the hall, position, configuration of stand, or total area that can be provided.
9. Where it is necessary to offer an area varying by greater than 20% of the area requested, SMI will first seek the agreement of the applicant.
10. If compromise cannot be reached, exhibitors party to this agreement remain responsible for payment of the whole stand available, but SMI will make all reasonable effort to find a replacement company.
11. Should it be necessary to allocate a stand area greater than originally requested, the exhibitor must pay in full on receipt of invoice for additional areas. Should it be necessary to allocate a stand area less than originally requested, SMI will refund the difference in stand fees should a reduced area only be available.
12. Every reasonable care will be taken in the allocation of space to companies to avoid inclusion of pillars and fire hydrant access points on stands. Where this is not possible, companies will not be charged for net stand area displaced by pillars, or hydrants.
13. SMI is unable to guarantee that it is able to offer sufficient space to satisfy the total UK group requirement. Space will therefore be allocated strictly in order of receipt of applications supported by payment in full.
14. Exhibitors withdrawing from the showcase after SMI is committed to payments on the company's behalf will forfeit their fees in full unless a replacement company can be found to take all of the withdrawing company's showcase position.
15. SMI will make all reasonable effort to find replacement companies, but will not guarantee to secure replacement.
16. Where a replacement exhibitor can be found, a charge of 20% of stand fees, up to a maximum of £1,000 will be charged to the withdrawing company to cover the additional administrative costs incurred.
17. Stands must be managed throughout the exhibition by personnel competent to best promote the company and product.
18. SMI promotes relevant tradeshow support funding which is available from the DBT, further details of available support funding are available on request from SMI.
19. Neither SMI nor the event organiser is able to guarantee that an exhibitor is eligible for DBT support.
20. In instances where an exhibitor may have DBT support withdrawn after SMI has contracted for payment on behalf of an exhibitor, the exhibitor will remain liable to pay for the full cost of the stand it has been allocated.
21. In submitting this application, exhibitors accept responsibility for ensuring that they are adequately insured against all accident, claims arising from negligence and that their exhibits are also insured against loss, or damage.
22. No damage may be caused to the shell-scheme, or display aids supplied, particularly by use of nails, or tacks for attaching panels to the shell-scheme walls.
23. If damage is so caused, companies will be liable to meet the full cost of replacement of the damaged items.
24. Exhibitors are forbidden to further embellish the fascia panels of their stands by use of unauthorised additional graphics, or display aids.
25. Exhibitors are requested not to promote their presence and exhibits in a manner likely to cause offence, or nuisance to other exhibitors, or in contravention of the event organisers' terms and conditions of participation.
26. From time to time, SMI may appoint service companies to offer group freight, travel, accommodation, promotion and other services as may be thought in the interests of the joint venture exhibiting companies.
27. Where SMI makes such appointments, joint venture exhibitors are free to make use of the services of such companies at their own risk.
28. Such appointments are made in the interests of reducing individual costs for joint venture participants. Exhibitors are not obliged to use such services.
29. SMI acts solely as an agent on behalf of the exhibitor and takes no liability for exhibitor's recovery of monies paid to a stand contractor who before the completion of the delivery and the build of the stands becomes bankrupt or otherwise ceases to trade.
30. SMI shall not be held liable for the performance, actions or negligence of appointed contractors by the event organisers.
31. Exhibitors shall be liable for payment of all additional site services (ie. stand cleaning) where required.
32. SMI reserves the right to raise a surcharge on stand fees, in the event of significant devaluation of Sterling.
33. In submitting this application, the exhibitor agrees to be bound by these terms and conditions and those of the Event Organisers.