 **EXHIBITION SPACE APPLICATION**

**NO-DIG ROADSHOW READING 2024**

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| **COMPANY:**  |
| **ADDRESS:** | **INVOICE ADDRESS (IF DIFFERENT):****ORDER NUMBER:** |
| **TEL: MOBILE:**  |
| **EMAIL: WEB:** |
| **EXECUTIVE RESPONSIBLE: JOB TITLE:**  |

**EXHIBITION SPACE REQUEST**

We wish to book one ‘space only’ site measuring 3m x 3m at the venue indicated below:

**HILTON READING HOTEL WEDNESDAY 26 JUNE 2024**

**** **SPACE COSTS (PLEASE TICK RELEVANT BOX)**

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| --- | --- | --- |
| MEMBERS OF UKSTT  | £1,350 + VAT |  |
| NON-MEMBERS | £1,500 + VAT |  |

**INCLUDED IN COSTS:**

* stand space measuring 3m x 3m
* Access to power supply
* 1 x table, 2 x chairs
* Catering for 2 personnel

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**EVENT SPONSORSHIP: £1,000.00 plus exhibiting costs to include (Maximum of 4):**

* Items included above
* 10-minute showcase presentation
* Full page advertisement and sponsor statement in the digital show guide
* Logo on the front cover of the show guide and event marketing as a sponsor
* Social media sponsor recognition
* Recognition on all marketing pre, live and post event

**Type of products/equipment to be exhibited/promoted:**

**Competitors – List any company you do not want to be located in adjacent booths:**

I confirm that we have our own free-standing display system that can be accommodated in the space requested above.

We have read and agree to the terms and conditions supplied below.

Signature: Date:

 **Please sign and return by email to** **akeatley@westrade.co.uk**



**EXHIBITION SPACE APPLICATION**

**NO-DIG ROADSHOW READING 2024**

 **WEDNESDAY 26 JUNE – READING**

1. **Terms:** The expression "the exhibition" whenever mentioned herein shall mean the NO-DIG ROADSHOW to be held at the location above. The expression "the Organiser" wherever mentioned herein shall mean Westrade Group Ltd. The expression "the exhibitor" wherever mentioned herein shall mean any company or person who has applied for and been allocated any space in the Exhibition.
2. **Application for and Allocation of Space:** The completion and return of an application form does not constitute a contract until that application is confirmed in writing by Westrade Group Ltd. Completion and signing of the Exhibition Space Application form will constitute acceptance by the Exhibitor of these terms and conditions. Should any dispute arise as to the allocation of space the decision of the Organiser is final. Failure by the Exhibitor to take possession of such space, within the schedule advised, will allow the Organiser to deal with such space as it in its absolute discretion thinks fit, without being under any liability to refund or abate any charge due hereunder.
3. **Payment:** All bookings must be made on the official Exhibition Space Application and confirmed in writing by the Organisers. All invoices are payable within 30 days, or in the case of bookings made within 30 days of any event, full payment is due upon receipt of invoice. No exhibitor will be allowed to take part if any payment is outstanding. In the event of an Exhibitor becoming bankrupt, or making a composition with his creditors, or going into liquidation, or being under the appointment of a receiver, the Organiser reserves the right to cancel any allocation of space, without being under any liability to refund or abate any charges paid or due hereunder.
4. **Cancellation of Space:** Where an exhibitor cancels their confirmed booking, or where an Exhibitor fails to make a payment on the due date, the Organiser reserves the right to cancel or accept cancellation of the booking and to apply a 100% cancellation charge. If for any reason it should become necessary to abandon, postpone, interrupt or close the exhibition prematurely, due to circumstances beyond the control and not resulting from any act or default of the Organisers, the Organisers may take such action as they consider necessary giving such notice to Exhibitors as is possible. In such cases, the decision of the Organisers shall be final, and the participating Exhibitors shall not be entitled to any compensation or return of any monies paid or deposited. If the Exhibition be abandoned, postponed, interrupted or closed prematurely for any reason other than the above, or in circumstances that shall enable the Organisers to reclaim the rent paid for the use of the premises, then the participating Exhibitors shall be entitled to the return of monies paid to the Organisers.
5. **Exhibitor Representative:** Each Exhibitor must name at least one person to be his representative in connection with the operation of the exhibit. Such representative shall be authorised to enter into such service contracts as may be necessary, for which the Exhibitor may be responsible.
6. **Draft Exhibition Timetable – Final timings to be confirmed in the Exhibitor Manual:**

Exhibition Build-up 07:00 – 09:00

 Exhibition Open 09:00 – 15:00

Exhibition Dismantling 15:00 – 16:00

The Exhibitor undertakes to have his exhibits on display, in good order, adequately attended and not covered up at all times during the opening times. No Exhibitor shall have the right prior to the closing of the Exhibition to pack or remove articles on display without permission in writing from the Organiser.

1. **Stand & Display Arrangement:** Exhibitors must provide their own free-standing exhibition display panels for graphic displays. Exhibits shall be so arranged within the confines of the allocated space and so as not to obstruct the general view, nor to hide the exhibits of others. Should any dispute arise as to the allocation of space the decision of the Organiser shall be final. The Organiser reserves the right to relocate any Exhibitor if he, in his absolute discretion, thinks it necessary in the best interests of the Exhibition. The organisers reserve the right to reject any exhibitor display where it is felt that it is detrimental to the overall appearance of the show.
2. **Requirements of Superior Authorities:** The Exhibitor shall at once comply with any requirements imposed on the Organiser by the proprietors or managers of the Exhibition Halls or any municipal or other competent authority on written notice of such being given to the Exhibitor by the Organiser. All inflammable materials shall be fireproofed or otherwise processed against fire in accordance with the regulations for the time being in force and any statutory or local regulations or requirements to which the Exhibition may be subject.
3. **Use of Display Space:** Exhibitors agree not to assign or sublet any space allotted to them (whether for payment or not) without written consent from the Organiser. This requirement prohibits exhibitors from sharing their stand space with another company or organisation without the written consent of the Organiser. Signage on the exhibitor’s stand, listing in the exhibition visitor’s guide and all other forms

of exhibition promotion are restricted to exhibitors who have paid for their stand and signed an official exhibition booking form. The inclusion of any other company or organisation in these forms of promotion is strictly at the Organisers discretion. Exhibitors agree not to display or advertise goods other than those manufactured or carried by them in the normal course of business. Sales by auction are prohibited, without the written permission of the Organisers.

1. **Undesirable Activities:** If it appears to the Organiser that an Exhibitor may be engaged in activities which are deemed to be contrary to the best interests of the Exhibition, or which appear unethical or to be in breach of the law, the Organiser may cancel any allocation of space which may have been made to the Exhibitor and require him forthwith to vacate any space allocated to him and refuse the Exhibitor the right to participate further in the Exhibition without being under any liability to refund or abate any charges due hereunder. Canvassing for orders or for any other purpose by any unauthorised person is strictly prohibited and in any such case the right of expulsion will at once be exercised. The distribution or display of printed or other placards, handbills or circulars or other articles except by Exhibitors at their stands is prohibited.
2. **Noise:** Exhibitors showing films or creating excessive noise or using audio visual aids, which disturb adjacent exhibitors will be asked to cease such activities in the interests of the overall exhibition.
3. **Limitation of Liability:** The Organiser, its employees or agents shall not be responsible for any loss, theft or damage to the property of the Exhibitor, his employees or representatives. Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss. Further, the Organiser, its agents and employees will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the Exhibitor or his employees or agents.
4. **Indemnity:** The Exhibitor shall indemnify the Organiser in respect of all or any liability, loss, cost or expenses which might ensue from any cause whatsoever relating to the Exhibition and the Exhibitor's participation in it except where incurred or sustained by the Organiser as a result of any damage or injury caused by the official contractors appointed by the Organiser.
5. **Responsibility:** If the Exhibitor fails to comply in any respect with the terms of this agreement, the Organiser shall have the right, without notice to the Exhibitor, to offer said space to another exhibitor, or to use said space in any other manner, but shall not be construed as affecting the responsibility of the Exhibitor to pay the full amount specified by the contract. The Organiser reserves the right to interpret amend and enforce these regulations as it deems proper to assure the success of the Exhibition.
6. **Service Manual:** All Exhibitors will be provided with the Exhibitor Handbook or Service Manual, which give specific regulations relating to the build-up, breakdown and conduct of the Exhibition, including all health and safety regulations. The Exhibitor agrees to abide by the regulations contained in the service manual.
7. **Damage:** Exhibitors are not permitted to fix any graphics, notices, or material to any part of the venue or its walls. Any damage caused by the Exhibitor to the building, fixtures and fittings and property belonging to the venue will be charged to the Exhibitor. Electrical installations on stands shall comply with the Regulations for Electrical Engineers and any statutory or local regulations or requirements to which the Exhibition may be subject.
8. **Exhibitor passes:** In order to ensure only official access to the Exhibition areas, all Exhibitors and their personnel will be issued with non-transferable passes. No admittance to the Exhibition areas will be allowed unless this pass is presented. Each Exhibitor will be required to provide to the organisers at least two weeks in advance, a list detailing the personnel who will be present on the stand.
9. **Law Applicable:** English Law will govern any contract concluded hereunder.