

# EXHIBITION BOOKING AND CONTRACT

**10<sup>th</sup> April – 12<sup>th</sup> April 2024**  
**The Town Hall, Cheltenham**



(Please, type or use BLOCK letters)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Special Interests: \_\_\_\_\_

**We wish to make a reservation for:**

*(The provisional stand selection will be held for 14 days awaiting payment after which the stand may be re-allocated to another client)*

1<sup>st</sup> choice package booth/s N<sup>o</sup>(s) ..... sq. meters

2<sup>nd</sup> choice package booth/s N<sup>o</sup>(s) ..... sq. meters

3<sup>rd</sup> choice package booth/s N<sup>o</sup>(s) ..... sq. meters

We do not wish to have our booth near the following companies: ..... ..... .....	We would like our booth near the following companies: ..... ..... .....
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**Website Requirements:** Please attach a high resolution company logo for use on the UKCS Conference Website plus an 80 word editorial.

**Webcast Programme:** please allocate promotional advertising space associated with the UKCS Conference at £350 plus VAT. Please tick here

Marketing Options and Conference Services: Please reserve me the following opportunities

1) \_\_\_\_\_ 2) \_\_\_\_\_

We wish to attend the site visit scheduled for February 2024  Yes  No

## Financial Details

### Rental Fee:

Attendance Fee £475.00 (per stand)

Stand/Space Fee \_\_\_\_\_

**Total Exhibit Fee** \_\_\_\_\_

Webcast Programme Advertisement: \_\_\_\_\_

Sponsored Options: \_\_\_\_\_

Total £ \_\_\_\_\_

VAT 20%

**Total Amount Due:**

**Purchase Order Number/Reference:**

**PAYMENT Options:** Bank details will be on the issued invoice.

### INVOICING DATA

Billing Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

I, the undersigned \_\_\_\_\_, authorized representative of the aforementioned company, hereby applies for an Exhibition booth at the *UKCS Conference and Exhibition* and hereby agrees to be bound to the Terms and Conditions of Exhibiting as outlined in this Prospectus and posted on [www.ukcsconference.com](http://www.ukcsconference.com)

.....  
**Signature**

**Date**

### CANCELLATION AND REFUNDS

Notification of cancellation or reduction of stand space must be submitted in writing to the Conference Secretariat. Cancellation or reduction of stand space will be accepted until 1st February 2024 with a refund of the total fee less 25% administration fee. No refunds will be made for cancellations or reductions after 1st February 2024

**Please send the completed form with relevant payment to:**

**UKCS Conference Secretariat, Index Communications Meeting Services,  
Crown House, 28 Winchester Road, Romsey, Hampshire SO51 8AA, U.K.  
Phone: +44 (0)7961356290, E-mail: [UKCS@indexcommunications.com](mailto:UKCS@indexcommunications.com)**



## Terms and Conditions

### DEFINITIONS

In these regulations the term "Exhibition" in all cases refers to the Exhibition being held in conjunction with the *UKCS Summit & Exhibition*. The term "Exhibitor" includes any person, firm, company, association, organisation and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term "Organisers" means Index Communications Meeting Services on behalf of the Organising Committee of *UKCS Conference & Exhibition*. The term "Premises" refers to those portions of The Town Hall, Cheltenham, licensed to the Organisers.

### DATES AND HOURS OF OPENING

See Prospectus for details on [www.ukcsconference.com](http://www.ukcsconference.com) and [www.ukcs.uk.net](http://www.ukcs.uk.net)

### APPLICATIONS FOR AND ALLOCATION OF STAND SPACE

Applications for stand space must be made on the form provided which should be returned to the Organisers as soon as possible with your payment. Acknowledgement of the booking and an invoice as your receipt will be sent to you by return.

The Organisers regret that it is not possible for applicants to select the exact position of their stand(s) although it will help the Organisers if applicants will indicate on their application forms their preferred location.

Attention will be paid to the order in which forms and payments have been received when allocating space.

Notification of stand(s) allocated will be circulated to Exhibitors as soon as possible after the end of January 2024.

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

An Exhibitor may not, except by express written permission of the Organisers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principal's.

The display or acknowledgement or credit or advertisement indicating membership of any Organisation, Society or Trade Association is not allowed except by express written permission of the Organisers.

### TERMS OF PAYMENT

*The total rental at the applicable rate must be paid within 30 days of invoice being issued or prior to the 10<sup>th</sup> April 2024. A VAT invoice will be issued on 1<sup>st</sup> January 2024. All payments must be made by BACS, drawn on a UK bank in STERLING ONLY and made payable to 'UKCS (Management) Ltd. No credit card payments will be accepted*

### CANCELLATION OR REDUCTION OF STAND SPACE

An Exhibitor cancelling his stand once his application has been received and acknowledged is liable for the total booking charge unless the stand space can be re-let. Cancellation charges are given on the Booking Form. In the event of an application being refused by the Organisers previous deposits will be returned to the applicant in full.

### BANKRUPTCY OR LIQUIDATION

In the event of an Exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an Exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeit.

### SUB-LETTING

Sub-letting or licensing the use of stand space is not permitted, neither may the products or service of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the Exhibitor is the SOLE United Kingdom selling agent for such products or firms, or express written permission has been obtained from the Organisers.

### OCCUPATION OF STAND SPACE

The Exhibitor his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of his stand the Organisers have the right to re-let the stand and all monies paid shall be forfeit. All exhibits, displays, stand fittings and materials must be removed from the building by 20.00 on 12<sup>th</sup> April 2024.

### INSTALLATION AND REMOVAL OF EXHIBITS

Exhibitors will be advised of when they may commence fitting up and arrangement of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them. The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. Exhibits may not be removed until the Exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

### STAND CONSTRUCTION AND SERVICES

The Organisers will appoint official contractors to undertake the following work:  
Stand construction, electrics, provision of water and waste services, compressed air services, furniture, floral arrangements, carpeting and all other services.  
No other contractor will be permitted to undertake any of this work.

### OBSTRUCTIONS OF GANGWAYS AND OPEN SPACES

Exhibitors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays on neighbouring stands. Gangways must at all times be kept clear and free for passage. Any Exhibitor who continues to cause a nuisance or obstruction after notice has been given will be liable to have his stand cleared by the Organisers at the Exhibitor's own risk and expense.

### TRADE UNION LABOUR

All stand fitting construction or display work should be carried out by members of the appropriate Trade Union recognised by the Exhibitions Industry at rates of pay and overtime in accordance with the terms of the Working Rules agreement currently in force.

### ELECTRICAL REQUIREMENTS

Lighting and power services will be available to the Exhibitor through the official electrical contractor. A schedule of these services will be available once application has been made. Exhibitors may provide

their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply. Exhibitors whose display requires plumbing, compressed air or heavier weight loading are advised to contact the Organisers before selecting their preferred site.

### DANGEROUS MATERIALS AND EXHIBITS

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the Organisers and every appropriate authority or the item will be removed from the building at the Exhibitor's risk and expense.

### FIRE PRECAUTIONS

In accordance with the requirements of every appropriate authority, all materials used in construction work display material etc., must be effectively flame proofed or made of non flammable materials. Drapes and curtains must be at least 6" (150mm) clear of the floor. Fire extinguishers will be provided by the Organisers in the areas and placed as regulations require. The Exhibitor must comply with all reasonable instructions given by the Organisers or any appropriate authority to avoid the risk of fire.

### SECURITY

The Organisers will arrange for full security services throughout their tenancy of the Premises and Exhibitors must obey all reasonable requests of both the Organisers and the Security Services in all cases.

### DAMAGE TO PREMISES, FIXTURES FITTINGS AND SHELL SCHEME

No nails, screws, or other fixtures may be driven into any part of the Halls including floors nor may any part of the Premises be damaged or disfigured in any way. Should any such damage occur the Exhibitor concerned will be invoiced for any reparation charges incurred.

### CLEANING

The Organisers will arrange for the daily cleaning of public areas outside Exhibition opening hours.

### STORAGE

There are no storage facilities available within the Exhibition area and Exhibitors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

### INSURANCE

Exhibitors are reminded of the need to consult their Insurance Company or Insurance Broker to cover themselves fully against All Risks at the Exhibition. Particular attention is drawn to the need for the following:

### ABANDONMENT INSURANCE:

Exhibitors should note below that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition.

### STANDS/FIXTURES AND SIMILAR INSURANCE:

All Risks on loss or damage to Exhibitor's property fixtures fittings and all other property of a similar nature such as personal property of directors principals and employees whilst on the Premises and transit risks to and from the Exhibition.

### FAILURE TO VACATE:

If the Exhibitor should fail to remove all his property or otherwise fail to vacate the Exhibition premises on 12<sup>th</sup> April 2024 by 20.00 hrs due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the Premises or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the Organisers, the Organisers may remove any property of the Exhibitor left at the Exhibition Hall by the Exhibitor after the said time and the costs of such removal shall be paid by the Exhibitor to the Organisers on demand.

### PUBLIC LIABILITY

Liability to the public may arise out of the Exhibitor's activities and should be covered by insurance. Insurance should be affected with the minimum delay.

### LIABILITY

#### 1. INFORMATION SUPPLIED

Information supplied by the organisers in relation to any exhibition is accurate to the best of their knowledge and belief but shall not constitute any warranty or representation by the organisers and any inaccuracy or mistake therein or omission there from shall not entitle the exhibitor to cancel his space booking.

Whilst the Organiser will endeavour to protect exhibition property whilst on display at the Exhibition it must be clearly understood that the management of the Premises, the Organising Committee and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever.

Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned postponed or altered in any way in whole or in part of if the Organisers find it necessary to change the dates of the Exhibition, the Organisers shall not be liable for any expenditure loss or damage incurred by an Exhibitor or exhibition contractor resultant upon such change.

Nor shall the Organisers be liable for any expenditure loss or damage resultant upon the intervention of any Authority which restricts the use of the Premises in whole or in part in any manner whatsoever.

### EXHIBITORS TECHNICAL MANUAL

Further technical information concerning the Exhibition together with order forms for all ancillary services available to Exhibitors will be forwarded to Exhibitors following final stand allocation in February 2024.

### GENERAL CONDITIONS

The Organisers are responsible for the control of the Exhibition Areas. Exhibitors are responsible for the control of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing regulations. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with policies of insurance affected by the Organisers.