

Exhibiting Company

COMPANY NAME

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

ADDRESS

TOWN POSTCODE

COUNTRY

TELEPHONE

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

Invoice Details (if different from above)

COMPANY NAME

CONTACT NAME

ADDRESS

TOWN/CITY

COUNTRY

TELEPHONE

EMAIL

PURCHASE ORDER NO.

POSTCODE

VAT NO

Exhibition Stand Details

WE WOULD LIKE TO BOOK m² 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

Membership Level	Full Service/Shell Scheme (see note 5)	Space Only (see note 6)
RenewableUK Sponsoring & Company Level Members	£345 per m ²	£315 per m ²
Associate Level Members and Non-Members	£495 per m ²	£445 per m ²

IMPORTANT NOTES

- All prices per square metre and exclude VAT.
- All stands must be fully paid within 30 days of the invoice date, or a 10% surcharge will apply. In the case of non-payment by the date specified, RenewableUK reserves the right to reallocate the reserved stand
- For detailed terms and conditions of booking and payment, please refer to RenewableUK's terms and conditions, outlined overleaf.
- Allocation of stands is strictly on a first-come first-served basis on receipt of a signed Exhibition Contract and payment within 30 days of invoice, according to availability.
- 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").
- All exhibitors are entitled to: 1 complimentary company description on RenewableUK event website; a direct link from the exhibitors list to the exhibitors' websites; 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); security and venue heating & air con.

PAYMENT

On receipt of an invoice from RenewableUK, payment can be made by cheque, credit card or bank transfer. 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.

DATE SIGNATURE

PRINT NAME COMPANY

Please complete and return to Vicky.Mant@RenewableUK.com

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.renewableuk.com/GOW21](http://www.events.renewableuk.com/GOW21)), along with the 2019 Privacy Policy (available online at <https://events.renewableuk.com/gow21-overview>) 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 the event refer to Clause 2(ii)) must be fully paid within 30 days of the invoice date or 90 days before the event opens, whichever is sooner, or a 10% surcharge will apply.
- ii. In addition, the Organiser reserves the right to claim statutory interest on any unpaid amount at the rate of 5% 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.
- iii. 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.
- iv. 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 m² 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 90 days of the event opening date and the totality of the price of the reserved is due.
- ii. Cancellation – For cancellations made before 90 days months of the event opening date, 50% of the invoiced amount for the stand will be payable. Cancellations made within 90 days 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. Cancellation due to Force Majeure – the Organiser recognises that the global pandemic / COVID-19 circumstances have created uncertainty. If cancellation is required due to COVID-19, the Organiser will work with the Exhibitor to transfer the booking and any monies paid or owed to a virtual stand, which will be provided in the event of a physical event not being possible. See also clauses 5(vi) to 5(ix) below.

- iv. 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 90 days 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 coexhibitors' 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. Exhibition Policies
- 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. In recognition of the challenges posed by COVID-19, the Organiser has a contingency plan that any event it plans to hold can be virtual if the ongoing global pandemic makes this necessary. In this case, the Exhibitor agrees that the booking will be transferred to a virtual booking, and that any monies owed or paid will be allocated to a virtual stand, with any difference in credit being refundable or re-allocated to a different event.
- 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, including virtual / digital event platform providers, 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.

All disputes arising from this contract must seek resolution in a first instance through mediation, then arbitration, before a route to litigation is sought.

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.

Global Offshore Wind 2021

Privacy Policy



1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR, for the delivery of Global Offshore Wind 2021.

2. Responsibilities

- 2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to RenewableUK collecting/processing their personal data.
- 2.2 All Employees/Staff of RenewableUK who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 Who are we?

RenewableUK is a trade body supporting members working in renewable electricity. Based in the UK, we deliver services which help members to grow their businesses at home and internationally. To support this work, we provide a range of communication and event services which deliver value to members. Some of these services are also available to non-members. Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

- dpo@RenewableUK.com

The personal data we would like to collect from you is:

Personal data type	Source
Job Title	Via bookings for events, registration for membership or general enquiries about RenewableUK work.
Name	As above
Sector Type	As above
Employer	As above
Phone	As above
Email	As above
Relevant PA or contact details of any colleague making this booking on another's behalf	As above

The personal data we collect will be used for the following purposes:

- Communication on this event to ensure you have accurate information in the lead up to and during the event.

- Follow up communication post-event to secure feedback.
- Communication on future events and initiatives relating to renewable electricity.

Our legal basis for processing for the personal data:

- As a trade body for the renewable electricity sector, we receive contact data from our members and wider industry supply chain.
- We manage bookings made to attend our events and will communicate on these and related events.
- This data is used to further industry development, including supporting supply chain development and information sharing.

Any legitimate interests pursued by us, or third parties we use, are as follows:

- Provision of information to contacts received in the course of our trade association work from companies operating within our sector.
- Provision of information to contacts received while running equivalent sector events.

We do not collect or process special categories of personal data.

3.2 **Consent**

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for RenewableUK to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data, we will always tell you why and how the information will be used.

You may withdraw consent at any time either by:

- unsubscribing by clicking on an unsubscribe link in relevant electronic communication.
- if a member, by logging into your details at www.RenewableUK.com and updating your communication preferences.
- by emailing dpo@RenewableUK.com with a notification that you withdraw your consent for us to process personal data.

3.3 **Disclosure**

RenewableUK *will not* pass on your personal data to third parties *without first obtaining your consent*. *The following third parties will receive your personal data for the following purpose(s) as part of the processing activities of this event:*

Global Offshore Wind 2021 Privacy Policy



Organisation	Safeguards in place to protect your personal data	Retrieve a copy of the safeguards in place here:
Delegate management		
ExCeL London LiveBuzz RenewableUK	Organisation will only use delegate data to contact regarding registration for this event only.	See RenewableUK Privacy Policy
Exhibitors/Event Partners		
GES LiveBuzz RenewableUK ExCeL London CEVA	Organisation will only use delegate data to contact regarding registration and exhibition management for this event.	See RenewableUK Privacy Policy
Speakers		
LiveBuzz RenewableUK GoTo Webinar ExCeL London AV Company Hybrid Platform provider	Organisation will only use delegate data to contact regarding registration for this event only.	See RenewableUK Privacy Policy

3.4 Retention period

RenewableUK will process personal data for three years and will store the personal data for five years.

3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that RenewableUK refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

Global Offshore Wind 2021 Privacy Policy



All of the above requests will be forwarded on should there be a third party involved (as stated in 3.3 above) in the processing of your personal data. To seek information about how your data is processed please use RenewableUK's [Subject Access Request \(SAR\) Form](#).

3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by RenewableUK (or third parties as described in 3.3 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and RenewableUK's Data Protection Officer.

The details for each of these contacts are:

	Supervisory authority contact details	[Data Protection Officer (DPO)] / [GDPR Owner] contact details
Contact Name:	Information Commissioner's Office Wycliffe House Water Lane Wilmslow SK9 5AF	Keith Moss Executive Director of Finance & Performance Chapter House, 22 Chapter Street, London, SW1P 4NP
Email:		Keith.Moss@RenewableUK.com
Telephone:	0303 123 1113	0207 901 3000
Website:	https://ico.org.uk/concerns	https://www.renewableuk.com/

3.7 Privacy statements

An online version of RenewableUK's privacy statement is [available here](#).

4. Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

Signature: Keith Moss

Date: 02/03/21