






Posidonia, June 3-7, Athens

Organisation	The UK Department for Business & Trade
Address	Old Admiralty Building, Admiralty Place, London, SW1A 2BL
Contact	[REDACTED]
Position	[REDACTED]
Email	[REDACTED]
PO Number	To be confirmed

SMI to assist the UK Department for Business & Trade in the organisation of the MCCOs presence at the tradeshow, including stand and stand build, graphics, promotion, networking reception, presentations as follows:

DBT Shared stand space in UK Pavilion	Cost
<p>Space, Design & Build 49sqm 'UK Showcase & Lounge' space supporting 6 co-exhibiting PODs, Meet & Greet desk and lounge/meeting area. Includes stand space, design and build, furniture, TV, stand, pillar and POD graphics. Stand design currently in development, visuals to follow.</p> <p>SMI to receive partnership status recognition on Pavilion branding and marketing assets and use of stand as a base during event. Other partners (UKSC/ML) to be advised.</p> <p>POD Recruitment* POD recruitment undertaken and co-ordinated by SMI. Final company selection from shortlist provided by SMI authorised by DBT. Upon agreement, SMI to issues notifications, collect registration data and company information, brief co-exhibitors on stand package. Liaise with co-exhibitors and provide support with regard to registration/badges, co-ordinate and brief POD graphics, event website profile and assist with adhoc event requests.</p> <p>*SMI to invoice each POD co-exhibiting POD company [REDACTED]</p>	[REDACTED]
Receptions and Activities:	Cost
<p>Evening Embassy Reception Input into invitation list on behalf of UK Pavilion companies</p> <p>(Co-ordination of RSVP, co-ordination of logistics/security with venue, registration</p>	n/a









<p>and distribution of name badges, food & beverage and overall support during event itself undertaken by Post).</p> <p>Stand Reception A networking drinks reception in the UK Pavilion during one of the show days to include food & beverage.</p> <p>Innovation Insight Presentations Co-ordinate a programme of 15 min on-stand 'Innovation Insights' Talks/Presentations featuring invited UK Pavilion Exhibiting companies to take place on stand. In conjunction with DBT, SMI appoint and liaise with speaker(s), conduct presentation briefings, allow.</p> <p>A PA system will be required (subject to agreement with event organiser).</p>	 
Marketing Assets and Collateral	
<p>Event Brochure Designed using previous template, collection/collation of data, logos foreword/intro, programme, printing (200 of). Share all data for DBT to upload to event specific website.</p> <p>Seminar flyers, stand reception invitations to support the Pavilion programme Design and distribution (digitally and in print).</p>	

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.

Signed on behalf of SMI:	Signed on behalf of UK DBT:
	
Printed Name: 	Printed Name 
Date: 	Date: 



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.