



Department for
Business & Trade



Dusseldorf, Germany
16th—18th March 2025

INTERNATIONAL TRADE FAIR DELIVERY
CONTRACT-
Agreement with the
Department for Business & Trade

[REDACTED]

EVENT PLANNING CONTRACT

This agreement is made effective **on the date which the last party signs** between the Overseas Fairs Division and the Department for Business & Trade. In this Agreement the Overseas Fairs Division (referred as OFD and a division of International Trade Shows Link Limited) is contracted to provide goods and services to the Department for Business & Trade (referred as DBT) .

BACKGROUND-

ProWein in Dusseldorf is the World's leading International Trade Fair for the Wines and Spirits Industry. The dates of the next show are to run from the 16th—18th March 2025.

The Department for Business & Trade are expecting OFD to co-ordinate and provide a fully functional, strongly branded UK stand with on site support leading up to and including the dates of the show.

Therefore , the parties agree as follows:-

1) DESCRIPTION OF GOODS AND SERVICES:

The Overseas Fairs Division will provide the following :-

- Full on site support and Project Management throughout build up and during the show
- A 119sqm GREAT Branded pavilion within the Spirits section of ProWein 2025
- Hanging banners above the stand to further enhance the UK presence
- Strong backlit graphics and images within the stand highlighting UK expertise in this sector
- Production of POD Stands to allow up to 16 UK suppliers to have a presence at the show
- A tasting area with meeting and modest storage facilities
- Regular supply of glasses and ice for all UK Producers on the pavilion
- Data capture support of visitors to the stand through the Scan2Lead app
- Stand preparation support to DBT and POD companies
- Shipping and customs guidance
- Overseeing Stand security

2) PAYMENT FOR GOODS AND SERVICES:

DBT agrees to pay OFD the sum of £47,500.00 plus UK VAT for all goods and services outlined above..

- 60% of the fee to be paid once the contract is signed by both parties
- 40% of the fee to be paid after delivery of the event at the end March 2025

Payment should be made by BACS to the bank details given on the invoice.

3) CANCELLATIONS:

If the event is cancelled, or the goods and services are terminated by DBT, all payments incurred by OFD are non-refundable, all outstanding payments due to date will be due immediately, and any payments due in the future are cancelled. Should any monies that OFD have paid for items can recovered for DBT it will be done so and repaid accordingly.

4) ENTIRE AGREEMENT:

This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supercedes any prior written or oral agreements between the parties.

5) AMENDMENT:

This Agreement may be modified or amended only if the amendment is made in writing and is signed by both parties.

6) SIGNED:

On behalf of The Department for Business & Trade

Name	<div>[REDACTED]</div>
Position	_____
Date	<u>20/12/2024</u>

On behalf of The Overseas Fairs Division

Name	<div>[REDACTED]</div>
Position	_____
Date	<u>20/12/2024</u>