



Dusseldorf, Germany
19th–21st MARCH 2023

INTERNATIONAL TRADE FAIR DELIVERY
CONTRACT-
Agreement with the
Department for International Trade–SOUTH EAST



EVENT PLANNING CONTRACT

This agreement is made effective as of Tuesday 10th January 2023 between the Greater Birmingham Chamber of Commerce Overseas Fairs Division and the Department for International Trade SOUTH EAST. In this Agreement the Overseas Fairs Division (referred as OFD and a division of Cox Exhibition Consultants Limited) is contracted to provide goods and services to the Department for International Trade South East (referred as DITSE) .

BACKGROUND-

ProWein in Dusseldorf is the World's leading International Trade Fair for the Wines and Spirits Industry. The dates of the show are to run from the 19th–21st March 2023.

The Department for International Trade South East 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. As part of this stand OFD will provide a total of 3 POD stands for two UK businesses from the South East Region of the United Kingdom.

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 108sqm GREAT Branded pavilion within the Spirits section of ProWein 2023
- Fully illuminated hanging banners above the stand to further enhance the UK presence
- Strong graphics and images within the stand highlighting UK expertise in this sector
- The production of 3 x POD Stands to allow 3 South East suppliers to have a presence at the show
- A shared tasting area with private meeting and 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 DIT and POD companies
- Shipping and customs guidance
- Overseeing Stand security

2) PAYMENT FOR GOODS AND SERVICES:

DIT agrees to pay OFD the sum of [REDACTED] plus UK VAT for all goods and services outlined above.

No payment schedule has been agreed but full payment is expected prior to the 10th March 2023

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 DITSE, 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 DITSE 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 International Trade

Name [REDACTED]
Position [REDACTED]
Date 24/2/2023

On behalf of The Overseas Fairs Division

Name [REDACTED]
Position [REDACTED]
Date 23/2/2023