

# TERMS AND CONDITIONS

## 1. Definitions

In these Regulations the term Exhibition in all cases refers to the Exhibition, being held in conjunction with the upcoming Congress. The term Exhibitor 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. The term Organisers means Academic Conferences on behalf of the Organising Committee. The term Premises refers to those portions of the stated venue licensed to the Organisers.

## 2. Installation and Removal of Exhibits

Exhibitors will be advised of when they may commence installation of exhibits. Exhibits which do not reasonably satisfy the Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require. The Exhibitor 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 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. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

## 3. Stand Construction and Services

For insurance, security reasons and to adhere to regulations stipulated by the stated venue the Organisers will appoint official contractors for all electrical services (mains and fittings). Due to the necessity of co-coordinating all activities during installation and dismantling periods and for security purposes. 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 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 undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

## 5. Payment and Cancellation

No Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full. Payment should be arrived no later than 30 days after receipt of invoice.

Cancellations must be sent in writing. The Organisers shall retain 50% of the contract price if cancellation is received up to 6 months before the congress begins. 100% of the contract price will be charged if cancellation is received later than 6 months before the congress starts.

## 6. Bankruptcy or Liquidation

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

## 7. Obstruction of Gangways and Open Space

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or affect the displays of neighbouring exhibitors. Exhibitors 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.

## 8. Conduct of Exhibitors and Representatives

**Annoyance:** The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitors 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 Exhibitors. 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 Exhibitors own stand. It is prohibited to hand out and/or display material from any other part of the Exhibition and/or venue unless otherwise agreed with the organisers.

## 9. 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 responsible would be invoiced for any reparation charges incurred.

## 10. Cleaning

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

## 11. Security Services

The Organisers will arrange a site security service during the period of the Exhibition but will accept no liability for loss or damage.

## 12. Storage

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

## 13. Liability

In the event of 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 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.

## 14. Insurance

Sponsors and exhibitors are advised to sign a valid insurance, which covers damage or loss of exhibit materials and equipment. Neither the Organiser, nor the venue is responsible for the loss of materials and equipment

## 15. General Conditions

The Organisers are responsible for the control of the Exhibition area. Exhibitors 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.