Dear Industry Colleagues,

Our colleagues at Derriford Hospital, Plymouth are delighted to be hosting the above meeting in Torquay.

We are writing to invite you to support this three-day event, which will be preceded by a meeting of the sub-specialty group, the British Neurotrauma Group on Tuesday 10th April. We have a strong academic programme planned for our delegates. The Life Long Learning session on Wednesday morning will be on spine.

Sponsored breakfast seminars will be held on the Thursday and Friday mornings so please let us know if you are interested in holding one as soon as possible.

As usual we have two social events planned. The Welcome Reception on Wednesday evening will be held at Torre Abbey an historic building and art gallery, where you will have the opportunity to mingle with delegates and colleagues. The Gala Dinner on Thursday Evening is a more formal event (black tie) and will be held in The Spanish Barn, one of the buildings of Torre Abbey named so because it was used to hold prisoners of war from the Spanish Armada in 1588.

The venue, Riviera International Centre, is a dedicated conference centre in the heart of Torquay. The exhibition space is the Arena and has ample space for a good size exhibition with ground floor access.

We continue to offer a variety of stand sizes and packages to suit all needs and budgets. Please register your interest in a stand and / or seminar ASAP to ensure that you get a slot by contacting Alix Gordon admin2@sbns.org.uk

The Society is continuing its support of charities by offering 4 charity table tops free of charge on a first come first served basis.

Accommodation is available at The Grand and The Grosvenor Hotel which both have lovely views of the sea. All of the hotels we feature are being managed by Julie Conroy at Intouch International and we have negotiated very favourable rates. Julie’s contact details are listed at the back of the manual and it is advisable to book early to take advantage.

The SBNS Meeting App has proved very popular with delegates. At our last conference it was used by all who attended. It therefore offers an excellent advertising opportunity for sponsors. The options for taking advantage of this technology are detailed in the back of the manual.

In addition to the app, we also record all of the presentations throughout the meeting. They are published on line and are accessible to all members of our association for twelve months on the Talking Slides platform. There is an opportunity for your logo to be on the front page of this site as a hyperlink directly to your website. This offers a great opportunity for further brand awareness for our sponsors, not only to SBNS members who attend the conferences, but also those who do not. This resource is increasing in popularity; there have been more than 1000 ‘video viewings’ by members since May 2015.

Thank you in anticipation for your continued support of our meetings. It is greatly appreciated. We look forward to seeing you in Torquay.

Catherine Gilkes and Mark Wilson
SBNS Meetings and Communications Secretaries
Accessibility

Unloading is via the loading bay behind the Arena Exhibition Area which is on the ground floor (see map)

- All exhibitors are limited to a maximum of 30 minutes to unload.
- Porters will NOT be available to assist with unloading.
- Exhibitors are advised to bring their own trolleys to move their goods from vehicle to stand.

Delivery Label

The following information is required for all materials being delivered for events at The Riviera Centre. Please attach a completed copy to all items in the delivery.

Courier Deliveries

Storage is limited but items can be sent to the Riviera Centre from the 9th April.

Deliveries must be addressed as follows:

Name of Company Stand and Number
FAO Viki Thompson, Conference & Events Manager
C/O SBNS Exhibition
Riviera International Conference Centre
Chestnut Avenue
Torquay
TQ2 5LZ

All collections must be arranged on the day of departure the venue cannot store items.

Travel

For more detail on travel and maps of how to access the venue follow the link below:

https://www.rivieracentre.co.uk/location

Public Transport

Travelling by train

The Riviera International Centre is only 10 minutes walk from Torquay Train Station. Fast train services offer direct links from all parts of the UK to Torquay (and Newton Abbot). It now takes just under 3 hours to get from London to Torquay.

Visit: www.thetrainline.com for up to date train times and prices to Torquay Station.

By Car / Parking

The Riviera International Centre is only 24 miles from the Exeter M5 junction. There are also brown tourist signs denoting Riviera International Centre along the route from this point.

There is parking onsite and it is pay and display, they offer conference passes as follows: 1 day £6.00 / 2 day £11.00 / 3 day £16.00 / 4 day £21.00

Sat nav postcode: TQ2 5LZ

Lorry Parking

There is the potential for lorry parking onsite but this needs to be arranged before arrival through Alix Gordon: admin2@sbns.org.uk

By Air

The closest airport is Exeter. There are daily flights to Exeter from Belfast, Dublin, Edinburgh, Glasgow, Liverpool, Leeds, Bradford and Newcastle. www.exeter-airport.co.uk
Riviera International Conference Centre

First Floor
- Arena Balcony
- Arena Bar
- Loading Bay
- Arena Exhibition Hall (ground floor)
- Forum Hall (ground floor)
- Forum Bar
- Forum Balcony
- Changing Rooms (for Waves Leisure Pool)
- Dressing Rooms
- Grace Murrell Suite
- Burdett Room
- Delegates’ Reception
- Rosetor
- Waves Leisure Pool
- Viewing Area

Ground Floor
- Main Entrance
- Grace Murrell Suite Entrance
- Service Entrance
- Forum Hall
- Forum Bar
- Aqua Lounge
- Rosetor
- Waves Leisure Pool
- Terrace

Lower Ground Floor
- Lifestyle Health & Fitness Suite
- Changing Rooms (for Waves Leisure Pool)

Legend:
- Lifestyle Health & Fitness Suite
- Waves Leisure Pool
- Aqua Lounge Café Bar
- Conference, exhibition & meeting rooms
- Non public areas
- Toilets
- Lifts
- Stairs
Sponsorship and exhibition opportunities

Sponsors will be recognised at the meeting and on all meeting materials according to the total support provided.

Sponsorship Levels

In order to find out how you will be acknowledged (if “Gold”, “Silver”, “Bronze” or simply “Sponsor”), please follow the steps below:

STEP 1: Select your sponsorship opportunities
STEP 2: Select your stand package
STEP 3: Work out the total amount due
STEP 4: Check in the chart below which sponsorship level your company falls within

<table>
<thead>
<tr>
<th>Total Support Provided</th>
<th>Sponsorship Level</th>
<th>Additional Benefits</th>
</tr>
</thead>
</table>
| Over £11,500           | Gold Sponsor      | 1. Sponsors logo on the meeting website with hyperlink to a website of their choice  
|                        |                   | 2. 4 additional exhibitor badges and Gala Dinner Tickets |
| Over £8,500            | Silver Sponsor    | 1. Sponsors logo on the meeting website  
|                        |                   | 2. 2 additional exhibitor badges and Gala Dinner Tickets |
| Over £7,000            | Bronze Sponsor    | 1. Sponsors logo on the meeting website |
| Less than £6,000       | Sponsor           |                     |

In addition all sponsors will receive the following benefits:

- The right to use the meeting logo, subject to the Committee approval
- Acknowledgement on sponsor boards on-site
- Acknowledgement in the final program
Scientific Opportunities

2 x Breakfast Seminars (1 hr): £2,000 + VAT
Thursday 12th April and Friday 13th April

The breakfast seminars will be held on Thursday and Friday morning at approximately 08:20 to 09:20 in the Forum. Companies sponsoring the breakfast seminars will receive the following benefits:

- Seminar details on the meeting app
- Seminar Programme on the meeting website
- Seminar invitation in the meeting bag (1 sheet only, max A4 format)
- Invitations emailed to registered delegates 1 week before the start of the meeting
- Room Hire
- Technical Assistance
- Standard AV package (to be confirmed in guidelines)
- Sponsoring companies will cover costs (Accommodation and Travel) for their speakers

Sponsors of the Breakfast Seminars will provide breakfast for the delegates. Applications must be submitted by November 2017.

Presentation: £800 + VAT
A five minute presentation slot in the main auditorium (4 slots available). This is an opportunity for Sponsors to present their products to the SBNS plenary session. Applications must be submitted by November 2017 so they can be incorporated into the programme.

Advertisement on the meeting app

Home screen widget: £600 + VAT (Included in package A)
Home screen widget is a company logo on the home screen. This is the first section all delegates will view. It also has the main features of the app on it. By clicking on this widget it will take the delegate through to the exclusive partners section of the app.

Company Logo on the Navigation Menu: £400 + VAT (Only 2 available)
When clicked it can either go to your profile within the app or an external web page.

Company Logo throughout the main academic programme: £400 + VAT (Only 3 available)
This is a banner ad which will appear within the main academic programme. The banner can either link to your profile within the app or a ‘pop-up’ image or overlay screen, the image will appear when users click on the ad.

If more than 1 company chooses this option then they will be evenly distributed and rotate every 15 seconds.
Banner ads: £300 + VAT (only 4 available)

This is 1 banner (company logo) in 4 different locations. These will be located in ‘Speakers’, ‘Sponsors’, ‘Attendees’ sections and on top of the menu bar within the app. These banners will be evenly distributed and rotate every 15 seconds.

Banners can have different causes to action. It can link to either:

- Sponsor’s profile page within the app
- Any external website
- Custom - A ‘pop-up’ or overlay screen with the custom ad will appear when users click on the ad
- Image - A ‘pop-up’ or overlay screen with the image will appear when users click on the ad

Sponsored Alerts: £99.00 + VAT (only 4 available)

Sponsored Alerts will be sent to each delegate within the app and also to their email address. This can include images and a message with links to within the app or to an external destination.

Delegate Bag Inserts: £305 + VAT

To be placed inside the delegate bags (1 sheet only, max A4 format, subject to approval by Scientific Committee).

Registration Item Opportunities

Lanyards: Cost of production or provided in kind

Name badge cords are a perfect opportunity for a company wishing to gain high profile exposure at the meeting. All delegates will be given a sponsor company branded Lanyard when they register at the Meeting.

Meeting Bags: Cost of production or provided in kind

An opportunity which offers exposure far beyond the meeting, the bags will include all meeting print material and will be handed to delegates when they register. The Sponsor company logo will be printed on the bag.

Notepads: Cost of production or provided in kind

An opportunity to brand the writing pads that will be included in the delegate bags for use during the meeting. Sponsor will provide A4 notepad blocks or folders, which may be branded with their company logo.

Pens: Cost of production or provided in kind

An opportunity to brand the pens that will be included in the delegate bags for use during the meeting as well as on the registration desks. Sponsor will provide good quality pens, which may be branded with their company logo.
Talking Slides

We are continuing to record all presentations throughout the meeting; they will be published online and accessible to all members of our association for twelve months on the Talking Slides platform http://sbns.talkingslideshd.com/home.

There is an opportunity for your logo to be on the front page of this site as a hyperlink directly to your website. This promises to be a very popular service for delegates and will offer a great opportunity for further brand awareness from our sponsors, not only to delegates who attended the conferences but also those who did not.

We have two levels of sponsorship that last for 12 months:

- **Gold** £250.00 + VAT (maximum of 4 available) your logo will appear at the top of the web page as people log on.
- **Silver** £150.00 + VAT (maximum of 6 available) the logo swaps from the bottom of the page to the top after each refresh.
## Exhibition Opportunities

### Exhibition Stand Packages

The cost of stand space has been divided into packages (A – F) as follows, there is going to be no shell scheme offered at this venue, power provision will be included in your stand package (Please note there may be an additional charge for excess power requirements at this venue please contact Alix Gordon).

<table>
<thead>
<tr>
<th>Stand Package</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>Table Top (Research Studies only)</th>
<th>Table Top (Charity Stands only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>4</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>7</td>
<td>4</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Stand Space</td>
<td>28 sqm</td>
<td>18 sqm</td>
<td>12 sqm</td>
<td>9 sqm</td>
<td>6 sqm</td>
<td>4 sqm</td>
<td>table</td>
<td>table</td>
</tr>
<tr>
<td>Number of company, name badges (lunch, tea &amp; coffee included)</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Number of tickets for the Welcome Reception*</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Number of tickets for the Gala Dinner**</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Power to your stand</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Editorial entry on Meeting App (unlimited text)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Logo on Home Screen of Meeting App</td>
<td>✓</td>
<td>×</td>
<td>×</td>
<td>×</td>
<td>×</td>
<td>×</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>1 power point slide***</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Joint Sponsorship of the Welcome Reception</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>Cost</td>
<td>£11,424.00 + VAT</td>
<td>£7,920.00 + VAT</td>
<td>£5,400.00 + VAT</td>
<td>£4,096.00 + VAT</td>
<td>£2,747.00 + VAT</td>
<td>£1,915.00 + VAT</td>
<td>£250.00 + VAT</td>
<td>Free</td>
</tr>
</tbody>
</table>

* Welcome Reception, Wednesday 11th April 2018 at Torre Abbey  
** Gala Dinner, Thursday 12th April in The Spanish Barn  
*** Power point slide to be shown in the main Auditorium on a loop system during the breaks

### THE BUILD-UP HEIGHT FOR ALL STANDS IS A MAXIMUM OF 2.6 METRES

Additional Social Event tickets are available to purchase:

- Welcome Reception tickets at £45.00 + VAT
- Gala Dinner tickets at £62.50 + VAT
- Additional Exhibitor badges are available to purchase at a cost of £50.00 + VAT per person
Proposed Dates (subject to change)

Set up timings
Tuesday 10th April 09:00 – 20:00
Wednesday 11th April 08:00 – 09:30

Proposed Exhibition Opening Hours
Wednesday 11th April 10:00 – 17:00
Thursday 12th April 10:00 – 16:00
Friday 13th April 10:00 – 14:00

Dismantling/Breakdown Timings: Friday 13th April 14:30 – 18:00

Networking Opportunities within the Exhibition Hall
● Tea and coffee ● Exhibition ● Internet facilities (Wi-Fi) free of charge throughout the venue

Further Information
A manual giving further general and technical information, advice and full details about the exhibition and venue will be circulated in January 2017.

Terms of Payment
The contract should be signed and returned to Alix Gordon together with full payment. Stand package and location will be confirmed when full payment is received.

Payment may be made by the following methods:
● Cheque or banker’s draft in pounds sterling only, drawn on a UK bank, made payable to:
  The Society of British Neurological Surgeons
● Visa/Master Card (please note that a credit card fee of 3.5% will apply). We do not accept American Express
● Bank Transfer to The Society of British Neurological Surgeons (details will be on your invoice)

Cancellation Policy
All cancellations must be made in writing. The SBNS shall retain:

● 10% of the contract price if the cancellation is made before 13th December 2017
● 50% of the contract price if the cancellation is made between 13th December 2017 – 28th February 2018
● 100% of the contract price if the cancellation is made between 28th February 2018 – 10th April 2018

If the stand package or sponsorship item is resold a full refund will be made less a 10% administration charge.

Insurance
In accordance with the terms and conditions contained within this prospectus it is recommended that insurance be affected with minimum delay.

Terms and Conditions
Attention is drawn to the Exhibition Terms and Conditions contained in this prospectus. Signature of the Exhibition and Sponsorship Contract implies acceptance of these conditions.
Exhibition plan (Subject to change)

Application for Stand Packages and Sponsorship Items should be made on the enclosed booking form and should be signed and either faxed or emailed back to Alix Gordon.

Table Top Stands no’s 24-29
Exhibition Package and Sponsorship Form Contract

SBNS Spring Meeting 2018  •  Riviera International Centre  •  11th – 13th April 2018

Please note that all acknowledgements of your Company and listing of Company name and address will be generated from the following information. Please complete and return to:

Alix Gordon, SBNS, 35-43 Lincoln’s Inn Fields, London, WC2A 3PE
T: +44 (0)20 7869 6887, F: +44 (0)20 7869 6888, E: admin2@sbns.org.uk

COMPANY NAME ............................................................................................................................................................
(for invoicing)

COMPANY NAME ............................................................................................................................................................
(for exhibition listing and sponsor acknowledgement)

CONTACT PERSON ..........................................................................................................................................................

MAILING ADDRESS..........................................................................................................................................................
....................................................................................................................................................................................

POST CODE ...........................................................................  COUNTRY ..........................................................................

TEL ................................................................................................................. FAX..............................................................
Including country and area codes Including country and area codes

EMAIL ......................................................................................... WWW.................................................................

Exhibition – I wish to apply for the following Stand Package at SBNS 2018:

<table>
<thead>
<tr>
<th>Stand Package</th>
<th>Number</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - £11,424.00 + VAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B – £7,920.00 + VAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C - 5,400.00 + VAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D - £4,096.25 + VAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E - £2,747.50 + VAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F - £1,915.00 + VAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table top - £250.00 + VAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table top - Free – Charities Only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preferred Stand Numbers: 1st Choice .............................. 2nd Choice .............................. 3rd Choice ..............................
Sponsorship – I wish to sponsor the following items:

<table>
<thead>
<tr>
<th>Sponsorship Item</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast Seminar 12th April or 13th April - £2,000 + VAT</td>
<td></td>
</tr>
<tr>
<td>Presentation - £800 + VAT</td>
<td></td>
</tr>
<tr>
<td>Delegate Bag Inserts - £305 + VAT</td>
<td></td>
</tr>
<tr>
<td>Home Screen Widget - £600 + VAT</td>
<td></td>
</tr>
<tr>
<td>Company Logo on Navigation Menu or In all sessions - £400 + VAT</td>
<td></td>
</tr>
<tr>
<td>Banner Advert - £300 + VAT</td>
<td></td>
</tr>
<tr>
<td>Sponsored Alert - £99 + VAT</td>
<td></td>
</tr>
<tr>
<td>Talking Slides: Gold - £250 + VAT, Silver - £150 + VAT</td>
<td></td>
</tr>
</tbody>
</table>

I also wish to purchase additional Items as follows:

<table>
<thead>
<tr>
<th>Additional Item</th>
<th>Number</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Badge - £50.00 + VAT per person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome Reception Ticket - £45.00 + VAT per person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gala Dinner Ticket - £62.50 + VAT per person</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total overall cost excluding VAT

☐ Enclosed is our cheque made payable to 'The Society of British Neurological Surgeons'

☐ A Bank Transfer will be made to 'The Society of British Neurological Surgeons' (details will be available in the invoice)

☐ We would like to pay by credit card (you will be sent a credit card authorisation form, please note that credit card fees will apply as detailed in Terms of Payment)

Signature ........................................................................................ Date...............................................................................
Accommodation

Accommodation for exhibitors at the SBNS Spring Meeting 2018 has been reserved at a preferential rate with InTouch International.

ROOMS MUST BE RESERVED WITH INTOUCH AND NOT DIRECTLY WITH THE HOTEL. Julie will confirm directly back to you, please book early to avoid disappointment. THIS IS A FREE SERVICE.

The main conference hotel is The Grand Hotel a 10 minute walk from the venue.

The current rates for The Grand Hotel range from £105.00 B&B Single - £125.00 B&B Double
This rate is only guaranteed until the 11th March 2018
1 night’s deposit is taken at the time of booking which is not refundable if cancellation is after 28 days. If cancellation is before 28 days it is refundable.

In addition we have rooms available at The Grosvenor Hotel also a 10 minute walk from the venue.

The current rate for the Grosvenor Hotel is £120.00 B&B
This rate is only guaranteed until the 11th March 2018
1 night’s deposit is taken at the time of booking which is not refundable if cancellation is after 28 days. If cancellation is before 28 days it is refundable.

We also have some rooms at The Palace Hotel at £89.00 B&B this hotel is a 13 minute drive away from the venue.

This rate is only guaranteed until the 11th March 2018

To reserve accommodation please contact:
Julie Conroy
Intouch International
Email: julie@intouch-international.com
Tel: 01756 795 512
Terms and Conditions of Exhibiting at SBNS 2018

1. Definitions
In these Regulations the term Exhibition in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Meeting. The term Exhibitor/ Sponsor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition or sponsorship items have been sold. The term Organisers means The Society of Neurological Surgeons. The term Premises refers to those portions of the stated venue licensed to the Organisers.

2. Installation and Removal of Exhibits
Exhibitor/Sponsors will be advised of when they may commence installation of exhibits. Exhibitor/Sponsors are prohibited from commencing such installation until the time nominated to them. The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor/Sponsors 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/Sponsor 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/Sponsor who shall forfeit all sums paid by way of deposit, rental or otherwise. No Exhibitor/Sponsor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with or over shadows an adjoining Exhibitor/Sponsor. The Exhibitor/Sponsor is responsible for the safety of his products, display and stand. During breakdown period NO material should be left unattended at anytime. It is the responsibility of the Exhibitor/Sponsor to leave his stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Removal of exhibits and dismantling may not commence until after the official closing time. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

3. Stand Construction and Services
For insurance and to adhere to regulations stipulated by the stated venue the Organisers will appoint an official contractor for marking out stand areas and all electrical services, NO other contractors will be permitted to undertake any of this work without prior consent of the Organisers.

4. Application
The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An Exhibitor/Sponsor may not, except by express written permission of the Organisers display directly or indirectly, advertise or give credits to any products other than his own or his named principals. The display of acknowledgement or credit indicating membership of organisations or Trade Associations is not allowed except by express written permission of the Organisers. The Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation. The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers. The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor/Sponsor undertakes to agree to any alteration to the site or the space reallocating by the Organisers.

5. Cancellation
Cancellations must be made in writing. In the event of the stand being re-let and the exhibition is fully sold or sponsorship being resold, 90% of the contract price will be refunded. The Organisers shall retain 10% of the contract price if the cancellation is received more than 12 months prior to the Exhibition. 50% of the contract price if the cancellation is accepted within 3 months prior to the Exhibition. 100% of the contract price if the cancellation is accepted after that time. 100% of the contract price if the cancellation is accepted within 3 months prior to the Exhibition Opening.

6. Bankruptcy or Liquidation
In the event of an Exhibitor/Sponsor 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/Sponsor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor/Sponsor under contract shall be forfeited.

7. Occupation and Payment of Stand Space
The Exhibitor/Sponsor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor/Sponsor failing to take possession of his stand the Organisers have the right to reallocate the stand and all monies paid shall be forfeited. No Exhibitor/Sponsor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor/Sponsor are paid in full.

8. Obstruction of Gangways and Open Spaces
Exhibitor/Sponsors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or affect the displays of neighbouring Exhibitor/Sponsors. Exhibitor/Sponsors will not be allowed to project onto the gangways, ceilings or walls, which are not part of their stand. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and dismantling periods. Any Exhibitor/Sponsor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Organisers at the Exhibitor/Sponsors expense and risk.

9. Conduct of Exhibitor/Sponsors and
Representatives Annoyance: The Organisers reserve the right to stop any activity on the part of any Exhibitor/Sponsor that may cause annoyance to other Exhibitor/ Sponsors or visitors. Business must be conducted only from the Exhibitor/Sponsors own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition. Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitor/Sponsors. The Organisers reserve the right to prohibit their use if in the Organisers opinion any annoyance is being caused.
Publicity Material: Any publicity material shall be displayed and/or given away only from the Exhibitor/Sponsors own stand.
10. Trade Union Labour

All stand fitting, construction or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition Industry at the rates of pay and overtime and conditions in accordance with the Terms of the Working Rules Agreement currently in force.

11. Electrical Requirements

Power services will be available to the Exhibitor/Sponsor through the official electrical contractor. A schedule of these services will be available once application has been made. Exhibitor/Sponsors 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. Electrical devices, which interfere with radio or television systems, must be switched off immediately if requested by the Organisers. The use of electrical appliances such as coffee machines, etc. shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Organisers. The use of immersion heaters and electric heaters with unguarded elements are not permitted.

12. Dangerous Materials and Exhibits

The Exhibitor/Sponsor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.

13. Fire Precautions

In accordance with the requirements of the appropriate authority, all material used in construction work, display materials etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Organisers in the display areas and placed as regulations require. The Exhibitor/Sponsors must comply with any reasonable instructions given by the appropriate authority or the Organisers to avoid the risk of fire.

14. Damage to the Premises

No nails, screws or other fixtures may be driven into any part of the Premises including floors; nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor/Sponsor responsible would be invoiced for any reparation charges incurred.

15. Cleaning

The Organisers will arrange for the daily cleaning of the aisles outside the Exhibition open hours. Exhibits will not be cleaned.

16. Storage

There are no storage facilities available within the Exhibition area or premises (unless space has been purchased from the Organiser prior to the Exhibition and only if available). Exhibitor/Sponsors 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.

17. Liability

Whilst the Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitor/Sponsors 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 there from. 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, or if the Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss, which the Exhibitor/Sponsor or Exhibition Contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

18. Insurance

Exhibitor/Sponsors are required to take the appropriate insurance and ensure the Organisers are sent a copy of the documents. Particular attention is drawn to the need for the following: Abandonment Insurance: Exhibitor/Sponsors will have seen from paragraph 19 above that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition. Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitor/Sponsors property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor/Sponsors premises to the Exhibition and return. Public Liability: Liability to the public may arise out of the Exhibitor/Sponsors activities and should be covered by insurance.

19. General Conditions

The Organisers are responsible for the control of the Exhibition area. Exhibitor/Sponsors are responsible for the control and supervision of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing regulations. The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor/Sponsor under this agreement and shall not operate to increase the liabilities of the Organisers. Exhibitor/ Sponsors 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 the policies of insurance effected by the Organisers. Signature of the Exhibition Contract implies acceptance of these Conditions.