



EVENTS BOOKING FORM

BOOKING INFORMATION	
Company name	Department for Business and Trade
Address	Old Admiralty Building, London
Postcode	SW1A 2DY
Telephone	Text Redacted
Contact name	Text Redacted
Email address	Text Redacted
Website	https://www.gov.uk/government/organisations/department-for-business-and-trade
CONTACT FOR BOOKING/EVENT MANAGEMENT	
Contact name	Text Redacted
Telephone	Text Redacted
Email address	Text Redacted
CONTACT FOR MARKETING, PR AND CREATIVE ARTWORK	
Contact name	Text Redacted
Telephone	Text Redacted
Email address	Text Redacted
ACCOUNTS CONTACT	
Contact name	
Telephone	Invoice to Text Redacted one PO received for approval for finance
Email address	
Additional notes	
PACKAGE INFORMATION	
Event name	Mapic/LeisureUP
Date of event	November 28 – 30, 2023
Package information	Department for Business and Trade (DBT) to share the Experience UK stand as partners for Mapic/LeisureUP, the total stand space is 50.05 sqm and DBT would be assigned a minimum of 24 sqm for a dedicated business lounge. The cost also includes furnishings throughout (except custom upgrades), a contribution to the design and printing of the stand brochure, branding on the wall graphics, branding on the reception counter graphic, inclusion in the stand capability showreel, management and logistics of space ahead of and during the event, access to the event digital platform provided by the organisers ahead of the event and a post campaign report and associated data share.

	Variation on Contract Payment Terms		
	30%	Text Redacted	due before 03/05/2023
	50%	Text Redacted	due before 22/09/2023
	20%	Text Redacted	due before 23/10/2023
CONFIRMATION:			
I confirm I have checked the above details are correct and have received and read the terms & conditions:			
Please sign here	Text Redacted		Print Name
			Text Redacted
Date	27.06.2023		Total (Ex Vat)
			Text Redacted

DELEGATE AND EXHIBITOR EVENT TERMS & CONDITIONS EFFECTIVE 1 APRIL 2023

1. The expression 'the Event' wherever mentioned herein shall mean Experience UK Events being delivered by the commercial operation Experience UK Media Limited

The expression 'the Organisers' wherever mentioned shall mean Experience UK and or Experience UK Media Ltd.

The expression 'the Delegate' wherever mentioned herein shall mean any company, firm or person who has either ordered display space and been allocated display space at the Event or is participating on a delegate basis.

2. Booking: Booking and allocation of bookings will only be accepted if the Delegate has already read a copy of these Terms and Conditions. If by telephone, in person or in writing or any other means, the Delegate requests to book an event package, these Terms and Conditions will come into effect between the Organisers and the Delegate.

If the Delegate has booked Event space, every effort will be made to position the space as per the contract. However, to facilitate an effective layout to the Event space, and if the Organisers believe it to be in the best interest of the Event space, the Organisers have the right to make a display space reallocation at any time provided that the reallocated display space shall not be more than 10% greater or less than the display space which has been booked. The area allocated shall be the full extent of display area available to the Delegate.

3. Payment: Payment is required are required no more than 30 days following receipt of the signed contract.

In the event that the Delegate fails to pay any sum due in the time and manner agreed herein, the Organisers may in writing require the Delegate to forgo the package booked, without the Organisers being under any liability to refund or abate charges paid or due herein.

The Organisers have the right to enforce payment in full at any stage prior to commencement of the Event.

4. Cancellation. In the event of the Delegate giving written notice, at any time prior to the Event, of their intention not to utilise the package or the display space allocated to them, or in the event of failure by the Delegate to attend the event, or take possession of display space by the day prior to the opening of the Event, the Organisers will have absolute discretion to deal with the Delegate booking, including any Event space as they think fit without being under any liability to refund or abate any charges paid or due herein except as provided below.

Once a Delegate package has been made in accordance with the foregoing, any Delegate who subsequently decides, for any reason, to withdraw from the Event or reduce his display space allocation shall promptly inform the Organisers in writing and shall be liable to pay 100% cancellation charge plus VAT.

In the event of the Delegate becoming bankrupt or making a composition with his creditors or going into liquidation or being under any appointment of a receiver, the Organisers reserve the right to cancel any bookings, including delegate packages and space allocation without being under any liability to refund or abate any charges paid or due herein.

5. Delegate Representative: The Delegate must name at least one person to be their representative to attend the Event, and in connection with the installation operation and removal of any exhibits. Such representatives shall be authorised to enter such service contracts as may be necessary for which the Delegate will be responsible.

6. Hours of Opening: The Event will be open to visitors at advertised stated times each day, during which periods the Delegate of any company that is exhibiting undertakes to have his exhibits on display, in good order, adequately attended and not covered up.

7. For exhibiting companies a standard package will be provided as per the Event booking by the Organisers at no additional charge. Full details will be provided in the Delegates' Manual.

Exhibits shall be arranged so as to not obstruct the general view, nor hide the exhibits of others. Plans for specially built space or displays other than those constructed from the standard package must be submitted to the Organisers for approval before construction is ordered.

No display exposing an unfinished surface to neighbouring space will be permitted.

If in the opinion of the Organisers, the Delegate's display extends beyond his allocated area, the Organisers may at their sole discretion charge the Delegate for the extra display space occupied at the prevailing rate. Should any dispute arise as to the display space allocation, or as to the extent of any extra display space deemed by the Organisers to be occupied by the Delegate beyond that allocated, the decision of the Organisers shall be final. The Organisers reserve the right to relocate the Delegate's space if in its absolute discretion, they think such relocation is necessary in the best interest of the Event.

The Organisers and any other person either authorised by the Organisers or having an interest in the premises shall, without notice, be entitled to access at all reasonable times to the stand and for this purpose the Organisers shall be entitled to use such force as may be necessary without incurring any liability whatsoever to the Delegate.

8. Removal of Exhibits: No exhibit shall be packed, removed or dismantled prior to the closing of the Event without written permission from the Organisers. If the Delegate acts in breach of this provision he shall pay as compensation for the detraction to the Event's appearance and in addition to all sums otherwise due under this agreement, an amount equal to one third of the total display space charge for the Delegates' allocated area.

The Delegate will be liable for all storage and handling charges resulting from failure to remove all exhibits and display materials by the end of the break-down period (the times of which will be notified in the Delegate's Manual) following the close of the Event. The Delegate must surrender any occupied space in its original condition. The Delegate shall make good and indemnify the Organisers for any damage to the space or the premises by the Delegate, his agents, contractors, or employees.

9. Requirements of Superior Authorities: The Delegate shall at once comply with any requirements imposed on the Organisers by the proprietors or managers of the Event building or any Municipal or other competent authority on written notice of such being given to the Delegate by the Organisers. All inflammable materials shall be fireproofed or otherwise processed against fire in accordance with any statutory or local regulations or requirements to which the Event may be subject. The Organisers recommend that Delegates employ only contractors who are party to the constitution and working section agreement of the Joint National Council for the Event Industry.

10. Use of Display Space: The Delegate agrees not to assign or sublet any display space allocated to them without prior written consent from the Organisers, nor to display or advertise goods or services other than those manufactured or carried by them in the normal course of business. Sales by auction are prohibited.

11. Undesirable Activities: If it appears to the Organisers that the Delegate may be engaged in activities which are deemed to be contrary to the best interests of the Event or which appear unethical or to be in breach of the law, the Organisers may, without being under any liability to refund or abate any charges paid to due herein, cancel any

display space allocation which may have been made to the Delegate and require them forthwith to vacate the display space allocated to them and refuse the Delegate the right to participate further in the Event.

Canvassing for orders except by the Delegate on his own stand in the normal course of his business is strictly prohibited and in any such case the right of expulsion will at once be exercised. The distribution or display of printed or other placards, handbills or circulars or other articles except by the Delegate on his own display space is prohibited.

12. Limitation of Liability: The Organisers, their agents and employees shall not be liable for any loss, theft or damage or injury to persons or property during the terms of this agreement from any cause whatsoever.

Information given by the Organisers about the Event is accurate to the best of their knowledge but does not constitute any warranty or representation by the Organisers, and therefore any mistake or omission does not entitle the Delegate to cancel his space booking.

13. Indemnity The Delegate shall defend the Organisers from and indemnify against any liability for injury to persons or property arising from any cause whatsoever in connection with the participation in the Event by the Delegate, his agents, contractors or employees. The Delegate shall also indemnify the Organisers against any claim made by any contractor or agent appointed by the Organisers arising out of the failure of the Delegate, his agents, contractors, or employees to perform in any way any contract entered into with such contractors or agents.

14. Change or Location, Curtailment or Change of Date of Event: In the event that the premises where the Event is to be held shall, in the sole determination of the Organisers, become unfit or unavailable for occupancy or shall be substantially interfered with by reason of fire, flood, tempest or any other such cause or as a result of government intervention, malicious damage, terrorism, acts of war, acts of god, strike, lockout, labour dispute, picketing, embargo, injunction, riot or any other cause or agency over which the Organisers has no control, or should the Organisers decide that owing to any such cause or agency it is necessary or advisable to curtail, relocate or change the date of the Event or reduce the planned period for preparation display or dismantling, the Delegate waives any and all claims he might have against the Organisers for refunds, damages or expenses.

Under any of these circumstances the Organisers reserve the right without being under any liability to the Delegate for refunds, additional expenses or otherwise, to change the location and/or date of the Event upon reasonable notice to the Delegate.

15 Event Cancellation In the event that the Event is cancelled as a result of the circumstances stipulated above in Section 14 of these Terms and Conditions, the Delegate agrees to accept in complete settlement and discharge of all claims against the Organisers, the Delegate's pro-rata share of the total amount paid by all Delegates, less all costs and expenses incurred by the Organisers in connection with the Event including a reserve, established at the sole discretion of the Organisers, for future claims and expenses in connection with the Event. In the event that the Event is cancelled by the Organisers as a result of commercial reasons, such as lack of support, then all charges paid by the Delegate will be refunded. The Delegate agrees that under these circumstances he will have no further claim against the Organisers.

16 Responsibility If the Delegate fails to comply in any respect with the terms of this agreement, the Organisers shall have the right, without notice to the Delegate, to offer the package, or said display space to another Delegate, or use the said package or display space in any other manner, but this shall not be construed as affecting the responsibility of the Delegate to pay the full amount specified by the contract.

The Organisers reserve the right to interpret, amend and enforce these regulations as it deems proper to assure the success of the Event.

EXPERIENCE UK TRADE ASSOCIATION MEMBERSHIP AND COMMERCIAL OPERATIONS T/A EXPERIENCE UK MEDIA LIMITED,
COMPANY NUMBER: 11705991, VAT REGISTRATION: GB330083739. REGISTERED ADDRESS: UNIT B, FIRST FLOOR, BROAD
OAK BUSINESS PARK, REDBROOK MAELOR, WHITCHURCH, SY13 3AQ. T +44 (0)333 35 5046 E: hello@experience-uk.org

17. Electric Lighting and Power: Official contractors will be appointed by the Organisers for electrical work on all display spaces. Details will be given in the Delegates' Manual. The Delegate shall be responsible for settling all accounts for his electrical work directly with the Organiser. Payment for electrical current consumed both for lighting and power shall be made directly by the Delegate to the Organiser.

A device may be illuminated but lighting must be still - not flashing - and any direct light from shall be screened in such a way as to avoid causing nuisance or discomfort to visitors and other Delegates. Electrical installations on display spaces or other exhibits shall comply with the Regulations for Electrical Equipment of Buildings approved by the Institute of Electrical Engineers and any statutory or local regulations or requirements to which the Event may be subject.

18. Delegates' Manual: All Delegates will be provided with a Delegates' Manual which will list details of electrics and other items the Delegate may require to decorate or furnish their space, orders for these must be placed with the Organisers. It will also contain specific regulations relating to the build-up, breakdown and conduct of the Event. The Delegate agrees to abide by these regulations.

19. Limits of Height: The normal height limit on display spaces, displays or other items is 2 metres. Any Delegate wishing to construct displays of over 2 metres must submit a proposal for approval by the Organisers and obtain their written approval. If the height requested is over 2 metres an additional fee may be charged.

20. Delegate and Contractor Passes: In order to ensure only official access to the Event areas, all Delegates and their personnel and all contractors will be issued with non-transferable passes. No admission to the Event areas will be allowed unless this pass is presented. The Delegate will be required to provide to the Organisers, at least two weeks before the first day of build-up, a list detailing the personnel who will be present on the booth.

The Organisers reserves the right at their absolute discretion to refuse admission to or remove from the Event any person whatsoever without incurring any liability whatsoever. In particular but without restricting the generality of the foregoing the Organisers shall have the right to remove anybody who in the opinion of the Organisers is drunk or disorderly or under the influence of drugs or whose dress appearance or general behaviour is liable to disturb any Delegate or members of the public attending the Event.

21. Delegate's Insurance: To protect the interest of Delegates (and to indemnify the Organisers) it is a requirement that all Delegates be fully insured for their participation in the Event. An insurance is the responsibility of the Delegate to arrange adequate cover. The following requirements apply:

Third party claims: The Delegate is responsible for all claims, actions or costs for personal injury and loss of or damage to property caused by or arising from their or their agents' participation at the Event including the build-up and break-down periods. The Delegate will indemnify the Organiser in respect of each and every claim and all actions, proceedings, costs, claims and demands in respect thereof. The Delegate must have Public Liability Insurance providing a minimum limit of indemnity of £2,000,000 in respect of their participation at the Event including the build-up and break-down periods.

The Delegate must insure for loss of expenses due to Cancellation, Abandonment, Postponement or Curtailment, in whole or in part, of the Event or their participation at the Event for causes outside the control of the Organisers or the Delegate, since the Organisers accept no responsibility in such an eventuality.

The Organiser shall not be responsible for loss of or damage to exhibits or other property in the custody of the Delegate, his invitees or licensees howsoever caused. Delegates are strongly advised to insure their exhibits, stand and other equipment and all items for which they are responsible such as hired or borrowed items.

22. Rates of Exchange: All charges and prices are quoted in UK sterling. The rate of exchange in respect of funds transferred from overseas shall be that ruling at the date payment is made.

23. Law Applicable: These Terms and Conditions and any contract concluded herein will be governed by English Law.