

June 6-8 2017. NEC Birmingham

In association with  **SMMT**
DRIVING THE
MOTOR INDUSTRY

Exhibitor Space Contract

Company: _____

Address: _____

Country: _____ Postal/Zip Code: _____

Tel/Fax: _____ VAT ID: _____

Company Name for Floorplan, Website, Catalogue: _____

Correspondence Contacts – To effectively communicate with your company on exhibition matters, please list the correspondence contacts below

Marketing Contact: _____ Email Address: _____

Invoice Contact: _____ Email Address: _____

Space Requirement

Space Requirement in sqm. Minimum size is 9 sqm. Stand number (if agreed): _____

Total space required:

Length _____ x Depth _____ = Total sqm _____

Space only:

£278 per square metre x sqm _____ = £ _____

Shell scheme:

£309 per square metre x sqm _____ = £ _____

Shell scheme includes octanorm walls, carpet, fascia board and stand cleaning
Space only includes space and stand cleaning

Subject to 20% VAT where applicable

Payment Information

20% deposit will be invoiced on July 8th 2016, or immediately on booking thereafter, and will be payable within two weeks of invoice date. On 31st October, 2016 a further 80% will be invoiced, payable within two weeks of invoice date. Bookings made after 31st October, 2016 will be invoiced 100% of the stand costs.

We hereby confirm we have read and accept the terms and conditions, as authorised signatory on behalf of exhibiting company.

Name: _____ Signature: _____

Date: _____ Position: _____

Cancellation Policy

Before July 8th 2016, no cancellation fee.

From July 8th 2016 and before 31st October, cancellation fee of 20% of stand costs.

From October 31st 2016, and before 31st January 2017 cancellation fee of 70% of stand costs.

From January 31st 2017 cancellation fee of 100% of stand costs.

Automechanika Birmingham, June 6-8, 2017. NEC, Birmingham

Exhibition stand booking – terms and conditions

1 Definitions

1.1 In these terms and conditions, “organisers” means Forest Exhibitions Ltd “exhibitor” means any person, company or organisation, and the staff or agents of that company taking display space; “event” means the Automechanika Birmingham 2017 Exhibition “venue” means the NEC, Birmingham.

2 Contract

2.1 A completed contract must be submitted for all bookings. Bookings will not be accepted from agents or third parties. Completion of the Exhibitor Space Contract is binding confirmation of your company’s commitment to take the space booked and of your acceptance of these booking terms and conditions including the cancellation policy.

2.2 Should the organisers agree to hold a provisional space booking, the organisers reserve the right to sell that space to another exhibitor should the first enquirer be unable to confirm their booking on request.

2.3 By submitting the exhibition space contract, the exhibitor accepts without reservation the following:

2.3.1 the terms of the exhibition space contract;

2.3.2 all regulations contained in these terms and conditions, the exhibitors’ manual and any reasonable instructions subsequently issued by the organisers;

2.3.3 all regulations laid down by the local authority applicable to the event;

2.3.4 all regulations laid down by the venue including but not limited to security, health and safety, fire and traffic;

2.3.5 all current Health & Safety regulations.

3 Exhibition floorplan

3.1 The organisers reserve the right to alter the layout of the exhibition at any time and in any respect.

3.2 Exhibition space will be allocated to exhibitors by the organisers. Requests for location will be taken into account where possible but cannot be guaranteed.

3.3 Exhibition displays must stay within the allocated floorspace at all times.

4 Health & safety

4.1 It is the responsibility of the exhibitor to ensure that his staff and any supplier/contractor working on his behalf, are familiar with and abide by all current UK and European health and safety regulations. The exhibitor is responsible for the health and safety of his stand during installation, use and dismantling.

4.2 In order to create and maintain a safe environment at all times, all exhibitors and contractors must abide by reasonable instructions from the organisers and/or the venue.

5 Security/insurance

5.1 Each exhibitor is responsible for the security and insurance of his own display and its contents.

6 Breakdown

6.1 No items may be removed or display breakdown commenced before the official closing time of the exhibition.

6.2 Any exhibitor failing to vacate the venue of his stand and all other items by the prescribed times will be held liable to pay any penalties that may be imposed by the venue.

7 Staff identification

7.1 All exhibitor staff must wear the identification badges issued by the organiser at all times. Additional staff will be permitted upon payment of the relevant registration fees.

8 Stand fittings

8.1 All materials and stand fittings must be non-flammable or impregnated with fire-proofing solution in a way as to comply with all current safety requirements.

9 Damage

9.1 Exhibitors shall not cause any damage to the venue and shall make good any such damage at their own expense.

10 Payment terms

10.1 Payment is due within two weeks of invoice date. Any exhibitor not having made payment by the time of the exhibition may not be permitted to exhibit.

20% deposit will be invoiced on July 8th 2016, or immediately on booking thereafter, and will be payable within two weeks of invoice date.

On 31st October, 2016 a further 80% will be invoiced, payable within two weeks of invoice date.

Bookings made after 31st October, 2016 will be invoiced 100% of the stand costs.

11 Cancellation by the exhibitor

11.1 All cancellations must be submitted in writing to Forest Exhibitions Ltd.

11.2 In the event that an exhibitor wishes to cancel their space booking, or fails to meet any of the payment obligations (whether as to the amount or dates of payments), then the organisers reserve the right to apply the following cancellation charges and to re-sell the space:

Cancellation being received:

Before July 8th 2016, no cancellation fee.

From July 8th 2016 and before 31st October, cancellation fee of 20% of stand costs.

From October 31st 2016, and before 31st January 2017 cancellation fee of 70% of stand costs.

From January 31st 2017 cancellation fee of 100% of stand costs.

11.3 Any payments already made to Forest Exhibitions Ltd over and above the applicable cancellation charges will be refunded. Should monies not, at the time of cancellation, already have been paid to Forest Exhibitions Ltd the cancellation fee will still apply.

12 Bankruptcy or liquidation

12.1 In the event of an exhibitor becoming bankrupt or insolvent or entering into liquidation or having a receiver, administrator, sequestrator or trustee appointed over any of its assets, the organisers shall be at liberty to terminate forthwith the contract with the exhibitor and the terms and conditions relating to cancellation of space set out in clause 11.2 shall apply.

13 Force majeure

13.1 If the event is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the venue or any other cause not within the control of the organisers, the organisers may at their entire discretion, repay the space rental paid by the exhibitor, or part thereof, but shall be under no obligation to do so. The organisers shall be under no liability to the exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the exhibitor, as the result of the happening of such an event.

13.2 The exhibitor is responsible for and recommended to take out appropriate insurance against cancellation.

14 General

14.1 Each exhibitor shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.

15 Insurance

15.1 Each exhibitor is responsible for their own insurance to cover goods, and personal liability.