

## Exhibiting Company



COMPANY NAME

CONTACT NAME (for organisation of stand logistics in lead up to the event)

ADDRESS

TOWN  POSTCODE

COUNTRY

TELEPHONE  FAX

EMAIL (for organisation of stand logistics in lead up to the event)

WEBSITE

## Invoice Details (if different from above)

COMPANY NAME

CONTACT NAME

ADDRESS

TOWN/CITY

COUNTRY

TELEPHONE

EMAIL

WEBSITE

PURCHASE ORDER NO.

POSTCODE

FAX

VAT NO

## Exhibition Stand Details

WE WOULD LIKE TO BOOK  m<sup>2</sup> PREFERRED STANDS 1st choice  2nd choice  3rd choice

(Please put 3 preferred stands)

**PLEASE TICK THE APPROPRIATE RATE ON THE TABLE BELOW.** Check your level of Corporate Membership at [www.RenewableUK.com](http://www.RenewableUK.com)

Membership Level	Full Service/Shell Scheme (see note 5)	Space Only (see note 6)	Show Ready (see note 7)
RenewableUK Sponsoring & Company Level Members	£325 per m2	£295 per m2	£590 per m2
Associate Level Members and Non-Members	£465 per m2	£420 per m2	£850 per m2

### IMPORTANT NOTES

- All prices per square metre and exclude VAT.
- All stands must be paid for within 30 days of the invoice date, or prior to the opening of the exhibition, whichever is sooner, or stands cannot be guaranteed.
- For detailed terms and conditions of booking and payment, please refer to RenewableUK's standard terms and conditions, outlined overleaf.
- Allocation of stands is strictly on a first-come first-served basis on receipt of a signed Exhibition Contract, according to availability. RenewableUK regrets that stands cannot be reserved by phone or by email.
- Full Service / Shell Scheme stand includes: back and side walls, carpeting (grey), 1 company name board, 1 table and 2 chairs per stand, 1 electric point, 2 spotlights per 9 m2 stand (e.g. up to 21m2 stand = 1 table, 2 chairs, 2 electric points, 4 spotlights), and cleaning service.
- Space Only stands offer space only – no carpet, walling, sockets, lighting or furniture – all of which must be arranged at the expense of the exhibiting company (the "Exhibitor").
- Show Ready stands includes: graphics, spotlights, 2 electric points, carpet, logistics, installation and dismantling, project management and venue liaison.
- All exhibitors are entitled to: 1 complimentary company description in the Exhibition Guide (deadline of Friday 8 May 2020); 2 x complimentary Exhibitor Staff Pass per 9m2 booked, 1x Conference Pass for up to 50m2 booked, plus one complimentary Conference Pass for each additional 50m2 booked (e.g. 100m2 = 2 conference passes); a direct link from the exhibitors list to the exhibitors' websites.

### PAYMENT

On receipt of an invoice from RenewableUK, payment can be made by cheque, credit card or bank transfer. Please note credit card payment will be subject to a 4% handling fee. Please refer to the invoice for details. By signing, I confirm I agree with the exhibition and payment policies as outlined here, overleaf and online at [RenewableUK.com](http://RenewableUK.com).

DATE  SIGNATURE

PRINT NAME  COMPANY

## GENERAL REGULATIONS

RenewableUK is the organiser of the event (“Organiser”) and alone is empowered to accept or reject applications and to allocate stands. Its decisions are final.

The signed Exhibition Contract constitutes a legally binding contract for the Exhibitor. All stands are confirmed in writing and the position allocated is definitive. The Organiser reserves the right to change the allocation of any stand in case of unforeseen and/or unavoidable circumstances, beyond its reasonable control.

Exhibitors must comply with the relevant venue terms and conditions (a copy of which are found attached to this Exhibition Contract or online at [www.events.RenewableUK.com/GOW19](http://www.events.RenewableUK.com/GOW19)), along with the 2019 Privacy Policy (available online at [www.events.RenewableUK.com/GOW19](http://www.events.RenewableUK.com/GOW19)) and are hereby incorporated into this agreement. The burden of any obligations placed on the Organiser (or any of its affiliates) under those venue terms and conditions shall apply to the Exhibitor *mutatis mutandis*. The Exhibitor indemnifies the Organiser for any loss or damage the Organiser suffers as a result of the Exhibitor’s failure to comply with the terms of the venue terms and conditions.

## 1. PAYMENT TERMS AND CONDITIONS

- i. All stands (except those booked onsite at Global Offshore Wind 2019 refer to Clause 2(ii)) must be fully paid within 30 days of the invoice date or before the event opens, whichever is sooner, or a 10% surcharge will apply. In addition, the Organiser reserves the right to claim statutory interest on any unpaid amount at the rate of 8% above the Bank of England base rate for any late payment in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 from due date until payment in full.
- ii. The reduced rates for Sponsoring and Company level members apply to those organisations who have paid a direct membership fee to the Organiser to be a fully paid member at Sponsoring or Company level up to and including 31st December in the year the event takes place. Companies booking stands at Sponsoring or Company level rates that do not renew their membership agree to be charged at the non-member rate. Further details on membership are available at [RenewableUK.com](http://RenewableUK.com).
- iii. In the case of non-payment by the date specified, the Organiser reserves the right to reallocate the reserved stand and refuse entry. The Exhibitor, however, remains bound by the Exhibition Contract and will have to pay the full amount, as per the signed contract, plus any surcharge and interest that applies. Stands will only be placed at the disposal of Exhibitors as soon as they have fulfilled all obligations as stipulated in the Exhibition Contract.

## 2. REDUCTION OR CANCELLATION OF SPACE

- i. Reduction of reserved space – exhibitors reducing the size of their stand will automatically be charged £50 per m<sup>2</sup> of the difference between the reserved space and the reduced space in addition to the cost of the reduced space. No reduction of space will be accepted within 3 months of the event opening date and the totality of the price of the reserved is due.
- ii. Cancellation – For stands booked onsite at Global Offshore Wind 2019, there is a 45 day cancellation period from the booking date with no cancellation fee. Invoices will then need to be paid for within 30 days. For stands booked after Global Offshore Wind 2019, withdrawal must be made by registered post to the Director of Membership, Events & Marketing at RenewableUK. For cancellations made before 3 months of the event opening date, 50% of the invoiced amount for the stand will be payable. Cancellations made within 3 months of the event date will be charged at 100% of the invoiced amount. These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be.
- iii. Exhibitors requiring a change from a Shell Scheme stand to a Space Only stand will be refunded 50% of the difference between the Shell Scheme stand and the Space Only cost. There is no refund if the change is made less than 3 months before the event.

## 3. JOINT EXHIBITION STANDS

Companies, associations, governments or agencies can organise joint stands (the “Primary Exhibitor”). The following rules apply:

- i. The Primary Exhibitor is responsible for organising the stand e.g. payment, stand construction, correspondence with its co-exhibitors etc.
- ii. The Primary Exhibitor will be charged an additional £250 for each co-exhibitor to cover the administration costs and the 50 word description in the exhibition catalogue.
- iii. A single invoice will be sent to the Primary Exhibitor for the total space rented by all co-exhibitors upon receipt of the Exhibition Contract.
- iv. A separate invoice will be sent to the Primary Exhibitor for all co-exhibitors’ fees as noted in clause 3(ii) above.
- v. The resale price charged by the Primary Exhibitor of a pavilion, stand or other exhibition space must in no way exceed the prices offered by the Organiser. The Primary Exhibitor shall inform the Organiser of the identity of any joint exhibitor and shall ensure that any joint exhibitor is bound by terms no less onerous than those of this Exhibition Contract.

## 4. EXHIBITION RULES

- i. Advertising on site is only possible through the channels offered by the Organiser.
- ii. All information relating to the constructing, fitting and dismantling of stands will be sent to each Exhibitor in the form of an Exhibitors’ Manual, together with order forms for technical installations (e.g. water, telephone, electricity, furniture) to be sent to any sub-contractor nominated by the Exhibitor and notified to RenewableUK in writing. These installations are at the expense of the Exhibitor as are the related costs for consumption and use.
- iii. Each Space Only Exhibitor is responsible for passing the information requested in the exhibition manual to the stand constructor.
- iv. The exact timetable of move-in/move-out days will be given in the Exhibitors’ Manual. The Exhibitor must follow these instructions. Prolongation of move-in/move-out days above the days fixed by the Organiser are at the Exhibitor’s cost and depend on the availability of the venue.
- v. The set-up of stands (including both the structure and design) must be pre-approved by the Exhibition architect who ensures that all local rules and regulations are respected. The setting-up of stands (structure and decoration must be executed with materials that are not easily flammable and which do not give off harmful gases under the effect of heat. Any fittings of decoration inside the stand should not exceed the height of the stand walls, as outlined in the Exhibitors’ Manual. Any Installations or decorative elements that could affect another exhibitor in any way are prohibited. For complex storey stands please refer to the Exhibitors’ Manual.
- vi. All Exhibitors agree to complete a Risk Assessment and must be insured by a reputable insurance company with sufficient cover for all such risks as would be identified by the prudent business person, including for civil liability, stand material and the goods exhibited, whether these goods or material be their own or a third party’s property.
- vii. Noisy publicity of any kind, in particular the use of loudspeakers, is prohibited.
- viii. Publicity material may only be handed out on the Exhibitor’s own stand.
- ix. No part of the stand may exceed the given stand limits. The Exhibitor is responsible for organising its stand so that all exhibits can be examined and demonstrated within the stand limits as specified in the Exhibition Contract.
- x. Parts or exhibits exceeding the dimensions or the stand limits may be removed from the Exhibition area by the Organisers at the expense of the Exhibitor.
- xi. Exhibitors undertake to keep their stand open throughout the duration of the Exhibition. They also undertake not to remove any exhibits or dismantle their stand before the end of the Exhibition. Failure to comply will result in a penalty charge of £500.00.

- xii. Subject to clause 5 below, by way of their participation, Exhibitors automatically relinquish all claims in the event of an accident or damage against: the Organiser, the venue, the Exhibitors at the Exhibition, the Exhibition visitors and the Conference participants, the directors, representatives, managers and officials appointed by these persons or bodies.
- xiii. The Organiser's decision is final.

## 5. LIABILITY

- i. Nothing in this agreement shall limit or exclude a party's liability:
  - a. for death or personal injury caused by its negligence, or that of its employees, agents or sub-contractors;
  - b. for fraud or fraudulent misrepresentation;
  - c. for breach of any obligation as to title or quiet possession implied by statute; or
  - d. or any other act, omission, or liability which may not be limited or excluded by law.
- ii. Subject to Clause 5(i) above, neither party shall have any liability to the other party, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any:
  - a. loss of profit;
  - b. damage to goodwill or reputation or loss of data;
  - c. for any indirect or consequential loss,
- iii. Subject to Clause 5(i) above, a party's total liability to the other party, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with this agreement shall be limited to the total value of contracted exhibition space.
- iv. For the avoidance of doubt, the Exhibitor accepts that it shall be responsible for any loss or damaged suffered by the Organiser or any third party caused by the Exhibitor or any of its employees, agents or sub-contractors (or those of its co-exhibitors).
- v. The Exhibitor accepts that, in its capacity as owner of the premises and of fixed or temporary installations used for the Exhibition, (as well as for the management of the concerns and handling of the activities it administers) the venue is directly responsible for any loss or damage caused to the Exhibitor. As such, the Exhibitor agrees to bring any relevant claim against the venue owner and not against the Organiser.

- vi. The Exhibitor shall not be entitled to any compensation should acts, events, omissions or accidents beyond the Organiser's reasonable control (a "Force Majeure Event") prevent or delay the Exhibition from being held, or limit its size or modify its nature or otherwise cause the Organiser to fail to comply with its obligations under this Exhibition Contract. A Force Majeure Event shall include but not be limited to any of the following: acts of God (including floods and serious inclement weather), fire, industrial action, labour disputes, civil commotion, political or economic circumstances, voluntary or mandatory compliance with any law, non-performance by third-parties, unavailability of supplies, accidental damage, failure of technology, and interruption or failure of a utility service, including but not limited to electric power, water and gas.
- vii. Should it not be possible for the Exhibition to open, all rental fees shall remain the property of the Organiser up to a sum corresponding to the amounts for which it is already committed.
- viii. The Organiser reserves the right to modify or complete at any time the provisions of the present regulations.
- ix. The Organiser reserves the right to assign the Exhibition Contract to any third party, and to subcontract any or all of its rights and obligations under the Exhibition Contract to any third party.

## 6. LAW AND JURISDICTION

The Exhibition Contract shall be governed by and construed in accordance with the law of England and Wales and the courts of England and Wales shall have non-exclusive jurisdiction to determine any disputes, which may arise out of, under, or in connection with this agreement.

The Licensor will ensure that personal data processed and stored for the purpose of delivering their obligations relating to this Contract and the wider event shall be compliant with General Data Protection Regulations (GDPR). This includes relevant data collected from the Licensee. These responsibilities and actions undertaken by the Licensor are set out in the relevant event Privacy Notice. The Licensee is responsible for ensuring that personal data they process and store as part of their event participation is compliant with GDPR.