

# BWEA28 Exhibition Policies

## GENERAL REGULATIONS

The British Wind Energy Association (BWEA) is the Organiser of the event 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 stand in case of unforeseen and/or unavoidable circumstances, beyond its control.

Reselling of stand space is strictly forbidden without the prior authorisation of BWEA. In all cases the resell price must not exceed the prices stated in the BWEA leaflets, websites etc.

### 1. PAYMENT TERMS AND CONDITIONS

- a. Early Bird – these reduced rates apply only to stands booked by 1 June 2006 and paid by 30 June 2006.
- b. The total price of the stand plus VAT will be invoiced upon receipt of the exhibition contract and the payment must be made within the 30 days of the date of invoice. After the 30 days an additional of 5% on the amount still due will be surcharged.
- c. All stands must be fully paid by 31 September 2006. Any invoices outstanding after this date will be subject to a 10% surcharge. Only those exhibitors who have made full payment can be guaranteed an exhibition stand at the BWEA28 event.
- d. In the case of non-payment by the date specified on the invoice, BWEA reserves the right to reallocate the reserved stand. The exhibitors, however, remains bound by their registration contract and have to pay the totality of the amounts foreseen. Stands will only be placed at the disposal of participants as soon as they have fulfilled all obligations as stipulated in the contract.

### 2. REDUCTION OR CANCELLATION OF SPACE

- a. Reduction of reserved space - exhibitors reducing the size of their stand will automatically be charged £50 per m<sup>2</sup> of reduced space. No reduction of space will be accepted after 30 April 2006 and the totality of the price of the reserved m<sup>2</sup> is due.
- b. Cancellation - Withdrawal must be made by registered post to the CEO of BWEA. For cancellations made on or before 30 April 2006, 50% of the invoiced amount for the stand will be payable. Exhibitors cancelling after 30 April 2006 must pay the full amount of the original rented space. These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be.

### 3. JOINT EXHIBITION STANDS

- a. Companies, associations, governments or agencies can organise joint stands. The following rules apply:
  - i. The organiser of a joint stand is responsible for organising the stand e.g. payment, stand construction, correspondence with its co-exhibitors etc.
  - ii. All co-exhibitors will be charged £100 each to cover the administration costs and the 50 word description in the exhibition catalogue.
  - iii. One invoice for the total space rented upon receipt of the exhibition contract.
  - iv. One invoice for the co-exhibitors fee 3 months prior to the event.
  - v. The resell price charged by the organiser of a pavilion must in no way exceed the prices stated in the BWEA leaflets, websites etc.

### 4. EXHIBITION RULES

- a. Advertising on site is only possible through the channels offered by the Organiser.
- b. All information relating to the constructing, fitting and dismantling of stands will be sent to each Exhibitor in form of an online manual, together with order forms for technical installations (water, telephone, electricity, furniture etc.) to be sent to the nominated sub-contractors. These installations are at the expense of the Exhibitor as are the related costs for consumption and use.
- c. Each space only Exhibitor is responsible to pass the information requested in the exhibition manual to the stand constructor.
- d. The exact timetable of move in/move out days will be given in

the online Exhibition manual. The Exhibitors must follow these instructions. Prolongation of move in, move out days above the days fixed by BWEA are at the Exhibitors' costs and depend on the availability of the venue.

- e. The setting-up of stands (structure + design) must be pre-approved by the Exhibition architect who ensures that the local 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 or decoration inside the stand should not exceed the height of the walls (2.50 m). Any installations or decorative elements that could affect another exhibitor in any way are prohibited. For complex storey stands please refer to the exhibition manual.
  - f. The Organiser's decision is final.
  - g. Noisy publicity of any kind, in particular the use of loudspeakers, is prohibited.
  - h. Publicity may only be handed out on the Exhibitor's own stand.
  - i. No part of the stand may exceed the given stand limits. The Exhibitor is responsible for organising his stand so that all exhibits can be examined and demonstrated within the stand limits.
  - j. Parts or exhibits exceeding the dimensions of the stand limits may be removed from the Exhibition area by the Organisers at the expense of the Exhibitor.
  - k. 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.
  - l. Exhibitors must be insured by an Insurance Company covering civil liability, stand material and the goods exhibited, whether these goods or material be their own or a third party's property.
  - m. By way of their participation, Exhibitors automatically relinquish all claims, in the event of an accident or damage against:
    - The British Wind Energy Association (BWEA).
    - The Scottish Exhibition and Conference Centre (SECC).
    - The Exhibitors at the Exhibition, the Exhibition visitors and the Conference participants.
    - The directors, representatives, managers and officials appointed by these persons or bodies.
- ### 5. CIVIL LIABILITY
- a. Of the Exhibitor:
    - i. The Exhibitor is responsible for any damage to a third-party, caused either by the exhibitor or the exhibitor's employees or materials.
    - ii. The exhibiting company and its representative confirm that the British Wind Energy Association (BWEA) in no way takes responsibility for loss, injury or damage to items or persons, whatever the cause may be, before, during, or after the BWEA28 Conference & Exhibition in Scotland, UK, October 2006.
  - b. Of the Organiser:
    - i. The British Wind Energy Association (BWEA) is responsible under civil law in its capacity as Organiser of the Exhibition and any other related events it organises. This liability shall in no case extend to the damage caused to visitors, exhibitors or rented goods by third parties.
    - ii. The Scottish Exhibition and Conference Centre (SECC) is responsible for its civil liability 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 directly.
    - iii. Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of "force majeure" prevent the Exhibition from being held, or limit its size or modify its nature.
    - iv. 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.
    - v. The Organiser reserves the right to modify or complete at any time the provisions of the present regulations.