

**SPACE BOOKING**

A Space Booking is a firm commitment on the part of the Exhibitor to take part in the Exhibition. However, in exceptional circumstances the Organisers will be prepared to consider cancellation of their contract with any exhibitor, but only if the following conditions are complied with:

- That the request for cancellation is submitted by post or acknowledged email.
- That the request is received at least three months prior to the Exhibition.
- That the Organisers are able to re-let the cancelled space in its entirety.
- That the reason given for the request for cancellation is, in the opinion of the Organisers, well founded.
- That the Exhibitor agrees that the Organisers shall be entitled to 50% of contract price if the cancellation is accepted more than 90 days before the exhibition opens; and 100% of the contract price if the cancellation is accepted less than 90 days before the exhibition opens.
- Cancellations received within one month of the exhibition will be subject to punitive damages of three times to space rental fee.

**EXHIBITS AND SUB-LETTING**

No Exhibitor will be allowed to sub-let any space allotted to them unless consent in writing from the Organisers has been previously obtained. No exclusivity is provided for any exhibit and any claim to exclusivity is denied by the organisers. The organisers may restrict certain exhibits if, in their sole opinion, to do so will be in the best interest of the exhibition without any liability to the exhibitor. No food, beverage or confectionary may be sold or given away without the written permission of the organisers. No exhibitor may engage in the promotion of financial services without the written permission of the organisers.

**SELLING AND ADVERTISING**

Giving away goods, samples, advertising material or selling, except on Exhibitor's own stands, is prohibited.

Exhibitors may not distribute any material which relates to the products or service supplied by another exhibitor. Exhibitors may not approach visitors in the gangways if this interferes with the rights or promotional efforts of another exhibitor.

Exhibitors may not attend seminars presented by other exhibitors or loiter in the vicinity of other exhibitors stands.

Exhibitors agree that they will only promote products or services which they are legally entitled to promote and will make clear to visitors any challenges to their legal right to sell or promote their products or services. All products and services must be priced and sold in Euros only and must include VAT where applicable.

Exhibitors who are distributors or retailers of Electrical or Electronic Goods undertake to comply with Waste Electrical and Electronic Equipment (WEEE) Regulations including registration with the Irish WEEE Register Society ([www.weeeregister.ie](http://www.weeeregister.ie)) in advance of the event and to take back WEEE one for one from customers at the exhibition. Further detail on: [www.epa.ie/OurEnvironment/Waste/WEEE](http://www.epa.ie/OurEnvironment/Waste/WEEE).

**ERECTION OF STANDS & DISPLAY**

No Exhibitor will be permitted to erect their display or goods in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces or gangways, or to occasion inconvenience or otherwise affect the display of other Exhibitors. No Exhibitor shall display their exhibits in such a manner as to endanger visitors or other exhibitors passing near to or entering on to their stand.

Drawings of all custom built stands must be sent to the organisers at least 30 days prior to the event for approval. All walls and structures must be adequately supported.

Exhibitors who fail to complete the construction and dressing of their stand by the day/time given in the exhibitor's manual or who fail to remove their exhibitors from the hall in the time allowed will be subject to and agree to pay a penalty of a minimum of €250 or 50% of the rental cost of their stand space and any additional costs incurred by the organizer as a result of the exhibitors failure to comply with this clause .

**DANGEROUS MATERIAL**

The following are excluded from the Exhibition: explosives, detonating or fulminating compounds, and all dangerous or harmful substances including primings, fireworks, matches, etc. Only goods described at the time of application may be displayed on stands, and any goods not approved by the Organisers must be removed from the building.

**LIMITATION OF LIABILITY**

The Organisers will not be responsible for the safety of any exhibit or property of any Exhibitor, its staff, contractors or agents or any other persons, or for the loss or damage or destruction to the same, by theft, fire or other cause whatsoever, or for any loss or damage whatsoever sustained by and Exhibitor by reason of any defect in the building, fire, storm, tempest, lightning, national emergency, labour disputes, strikes, lockout, civil disturbances, explosion, inevitable accident, force majeure or any other cause not within the control of the Organisers, or for any other loss or damage whatsoever, or if by reason of the happenings of any such events the opening of the Exhibition is prevented, postponed or abandoned or the building becomes wholly or partially unavailable for the holding of the Exhibition or if the Exhibitor suffers any other damage whatsoever. As the Organisers will accept no responsibility for any loss or damage suffered by the Exhibitor, Exhibitors should cover themselves by insurance in respect thereof.

The Exhibitor shall be responsible for any loss, damage or other liability caused by themselves, their employees, sub-contractors, agents or the equipment, samples or display equipment on their stand, to third parties, and must arrange public liability insurance to cover their participation in the exhibition in this regard with an indemnity of €3,900,000 together with employers liability cover in the sum of €12,700,000. The Exhibitors undertakes to ensure that any contractors employed by them at the event must also have public liability cover with an indemnity of €3,900,000. Furthermore Exhibitors must provide the Organisers with sight of said Insurance Certificates on request.

**FIRE PRECAUTIONS AND HEALTH & SAFETY REGULATIONS**

All materials used for building, decorating or covering stands must be of non-flammable materials. Exhibitors must comply with any reasonable instructions given by the Organisers, or the owners of the Exhibition Halls, or any Local or other Authority. Notwithstanding anything in these Regulations the Exhibitor shall in all respects comply with the Local Authority, Fire and Police, The Health and

Safety Authority and the venue relating to Exhibitions and all regulations and protocols issued by the organisers in the interest of public safety and disease control.

**STAND FITTING**

The Organisers may appoint persons or firms to be official contractors for the erection and fitting of stands and the provision of auxiliary services in connection with the Exhibition. No persons or firms other than those so appointed will be allowed to execute work or business in connection with the Exhibition without the consent of the Organisers. Such consent will not be unreasonably withheld.

Exhibitors may, however, employ their own staff or other persons or firms duly permitted to do such work, provided they are suitably trained and equipped.

In the event of an Exhibitor neither placing an order for stand fitting with the Organisers or with the official stand contractors or failing to apply in writing for permission to erect their own stand one month prior to the opening then the Organisers may instruct the official stand contractor to erect the standard shell stand and the Exhibitor agrees to indemnify the Organisers for payment for this work.

Electrical work may be undertaken only by the electrical contractor appointed by the organiser. The appointed electrical contractor may inspect any prewired or other electrical appliances or equipment used by the exhibitor and may refuse connection or disconnect any item which in his sole opinion is unsafe. No generators may be used in the hall and all power tools must use transformers and 110 volt power.

Exhibitors may not fix any exhibits, literature of products to the stand-fitting provided, except through the use of the approved fixing equipment provided. Any damage caused by exhibitors to stand-fitting, furniture, carpet or other hired items will be the responsibility of the exhibitor. Exhibitors are particularly reminded not to fix literature to the stand-fitting by means of double sided tape or double sided adhesive pads. Blue-tac is acceptable.

No unsightly or unfinished wall or other structure may be left exposed or visible. It is the exhibitor's responsibility to screen his stand from his neighbour or from any void or unused area in the hall.

**OPENING, CLOSING AND STAFFING OF STANDS**

Exhibitors must take occupation of their respective spaces not later than twenty-four hours before the opening day of the Exhibition as stated in the official brochures for the Exhibition.

The Exhibitor shall, during the continuance of the Exhibition, keep their stand and exhibits attended by a competent and adequate staff, and shall keep their stand adequately stocked with their exhibits and display material properly arranged and on view during the opening hours of the Exhibition.

In the event of any Exhibitor or their representative or employee conducting or having conducted themselves upon the Exhibition premises in such a manner as may be considered by the Organisers or any of their duly authorised officers to be objectionable or likely to cause offence or obstruction they shall be liable, at the discretion of such officers, to be expelled forthwith from the Exhibition and shall not be permitted to return during the remainder of the Exhibition.

The Organisers reserve the right to stop the demonstration, display, p.a. systems or the running of machine or engine which by causing noise, vibration, smell, smoke or any of them may be considered a nuisance. At the request of the Organisers the Exhibitors shall stop the use of microphones, amplifiers, musical instruments, tape players, radios, loud-speakers, film or other equipment or any of them.

The Exhibitor shall, at their own expense, keep and maintain their stand in a good and clean condition to the satisfaction of the Organisers. No cartons or rubbish may be deposited in the gangways later than two hours before the opening of the Exhibition. No stands may be dismantled or items placed in the gangways while visitors remain in the hall. No children are permitted in the hall during build up or strip out.

**GENERAL**

Should unforeseen circumstances arise the Organisers reserve the right to postpone the Exhibition or transfer it to another site without affecting the Exhibitor's responsibility under the contract.

The Organisers reserve the right to alter the Exhibition plan and the Exhibitor's site without incurring any liability to the Exhibitor thereby.

Nothing in the Exhibition may be photographed, drawn, written or copied without permission from the Organisers.

Exhibitors shall be responsible for the removal and storage of their own packing case and packing material. Where storage facilities may be provided neither the organisers, stand-fitting contractors or venue take any responsibility for any consequential loss or damage. Small amounts of waster (up to 10kg) may be placed in the bins provided and must be segregated into recycle and general waste.

Where payment for stand space rental, stand-fitting or other services is not received by the agreed date, interest on overdue accounts shall be charged at 1.5% per month or part thereof from the date of the exhibition until payment is received. Any payment made less than two week before an exhibition opens must be by way of bank transfer.

The organiser reserves the right to assign the title of the event to a third party in which circumstances the covenants herein shall also transfer. The organiser may cancel the event without liability to the exhibitor. When referring to the event in writing exhibitors undertake to only use the full name of the event including the name of the title sponsor where applicable.

The organisers may share the exhibitors contact details and product information with their advertising, PR and social media partners as part of the marketing activity for the event.

**JURISDICTION**

This agreement shall be deemed to have been made in the Republic of Ireland and shall be construed with the laws of the Republic of Ireland and may be assigned to a third party.

**Company Information:**

Directors: Sean Lemass, Ruth Lemass

Registered in Ireland no: 588827 Vat reg no: IE3446139BH