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Sea Asia 2023, April 25-27, Singapore

ACKNOWLEDGEMENT OF BOOKING, TERMS AND CONDITIONS OF PARTICIPATING

Organisation	The Department of International Trade
Address	Old Admiralty Building, Admiralty Place, Whitehall, London SW1A 2BL
Contact	
Position	
Email	
PO Number	

SMI will assist DIT in the organisation of the MCCOs presence at the show, including stand and build, graphics, promotion, networking reception, seminars as follows:







Description	Costs Allowance	Invoiced By
Exhibition Stand		
Stand Space/Standbuild/technical seminar presentation	£	Dec-22
Extras		
TV screen and mounting – allow £1,000	£	Feb-22
Enhanced furniture	£	Feb-22
To design and originate graphics	£	Feb-22
To output and reproduce graphics	£	Feb-22
Overhead banner	£	Feb-22
Receptions/activities:		
Stand Reception		
F&B	£	Feb-22
Marketing and promotions (SMI to create/design Invitation flyer, social media distribution, and allowance for printed invitations)	£	Feb-22
High Commission Evening Reception		
F&B, Venue Hire	N/a	N/a
Organisation & Co-ordination (draft/agree invite list of attendees, invitation design and distribution, co-ordination of RSVP, co-ordination of logistics/security with venue, manage registration and distribution of name badges and overall support during event itself)	£	Feb-22
Pre-event networking and orientation dinner		

Chief Executive: Tom Chant

Society of Maritime Industries Ltd. Registered in England No. 00883132. Registered Office as above. VAT GB 243 2666 68.

<p>Organisation and Co-ordination (draft and agree list of attendees, invitation design and distribution, co-ordination of RSVP, co-ordination of logistics with venue, overall support during event itself)</p> <p>Venue & Dinner</p>	£		Feb-22
	£		Feb-22
Sea Asia DIT Event Catalogue and Website:			
Brochure (Designed using previous template, collection/collation of data, foreword/intro, printing (200 of) in Singapore)	£		Feb-22
Website - subject to alignment with DIT web pages (for an event specific website, collect, collate and upload all data/logos from the UK group and Pavilion)	£		Feb-22
Sea Asia Sponsorship & Advertising opportunities:			
Allow £15,000	£		Dec-22
Contingency			
Seminar Theatre Presentation (Appoint and liaise speakers, collation of presentation, Marketing and promotions, invitations, social media distribution, and allowance for printed invitations) - £500 to be agreed	£		May-23
Event Photographer - £1,500 to be agreed			
Videographer Seminar - £1,500 to be agreed			
Total			

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 Department of International Trade:	
			
Printed Name		Printed Name	
Date		Date	

SOCIETY OF MARITIME INDUSTRIES (SMI)

TERMS AND CONDITIONS OF PARTICIPATION AT EXHIBITIONS

1. All Stands 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 group 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, 17 and 18 of these terms and conditions apply.
5. Exhibitors applying for stands with an UK pavilion must take the shell scheme provided.
6. No additional construction to the 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 size of stand 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 for stands.
14. Where there is insufficient space to be able to confirm allocation of a stand, companies will be refunded their stand fees in full.
15. (a) If an exhibitor gives written notice of withdrawal from the group within 7 days of entering into the contract they will receive a full refund on costs (management fee and stand fee), unless condition 15 (b) applies. (b) When an exhibitor signs up to the event 4 weeks before the date of the event, the 7-day cooling off period will not be applicable and all costs applicable to the contract will be due immediately on receipt of the invoice from SMI.
16. An exhibitor who withdraws 180 days before the event will receive a full refund on the stand fee but will be liable for the management fee to cover administrative costs.
17. An exhibitor who withdraws less than 180 days and more than 90 days before the event will receive a 50% refund on the stand fee with the management fee forfeited to cover administrative costs.
18. An exhibitor who withdraws less than 90 days before the event will be liable for all the contracted stand costs and the management fee.
19. Notwithstanding condition 18, if a replacement company is found to occupy the whole of space contracted by the Exhibitor the stand fee will be refunded, whereas the management fee will be retained to cover administrative costs. SMI will make all reasonable effort to find a replacement company to occupy the contracted space, but cannot guarantee to secure the payment.
20. SMI promotes relevant trade show support funding that is available from the DIT. Further details of available support funding are available on request from SMI.
21. SMI is not able to guarantee that an exhibitor is eligible for DIT support.
22. SMI shall not be held liable for ensuring that the exhibitor, its personnel, and exhibits are adequately insured against all risks.
23. 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
24. No damage may be caused to the stand, or display aids supplied, particularly by use of nails, or tacks for attaching panels to the walls.
25. If damage is so caused, companies will be liable to meet the full cost of replacement of the damaged items.
26. Exhibitors are forbidden to further embellish the fascia panels of their stands by use of unauthorised additional graphics, or display aids.
27. 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 organisers' terms and conditions of participation.
28. 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.
29. Where SMI makes such appointments, joint venture exhibitors are free to make use of the services of such companies at their own risk.
30. Such appointments are made in the interests of reducing individual costs for joint venture participants. Exhibitors are not obliged to use such services.
31. 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.
32. SMI shall not be held liable for the performance, actions or negligence of appointed contractors by the event organisers.
33. Exhibitors shall be liable for payment of all additional site services (ie. stand cleaning).
34. SMI reserves the right to raise a surcharge on stand fees, in the event of significant devaluation of Sterling.
35. In submitting this application, the exhibitor agrees to be bound by these terms and conditions and those of the Event Organisers.