

BOOKING FORM



2nd & 3rd October 2024
London Excel

EXHIBITOR DETAILS

Company name: Dept. for Business & Trade

Exhibiting as (if different):

Address:

Postcode:

Contact: [Redacted]

name: Email: [Redacted]

Telephone: [Redacted]

VAT ID:

SPACE REQUIREMENT

Total space required:

Length 6 x Depth 2 = Total sqm 12

SPACE ONLY

£365 per square metre
Space only includes stand cleaning (for 20sqm and above only).

(Please tick one)

SHELL SCHEME

£435 per square metre
Shell scheme includes shell scheme walling, fascia board, carpet and stand cleaning.

x 12 sqm = [Redacted]

Furniture package £850 includes ; Mains, 2 x LED spotlights, 1 x 500w socket, 3 x SC42 40/4 Chairs, 1 x NT22 Columbia 70 B Table, 1 x Octanorm Counter with sliding doors, 1 x MS04 Abano Bin.

Please tick if required = £ [Redacted]

1 lead scanner (required) = £ [Redacted]

Additional scanners (optional) = £ [Redacted]

Lead scanner £250 for one scanner (required). **£125** for any additional scanners (optional).

SPONSORSHIP DETAILS

1 x Solus email to 30,000 prior to WIBTE London = £ [Redacted]

SEMINAR DETAILS

1 x 30 minute seminar session = £ [Redacted]

ADDITIONAL NOTES

All inclusive shell scheme stanf with graphics, furniture, lighting and power

TOTAL STAND RENTAL FEE (EX VAT)

[Redacted]

Payment information – 40% paid on confirmation of booking, 60% invoiced by 31st March 2024. Bookings made after this date will require a 100% payment.

Cancellation Policy – The booking is made in acceptance with the following terms, full details in terms and conditions: Cancellation fee of 30% if the cancellation is received before the 1st February 2024, 80% if before 30th April 2024 or 100% if after 30th April 2024.

Name: [Redacted]

Authorised signature: [Redacted]

On behalf of: [Redacted]

Accepted by: [Redacted]

Date: 5/8/2024



EXHIBITOR TERMS AND CONDITIONS

These Terms set out the terms on which the Exhibitor books a stand at The Women in Business Expo event. Please read these Terms carefully as they contain important information.

1. Definitions

In these Terms and Conditions, unless the context otherwise requires, the following words and expressions shall have the following meanings:

Booking means a booking for an Exhibitor to book a stand at a Exhibition, made by an Exhibitor by submitting a Stand Booking Form and acceptance by the Organiser;

Content means any or all information and material requested by the Organiser and/or submitted to the Organiser by an Exhibitor for use in connection with a Exhibition, including an Exhibitor's logo and other materials and information required by the Organiser for exhibition during and for promoting and marketing the Exhibition;

Deposit means the deposit specified on the Stand Booking Form;

Exhibitor means the person, firm or company named as the Exhibitor identified in the Stand Booking Form;

Organiser means Hub Exhibitions Ltd

Stand Rental Fee means the total sum payable by the Exhibitor to the Organiser as specified in the Booking;

Exhibition means the Exhibition, physical or virtual, in respect of which the Exhibitor is submitting a Stand Booking Form;

Stand Booking Form means an application by the Exhibitor to book a stand at an Event, made by the Exhibitor to the Organiser in accordance with clause 2 below;

Terms means these terms and conditions;

VAT means value added tax chargeable or such other applicable sales or other taxes.

2. Basis of Contract

By submitting a Stand Booking Form, an Exhibitor agrees to be bound by these Terms to the exclusion of all other terms. If an Exhibitor does not agree to be bound by these Terms, then they should not submit a Stand Booking Form.

An Exhibitor's Stand Booking Form shall be completed in full and signed by the Exhibitor or on the Exhibitor's behalf (or in such other written, electronic or oral form as the Organiser in its discretion accepts) and be submitted to the Organiser by hand, electronically or by post.

The Exhibitor's Stand Booking Form is an offer to the Organiser to attend a Exhibition and on acceptance by the Organiser forms a binding contract between the Exhibitor and the Organiser (a Booking).

The Organiser reserves the right in its sole discretion to refuse to accept a Stand Booking Form or refuse allocation of stand space to any exhibitor, or to remove an Exhibitor from a Exhibition even after a Booking is accepted (where a full refund of any Deposit will apply).

The Booking shall be subject to these Terms and to any rules and regulations, including relating to safety, security, admission and order, issued from time to time by the Organiser in relation to the Exhibition. The Exhibitor shall further comply with all regulations and requirements of the landlords of the venue and of the competent local or other authority for the time being in force, which regulations shall be deemed to be incorporated in the contract between the Exhibitor and the Organiser.

The person signing the Stand Booking Form on an Exhibitor's behalf shall be deemed to have full authority to do so and an Exhibitor shall have no right to claim against the Organiser that such person or persons did not have such authority.

Exhibitor places at a Exhibition may be limited and will be subject to availability.

3. Payment

The exhibitor will be invoiced 30% of the stand rental fee plus VAT on booking, the remaining 70% invoice up to 31st March 2024 after this date 100% invoice will be raised. All invoices are payable within two weeks of the date of invoice. If an exhibitor books a stand after a staged invoice date, they will be invoiced the total of invoices due on the date of booking.

If payment of the Stand Rental Fee in full is not received before the Exhibition, the Organiser may (at its sole discretion) either require such payment as a condition of an Exhibitor's entry to the Exhibition or refuse the Exhibitor entry to the Exhibition. No refunds of any proportion of the Deposit paid will be made and any balance of the Stand Rental Fee will remain due and payable where entry to an Event is refused under this clause 3.

The Stand Rental Fee is stated exclusive of VAT, which will be due at the prescribed rate as at the date of the invoice.

4. Stand Space

On receipt of the Stand Rental Fee and prior to the start of the Exhibition, the Organiser shall provide the Exhibitor with confirmation of the size and location of their stand. The Organiser reserves the right at any time to change the size and location of an Exhibitor's space at the Exhibition and accepts no liability for such change, other than, if appropriate, an obligation to refund the proportion of the Stand Rental Fee resulting from a reduction in size of the space. The Organiser will however contact an Exhibitor (where possible) to discuss any proposed change to the size and/or location of a stand.

The Booking shall be for the amount of space at the Exhibition as specified in the Stand Booking Form. The Organiser is under no obligation to an Exhibitor to provide a particular space on the floor plan or stand number at the Exhibition. The Organiser reserves the right (without any liability to the Exhibitor) to alter the stand numbering, the lay-out of

any Exhibition floor plan and the position of any stand at any time.

If an Exhibitor wishes to reduce the size of their stand space after acceptance of their booking by the Organiser, the Exhibitor must notify the Organiser in writing prior to the Exhibition. The Organiser shall be under no obligation to agree to any reduction requested.

5. Occupation of Stand Space

The Exhibitor shall ensure that their stand space and exhibits are occupied and attended by competent and adequate staff at all times for the duration of the Exhibition.

The Exhibitor must maintain the stand in good order and in a clean condition for the duration of the Exhibition, and should regularly tidy and remove rubbish.

The Exhibitor must not overload or overfill the stand, and any injury or damage arising from stand overload/collapse will be to the liability of the Exhibitor.

6. Assignment and Sub-letting

Assignment and sub-letting, or the granting of licences, whether of the whole or any part of the area allocated to an Exhibitor and the display or distribution of advertisement cards or other documents by or on behalf of persons who are not contractual exhibitors is strictly prohibited. An Exhibitor may not assign or transfer any rights or obligations under these Terms to any third party without the Organiser's prior written consent.

7. Cancellation by Exhibitor

If an Exhibitor wishes to cancel a Booking, the Exhibitor must notify the Organiser in writing prior to the Exhibition. The Organiser may accept such cancellation at its sole discretion, and if such cancellation is accepted the cancellation fee will zero if within 14 days of booking, 30% if the cancellation is received before the 1st February 2024, 80% if before 30th April 2024 or 100% if after 30th April 2024.

The Organiser may (at its sole discretion) suspend the Exhibition, change the date and/or venue for the Exhibition for any reason, these Terms shall continue to apply.

The Organiser may (at its sole discretion) cancel the Exhibition at any time for any reason and shall in such event reimburse the Stand Rental Fee to the Exhibitor. The Organiser shall have no other liability to the Exhibitor.

8. Cancellation by Organiser/Force Majeure

8.1 If, the Venue becomes unfit or unavailable for occupancy (such decision to be at the absolute discretion of the Organiser) or it becomes impossible or impractical to hold the Exhibition for reasons beyond the control of the Organiser including (without limitation) fire, flood, storm, government intervention, malicious damage, acts of war, acts of terrorism, acts of God, strikes, riots or any other cause, the Organiser reserves the right (but shall not be obliged):

a. to change the location and/or date of the Exhibition;

b. to curtail the Exhibition;

c. to reduce the Installation Period, Dismantling Period or the opening hours of the Exhibition;

or

d. to cancel the Exhibition.

8.2 In the circumstances specified in Clause 8.1 and subject to Clause 8.3, the parties agree and acknowledge that the Organiser shall not have any liability to the Exhibitor for refunds, additional expenses or charges or to make payment for any other loss or damage suffered by the Exhibitor.

8.3 If the Exhibition is cancelled in accordance with Clause 8.1(d) the Exhibitor agrees to accept in complete settlement and discharge of all claims against the Organiser a pro-rata share of the total amount paid by all Exhibitors at the Exhibition, less all costs and expenses incurred by the Organiser in connection with the Exhibition, including a reserve established at the sole discretion of the Organiser for future claims and expenses in connection with the Exhibition.

8.4 In the event that the Exhibition is cancelled by the Organiser for any other commercial reason including (without limitation) the lack of support for the Exhibition the Organiser will refund to the Exhibitor all charges paid by the Exhibitor to the Organiser and the Exhibitor agrees and acknowledges that he will have no further claim whatsoever against the Organiser in respect of such cancellation.

9. Termination

The Organiser shall have the right to terminate immediately any Booking on written notice to the Exhibitor if the Exhibitor:

a. fails to make any payment due to the Organiser by the due dates specified in these Terms; or

b. is in breach of these Terms and the Exhibitor does not remedy the same (if capable of being remedied) within three (3) days of receipt of notice in writing from the Organiser specifying the breach or failure and calling for the same to be remedied; or

c. shall commit any act of bankruptcy or being a company enter into liquidation whether compulsory or voluntary otherwise than for the purposes of amalgamation or reconstruction or call any meeting or may any arrangement or composition with its or his creditors or permit any judgement to remain unsatisfied for seven days or a receiver or a manager to be appointed or any distress or execution to be levied upon any goods premises or assets of the Exhibitor.

If the Organiser terminates any Booking in accordance with this clause 8, then the Organiser shall be entitled to cancel the letting of the area and retain all monies paid under the Booking.

10. Liabilities, Indemnities and Insurance

An Exhibitor participates in a Exhibition entirely at their own risk in every respect including personal injury to the Exhibitor or their employees or agents, or to other exhibitors or to members of the public and including loss of or damage to property belonging to the Exhibitor or any other person howsoever such injury loss or damage may be caused and whether arising in the course of or occasioned by the Exhibitor's occupancy of any area allocated or in the course of or occasioned by the transit of goods or other property of persons to or from the Exhibition.

To the fullest extent permitted by the applicable law, the Organiser excludes:

- a. all liability for loss, injury or damage to persons or property at the Exhibition;
- b. all indemnities, warranties, representations, terms and conditions (whether express or implied); and
- c. any actual or alleged indirect loss or consequential loss howsoever arising suffered by the Exhibitor, or any loss of profits, anticipated profits, savings, loss of business revenue, loss of business, loss of opportunity, loss of goodwill, or any other type of economic loss (whether direct or indirect). If the Organiser is liable to the Exhibitor for any reason, the Organiser's total liability under these Terms or otherwise in relation to the Exhibition is limited to the amount of the Stand Rental Fee received by the Organiser.
- d. The Exhibitor shall defend, indemnify and hold the Organiser harmless from and against all costs, claims, demands, proceedings, liability, losses, expenses or damage (including reasonable legal fees) whatsoever made against or incurred by the Organiser related to, due to or arising out of or in connection with
- e. the occupation and use by the Exhibitor of the space allotted to him or to the erection, presence or dismantling or removal of any structures or fittings on such space or the placing, storage or exhibiting thereon of any articles, goods or merchandise; and/ or
- f. due to or arising out of any acts of negligence or default of the Exhibitor or any employee or agent of the Exhibitor or otherwise due to or arising out of the participation by the Exhibitor in the Exhibition; and/or
- g. a breach of these Terms by the Exhibitor; and/ or
- h. any claim brought against the Organiser that the Content supplied by the Exhibitor infringes, violates, or trespasses or constitutes the unauthorised use or misappropriation of any intellectual property of any third party.

The Exhibitor shall further make good any damage to premises or fixtures therein that may result from his participation in the Exhibition however caused whether by his act or by the act of his employee or agent or by fire or otherwise.

Nothing in these Terms shall exclude or restrict either party's liability for death or personal injury resulting from the negligence of that party or its employees while acting in the course of their employment.

The Exhibitor shall effect at their own cost full public liability and employee liability insurance cover against personal injury, death and damage to or loss of property for a limit of indemnity of not less than £1,000,000, and the Organiser shall be entitled to inspect such insurance policies upon request.

The Exhibitor is also advised to insure against cancellation, abandonment, postponement, the full replacement value of the contents of their stand space, all associated ancillary equipment and materials, and all other contingencies including those detailed in these Terms.

The Organiser may require the Exhibitor to complete/produce a Risk Assessment.

11. Dangerous and Excluded Materials / Removal of Exhibits

The following are expressly prohibited from any Exhibition:

- a. any items containing any explosive, dangerous, noxious or harmful substance of whatever nature save only in the form of strictly non-flammable and non-explosive imitations; and
- b. any matters of an obscene, libellous or otherwise illegal nature.
- c. The Organiser reserves the right to require an Exhibitor to remove any exhibit if the Organiser, in its absolute discretion, considers that it is libellous, obscene, undesirable or detrimental to the Exhibition, other exhibitors or the general commercial interests of the Organiser or any other company from time to time forming part of the same group of companies of which the Organiser forms part or that it infringes the rights of any third party.

Offensive, threatening or unpleasant behaviour by any Exhibitor will not be tolerated. The Organiser will take appropriate action to any such behaviour, which may include removal of the Exhibitor from the Exhibition, or from participation in future Exhibitions (even where a Deposit has been taken), and/or contacting the police.

12. Exhibitor Materials

An Exhibitor shall, on request by the Organiser, supply their Content required by the Exhibitor for promotion or other media purposes relating to the Exhibition.

An Exhibitor shall ensure all material provided to the Organiser or supplied directly by an Exhibitor during the Exhibition is accurate and is not offensive, abusive, indecent, defamatory, obscene or otherwise inappropriate.

The Exhibitor hereby grants the Organiser a non-exclusive, royalty free, worldwide licence to reproduce, exhibit, distribute and use (and have reproduced, exhibited, distributed or used) the Exhibitor's name and their Content provided by the Exhibitor in relation to (and before, during and after) the Exhibition.

The Exhibitor must not display any exhibits, merchandise or advertising literature in addition to or in place of those described on the Stand Booking Form, or that exceed the space that they have booked without the prior written permission of the Organiser.

13. General

Neither party shall be liable to the other in respect of any non-performance or delay in its performance of its obligations by reason of any event beyond the reasonable control of that party including, but not limited to, act of God, flood, fire, civil war or strife, act of foreign enemy, invasion, war, satellite failure, legal enactment, governmental order or regulation, industrial action, trade dispute, lock-out or riot.

If any provision of these Terms is found by any court or competent authority to be invalid, unlawful or unenforceable, that provision shall be deemed not to be a part of these Terms and this shall not affect the enforceability of the remainder of these Terms.

No waiver or any breach of any of these Terms shall be deemed to be a waiver of any other breach and no waiver shall be effective unless in writing.

These Terms together with any other document incorporating or referred to in these Terms shall constitute the entire agreement and understanding between the parties in relation to its subject matter.

These Terms may be subject to alteration, amplification or addition at any time at the discretion of the Organiser and the Exhibitor shall be bound by these Terms as modified from time to time by any such alteration, amplification or addition.

These Terms shall be governed by English law and shall be subject to the exclusive jurisdiction of the English Courts.

