

## **Table-top Terms and Conditions**

### **Definitions**

#### ***In these Terms and Conditions:***

The word 'EXHIBITOR' means the person, company, firm or other organisation to whom space at the Exhibition has been allocated by the Organiser and, in relation to any term or condition, shall include employees, contractors, sub-contractors, servants, agents, licensees or invitee of the Exhibitor. The word 'EXHIBITION' means 'EXHIBITION of the Ground Handling International Conference. The word 'ORGANISER' means 'GROUND HANDLING INTERNATIONAL' organised by MA Exhibitions Ltd. The word 'EVENT' refers to the GHI Conference.

### **Allocation of Stand**

Application for Stand space must be made on the Stand Proposal provided by the Organiser. Applications will be dealt with in strict order of receipt save that in the event of a conflict regarding space or other imperative conditions (including without limit a need for the utilities' services), the Organiser shall have the right to allocate space to the Exhibitor, re-arrange the floor plan, and/or relocate any Stand at any time before or during the period of the Exhibition. The Organiser shall reserve the right to refuse any application. The Stand Proposal must list all firms being represented by the Exhibitor. The Organiser undertake to give the fullest sympathetic consideration to the interests of the Exhibitor provided that any question arises which is not provided for within the terms of these Terms and Conditions. The Organiser' decision must be accepted as final.

Upon the issue by the Organiser of their Confirmation of Stand Proposal (which allocates the Stand space to the Exhibitor) a contract shall be made for the Stand space so allocated between the Organiser and the Exhibitor whose entire terms shall be contained in these Terms and Conditions, the Stand Application Form, the Confirmation of Stand Application and the Exhibitor's Manual as issued by the Organiser (which the Organiser may amend from time to time).

### **Charges for Stand**

The charge for the Stand is calculated on the basis of a minimum of 6 square metres and is inclusive of one delegate place. Additional requirements may be obtained on request to the Organiser and will incur additional charges. It is essential that the Organiser be advised of these requirements as early as possible and not later than the deadline as specified.

### **Payment for Stand**

The Exhibitor shall pay the total cost of the Stand allocated by the payment terms on the invoice issued by the Organiser. If the invoice is not paid by this date the Organiser may re-allocate the Stand to another Company without any liability to the Exhibitor.

Payments must be made by bank transfer in the currency specified in the invoice. All the Organiser charges are exclusive of any applicable Value Added Tax, for which the Exhibitor shall be additionally liable. The Organiser shall have the right to refuse to permit the Exhibitor to occupy or use the Stand until all sums due to the Organiser from the Exhibitor have been paid.

### **Cancellation of Stand & Badges**

Notice of cancellation of allocated Stand must be given to the organiser in writing at the address on the Stand Order Confirmation Form.

The free exhibitor place will be cancelled automatically with the cancellation of the stand.

Cancellation will incur the following charges:

More than 12 weeks prior to event:	10% of the stand + exhibitor badges
6-12 weeks prior to event	50% of the stand + exhibitor badges
Less than 6 weeks	100% of the stand + exhibitor badges

### **Admissions Policy**

Admission is open to professional and business attendees and exhibitors who are involved in or have a direct connection or interest in the subject area of the event or associated industries or organisations. Visitors and exhibitors should be

dressed in professional business attire. No one under the age of 18 will be able to attend the event without the prior written approval of the Organisers.

### **Exhibitor badges**

Exhibitor badges are unique to the individual and are not to be shared with another colleague. Exhibitor Badges can only be utilized by the Exhibiting company and the discount cannot be shared with another company or customer.

### **Alteration to Stand**

Should it be necessary to revise the layout of the Exhibition, for any purpose, the organiser reserves the right to transfer the Exhibitor to an alternative suitable site other than initially assigned as determined solely by the organiser.

### **Bankruptcy or Liquidation**

In the event of the Exhibitor becoming bankrupt or (being a company) entering into liquidation other than for the purpose of reconstruction or amalgamation, or having a receiver, administrator, sequestrator or trustee appointed over any of its assets, or entering into any composition or compromise with its creditors, the Organiser shall be at liberty to terminate forthwith the contract with such an Exhibitor and to cancel the allotment of Stand to the Exhibitor, and all sums paid by the Exhibitor under the contract shall be forfeited.

### **Installation of Exhibits**

The Exhibitor will be notified of the hours of installation of exhibits, removal of exhibits and the official opening hours of the Exhibition in the Exhibitor's Manual. All Stands must be complete and ready for inspection one hour prior to the official opening time. All Stands must be open for viewing and staffed during the official opening hours. **Removal of exhibits and dismantling of Stands may not commence until the official closing time of the Exhibition.** The Exhibitor shall remove by the time stated in the Exhibitor's Manual all exhibits, displays, Stand fittings, materials and other items brought into the Exhibition Hall by the Exhibitor.

### **Conduct of Exhibitors**

Upon being required to do so by the Organiser, the Exhibitor shall cease to employ at the Exhibition any servant or agent of the Exhibitor who shall be guilty of any conduct, which in the opinion of the Organiser, is prejudicial to the proper management of the Exhibition.

### **Code of Conduct**

All attendees, speakers, exhibitors, sponsors, and organisers at GHI Conferences are required to agree with the following code of conduct. Organisers will enforce this code throughout the event. We expect cooperation from all participants to help ensure a safe environment for everybody. The full code of conduct policy can be found on the event website.

### **Delegate information**

The Exhibitor – in-order to facilitate networking, One-to-One Meeting opportunities and ensure you get the most out of the conference – you are agreeing to sharing your data (including name, job title, employer and personal photograph) with other attending delegates via our meetings planner personal page. All data will be collected and stored in accordance with the EU General Data Protection Regulation (GDPR).

### **Conference photography**

The organiser reserves all photographic rights for the conference and will appoint official photographers. The organiser reserves the right to use images in post conference reports and marketing both in GHI magazine and our social media channels.

### **Canvassing**

No Exhibitor shall place signs or distribute promotional material in any area not designated for such purposes by the Organiser. Any such materials placed in non-designated areas shall be removed. No Exhibitor may conduct surveys or

distribute print items, promotional samples or other materials in the exhibit hall unless it is within the parameters of his own Stand. Promotion of competitor events is strictly prohibited.

### **Stand Construction and Arrangement**

The Exhibitor shall submit plans of their Stand to the Organiser no later than 10 working days before the start of the event for approval by the organiser and venue. No display, Stand fitting, or exhibit shall exceed the height specified in the Exhibitor's Manual, without the prior consent of the Organiser.

The contractors appointed by the Organiser are the only persons authorised to carry out movement of, and fixtures to, the shell scheme hired from the Organiser and to carry out any electrical installations and connections.

All structures and materials, including signs, shall conform to the requirements of the Organiser as laid down by the regulations of the venue and of the event. Carpet flooring installed by the Exhibitor must be laid directly on the floor and securely taped at the edges.

No storage for packing cases or packing materials is provided within the Exhibition Hall. All such cases and materials must be removed from the premises before the Exhibition opens and not brought back before the official closing time.

The Organiser and the venue reserve the right to examine and exclude any exhibit. No Exhibitor will be permitted to install display materials or exhibits which contravene safety or security regulations as laid down by the Organiser.

Gangways must be kept clear and free for passage and must not be littered or obstructed.

### **Trade Union Labour**

It is recommended that all Exhibitors, contractors and sub-contractors within the halls conduct their industrial relations in accordance with good practice and observe Codes of Practice issued from time to time by the relevant authorities.

Any person carrying out work contrary to the requirements of the venue and the local regulatory authorities, and of any other competent authority, will be required to stop immediately and may be directed to leave the Exhibition Hall.

### **Freight and Transport**

Freight forwarding transportation and handling will be available through the official agent. Exhibits must be addressed to the appropriate Stand of the exhibiting company at the Exhibition Hall. Exhibits must not be delivered to the venue before the time and date specified in the Exhibitor's Manual. Full details of the requirements for customs clearance and bonding formalities are available from the official agent.

### **Electrical Requirements**

The Organiser have no responsibility for providing electrical, lighting or power services or for any failure to provide these. Orders for these services must be placed by the Exhibitor with the venue which is responsible for their delivery and installation. A schedule of these services, together with relevant charges, will be included in the Exhibitor's Manual. An Exhibitor may provide his own electrical fittings, where such fittings are in the form of made-up units, (including showcases and signs), complete and ready for connection to mains supply. All electrical installations must comply with the relevant regulations and are subject to inspection and test.

### **Stand Cleaning**

Stand cleaning is included in the charge for Stand, but the Exhibitor is responsible to the Organiser for seeing that his Stand is maintained in a clean and orderly state. Should goods be left, they will be disposed of or stored by the Organiser who will have the right to charge for such storage.

### **Dangerous Exhibits and Substances**

No exhibit, working demonstration, or special display, such as lasers, which involve substances of a dangerous, explosive or objectionable nature, may be brought onto the premises without prior written consent. The Exhibitor, if granted permission, must indemnify the Organiser against any claims, costs or liabilities arising from the use of such materials and must comply with all local laws, ordinances and regulations concerning the handling and disposal of such materials and bear all costs incurred in the removal and disposal of such materials. Written consent will not be granted unless the Organiser are provided with copies of an insurance policy which provides adequate cover for any claims which may be

made by the Organiser under the indemnity in this clause. Oily or dirty exhibits are not permitted unless specifically cleared with the Organiser prior to the Exhibition opening.

### **Noisy Exhibits / Obstructions**

Electrical, mechanical apparatus, video or musical/voice sound must be inaudible to neighbouring Stands. Objectionable audible or visual attention-seeking devices or effects and offensive odours from exhibits are strictly prohibited.

No Exhibitor will be permitted to install his display or exhibits in such a manner as, in the opinion of the Organiser, obstructs the light or impedes the view along the open spaces or gangways of the Exhibition area.

### **Fire Precautions**

The Exhibitor must comply with any instructions given by the venue and the Organiser to avoid the risk of fire. All materials in constructional work and displays must be effectively fire-proofed to comply with the required local venue ratings. Details available on request.

### **Damage to Exhibition Buildings, Fixtures and Fittings and Panel**

No painting is to be carried out in the Exhibition Halls. The fixing of display material(s) to the shell scheme will be permitted only by methods laid down by the Organiser. No nails, screws, or other fixtures may be driven into any part of the Exhibition building, including floors; nor may any part of the Exhibition Building be damaged or disfigured in any way. Should any damage occur, the Exhibitor shall be liable for reparation charges incurred.

### **Security**

The Organiser will provide a site security service during the period the Exhibitor is permitted access to the Exhibition site but shall be under no liability for theft of or loss or damage to any property, equipment or materials brought onto the Exhibition site. For the purposes of security, Exhibitor badges will be supplied. Badges must be worn at all times by exhibiting personnel whilst within the venue.

### **Sub-Letting**

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

### **Co-exhibiting**

Co-exhibiting companies must obtain permission from the organizer and all companies must be listed on the Tabletop Stand Booking Form at the time of booking. For cases that meet organiser approval, a 10% surcharge will be applied to the tabletop stand rate. No more than two companies will be permitted to co-exhibit.

This does not apply to exhibitors that are verified brands within the same holding company/group, however a fee of GBP 200 will be applied for each separate listing within the Event Guide.

### **Public Liability**

The Organiser shall not be liable for any claims arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's Stand and anything permitted, omitted or done thereon or therefrom during the period of the Exhibition or the construction and dismantling periods caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other article of the Exhibitor or in the possession of or use of the Exhibitor or any servant or agent of his. The Exhibitor will indemnify the Organiser in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor shall effect adequate insurance in respect of all such claims, and the liability therefore assumed by the Exhibitor. Nothing in these Terms and Conditions shall exclude the Organiser' liability for death or personal injury caused by the negligence of the Organiser, its employees, sub-contractors or agents.

### **Private Functions**

Operation of separate rooms, areas or hotel suites for sales or entertainment purposes is strictly prohibited during the open hours of the Exhibition. Further, Exhibitor expressly agrees that it will not, nor will its employees or representatives, conduct official Exhibitor functions in hotel or private rooms during business hours of the Exhibition.

**Insurance Liability**

It is a condition of this contract that Exhibitors arrange adequate insurance to protect themselves and others attending the conference. The minimum limits expected are advised below.

<u>Cover Headings</u>	<u>Standard Limits</u>	<u>Brief Summary of the Cover</u>
<b>Exhibitor Expenses</b>	<b>GBP 20,000</b>	Loss of irrecoverable expenses sustained as a result of cancellation, abandonment, curtailment, postponement or removal to alternative premises; inability to open or keep open your stand/space due to damage to Exhibitor Property at the Venue, in transit to the Venue or damage to the Venue itself; late or non-arrival of Exhibits or of your staff/representatives; failure to vacate the Venue within the contracted time; reasonable additional costs and expenses incurred in avoiding or diminishing a loss; for reasons beyond your control.
<b>Exhibitor Property</b>	<b>GBP 20,000</b>	Physical loss of or damage to property for which you are responsible, including exhibits, stands, displays, equipment, furnishings, stationery, promotional literature, being brought to the venue for the purposes of the Exhibition.
<b>Exhibitor Liability</b>	<b>GBP 2,000,000 any one occurrence</b>	Legal liability to pay compensation, legal costs and expenses as a result of accidental death or injury to a third party and/ or damage to their property at the Venue.

For the avoidance of doubt, MA Exhibitions Limited and the venue will not be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for the loss or damage of, or destruction to same, by theft, or fire, or any other cause whatsoever, or for any loss or damage whatsoever sustained by Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of MA Exhibitions Limited whether ejusdem generis or not, for any loss or damage occasioned, if by reason of the happenings of any such event, the opening of the Exhibition is prevented or postponed, or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition. Exhibitor agrees that MA Exhibitions Limited shall not be liable in the event of any errors or omissions in any official directory listing or in any promotional activities. MA Exhibitions Limited makes no representations or warranties with respect to the number of attendees or the demographic nature of such attendees.

**Postponement or Abandonment**

If the Event is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national emergency, labour dispute, strike, lock-out, civil disturbance, actual or threatened violence by any terrorist group, the non-availability, either wholly or partially, of the Event premises, communicable disease, or any other cause not within the control of the Organiser, the Organiser shall be under no liability to the Delegate for non-performance or delay in performance of its obligations under this contract or otherwise 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 Delegate, as the result of the happening of any such events. The organiser is under no obligation to refund or transfer fees that have been paid. If, by re-arrangement or postponement of the period of the Event, or by substitution of other premises, or in any other reasonable manner, the Exhibition can be carried through, (save that in those circumstances the Organiser shall not be obliged to take any of such actions) the contracts for Stand shall be binding upon all parties, as to which any modification, substitution or rearrangements considered necessary by the Organiser shall be determined.

**Failure to Vacate**

If the Exhibitor, should fail to remove all his property or otherwise fail to vacate the Exhibition premises by the official move-out time, due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the

venue or any other losses and costs incurred by the Organiser 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 Organiser. The Organiser will remove and may then store any property of the Exhibitor left at the Exhibition Hall by the Exhibitor after the said time and the Exhibitor shall be liable for the costs of such removal and storage and any other incidental costs incurred by the Organiser or their agents. Any such removal and storage will be at the risk of the Exhibitor.

**Exhibitor's Electronic Order Form**

The Exhibitors' Electronic Order form includes spot lights, electrical power outlets, monitors and furniture order forms. Please review all information carefully and be aware of all required ordering deadlines. Orders submitted past the deadline cannot be guaranteed.

The Exhibitor must comply with the terms of the Exhibitor's Electronic Order Form. If there is any inconsistency between these Terms and Conditions and the provisions of the Exhibitor's Electronic Order Form, the provisions of the Exhibitor's Electronic Order Form shall prevail.

**Governing Law**

This contract shall be governed by and construed in accordance with English Law.

Version 8, January 2023