



New Horizons & Prosperity &
Resilience in Research Management

www.armaconference.com

ARMA 2019
Technical Manual

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Important dates & a helpful checklist

DEADLINE	DESCRIPTION	COMPLETE (Y/N)
Act Now	Return Stand Booking Form including Name Panel (Shell Scheme Exhibitors only)	
Act Now	Find out what is included in your Stand	
Act Now	Promote your attendance at ARMA 2019	
Act Now	Register your stand personnel	
Act Now	Send your exhibitor listing	
Act Now	Take out insurance cover	
Act Now	Prepare stand graphics, giveaways, brochures, promotional material, etc	
Act Now	Finalise all payment for stand, space and any additional services required	
Act Now	Send scale CAD drawings for approval (Free Build Stand only)	
20 May 19	Partners articles	
20 May 19	Web banners	
20 May 19	Logo for app	
20 May 19	Advert for app	
20 May 19	Sponsor Pre-event email design	
20 May 19	E-shot	
27 May 19	Social tickets purchased/Names provided	
27 May 19	Exhibitor pass names provided	
10 June 19	Delivery of insert to ICC Belfast	
10 June 19	Delegate bag item received by venue	

DEADLINE	DESCRIPTION	COMPLETE (Y/N)
20 May 19	Fascia name board	
20 May 19	Stand Fitting Plans	
20 May 19	Shell Scheme Extras	
20 May 19	Additional Electrics	
20 May 19	Furniture	
20 May 19	Risk Assessment	
20 May 19	Deadline for Freebuild plans	
27 May 19	Additional Catering	
27 May 19	Water Supply and Plumbing	
27 May 19	Broadband and Internet	
27 May 19	Service Yard Contractor Vehicle Pass	
10 June 19	Organise staff training and briefing	
10 June 19	Plan post show follow-up procedure	
13 June 19	Final staff briefing and confirm aspirations for ARMA 2019	
16 June 19	ARMA 2019 Build Day	
17 June 19	ARMA 2019 Open	
18 June 19	ARMA 2019 Close	
July 19	Post show follow-up	

ARMA 2019 introduction

We'd like to take this opportunity to thank you once again for choosing to exhibit at the ARMA Annual Conference. The conference takes place on the 17th and 18th of June 2019 at the ICC Belfast.

This exhibitor handbook/technical manual is designed to provide you with all of the relevant information that you will need prior to and during ARMA 2019. Please read this document thoroughly to ensure that you do not miss any key deadline dates, order dates or any other information which will be important to your planning, attendance and maximising opportunities at this meeting.

Should you require any additional information, please do not hesitate to contact the ARMA 2019 Conference using the details below.

ARMA 2019 Conference Team

Conference Partners Ltd UK.
Exchange Place 2
5 Semple Street
Edinburgh, EH10 5BY
Email: ARMA@conferencepartners.com
Tel: +44 (0)131 306 0120
Website: www.armaconference.com



Conference Programme

The conference programme will be available to view on the conference website: www.armaconference.com.

Social Programme Overview

Below is an overview of the social programme elements taking place during the conference:



Welcome and Quiz Night

Sunday 16th June
17:00 – 21:00
Hilton Belfast



Gala Dinner

Monday 17th June
19:30
Belfast Cathedral

Exhibitor information

Exhibitor information

This section lists the key information that you will need as an exhibitor. However, further vital information is included in the General Information section in the latter part of this document.

Venue

ICC Belfast
2 Lanyon Place,
Belfast, BT1 3WH.

How to Get There

For more information on how to find the venue, please visit the "Visitor" section of the ICC website -

<https://iccbelfast.com/visitor>

Build Day Access

DATE	BUILD STARTS	ALL AREAS CLEAR
Sunday 16 June	8:00am	8:00pm

Shell Scheme Exhibitors

DATE	BUILD STARTS	ALL AREAS CLEAR
Sunday 16 June	1:00pm	8:00pm

The hours detailed above are provisional and subject to change.

Registration

DATE	OPEN	CLOSE
Sunday 16 June	5:00pm	8:00pm
Monday 17 June	8:00am	5:30pm
Tuesday 18 June	7:30am	5:00pm

Delivery Procedures

Delivery & Collection of Packages

ARMA 2019 build is on Sunday 16th of June. The venue will accept deliveries from Sunday but not before. Please ensure your deliveries are clearly marked as per below.

Delivery address:

All deliveries made to the venue should be clearly marked as follows:

ICC Belfast
2 Lanyon Place,
Belfast, BT1 3WH
ARMA 2019, 17th & 18th June, HALL 2
[Recipient name/Telephone number]
[Company name/Exhibition space number]

All exhibitors/contractors will be allocated an individual time for un/loading via the conference centre loading bay. All exhibitors and stand contractors must adhere to these times. Please do not arrange times with couriers or contractors until you have received your allocated time as you may be required to cancel or amend these.

Please advise the most suitable time, what items are to be delivered, how long delivery will take and most importantly, how long the construction of your stand will take so that this can be scheduled.

The size of the lift is H(m) 2.20, W(m) 1.50, D (m) 2.20 and the weight limit, 2000kg. The loading door dimensions are H (m) 1.95 x W (m) 1.90. Alternative larger access can be arranged if required, please contact the organisers with the dimensions you require.

If you require a forklift, hire must be coordinated through ARMA Organising Team prior to coming on-site, contact details can be found in the Official Contractors section of this document.

Once you have unloaded, all vehicles are required to move offsite immediately.

Exhibitor information

Courier Procedures

Courier deliveries can be made on Sunday 16th or Monday 17th June but MUST be signed for by the company staffing the exhibition space. Neither the ICC Belfast, nor the Conference team will accept any responsibility for any items sent to the venue in advance of your staff.

Exhibition Opening Times

DATE	OPEN	CLOSE
Monday 17 June	8:00am	5:30pm
Tuesday 18 June	7:30am	3:45pm

The hours detailed above are provisional and subject to change.

Exhibition Breakdown

DATE	OPEN	CLOSE
Tuesday 18 June	3:45pm	7:00pm

Shell Scheme to arrange courier pick ups between 4pm - 6pm.

The hours detailed above are provisional and subject to change.

Exhibitor Badges

Exhibitors are entitled to two exhibitor registrations per 6sqm exhibition space booked. Exhibitor registration includes access to the conference centre and access to all catering including breaks and lunches, please note that sessions are not included.

Please send the names of your exhibitors to the conference team so that you can collect your badges on arrival during registration opening hours.

Exhibitor Responsibilities

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout

the exhibition. You should ensure that your actions (or inactions) do not give rise to accidents, injuries or unsafe working environments; you should provide proper information, instruction and training and supervise all parties throughout the event.

You should also check that any contractors, suppliers, agents, etc which you may have contracted have a Health and Safety Policy, applicable to the exhibition environment. The Conference team wish to stress the importance of a CONSTANT CHECK being made on the contents of your exhibit stand to ensure that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled – inform the Conference team or a member of the venue staff immediately.

Name Board Fascia

To ensure that all details are correct for your stand, you must complete a name board fascia form and return. This service is provided by Event Exhibition & Display Ltd. Contact details can be found in the Official Contractors section of this document.

Accommodation

Accommodation can be booked at this site via the main registration site - [click here](#).

Disclaimer

Conference Partners, as the Conference team, and ARMA have no liability for the act of any supplier to this meeting, nor liability for: personal injury, the safety of any attendee while in transit to or from the meeting, for any loss or damage, for delays in transport by air, sea, rail, road, weather, in case of strikes, sickness, war or other causes.

General Enquiries

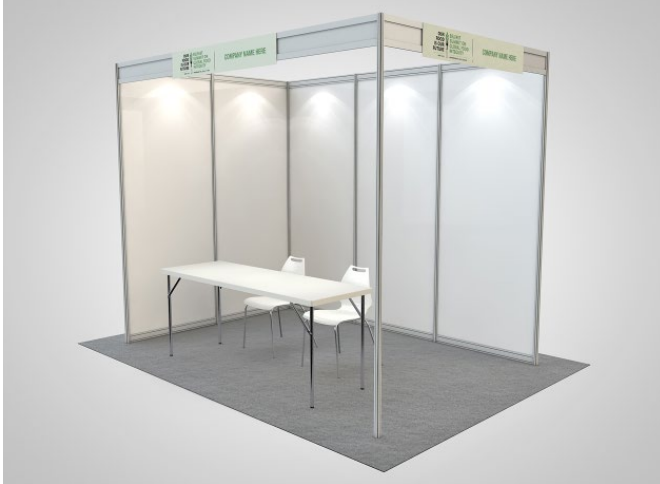
Before Show
Conference Partners Ltd UK.,
Exchange Place 2,
5 Semple Street,
Edinburgh, EH3 8BL
Email: arma@conferencepartners.com
Tel: +44 (0)131 306 0124

During the Show

Organiser's Office, off riverside foyer on ground floor.

Partner package information

Shell Scheme Stands Hall 2



A Hall 2 shell scheme stand includes:

- Shell scheme stand
- Sign with company name in standard text
- Power supply (additional power supply and usage is charged separately)
- Wi-Fi (upgrade available at cost)
- One trestle table and two stools
- Lighting
- Cleaning
- Two exhibitor passes, extra exhibitor passes need to be booked at a rate of £350
- This includes access to the exhibition area, name badge and pocket programme
- The exhibiting company will be listed in the exhibition section in the ARMA 2019 app

Partner package information

Partner Logo and Company Profile

All partner packages include the branding on the ARMA website, logo inclusion on all digital collateral and throughout the digital branding at the venue.

A description of your product and/or services (company profile) limited to 50 words or less will be required no later than Monday 20 May in order to be included into the conference app.

Your profile will also be included on the website, so please do send this to as early as possible to ensure maximum exposure prior to the conference.

ITEM	FORMAT	DEADLINE
Logo	JPEG and .eps	ASAP
Company Profile / Exhibitor Listing	Company Profile / Company name / Contact telephone number / Email address / ASAP / Exhibitor Listing / Website url / Logo / 50 word profile	ASAP

E-Shot Invites

Please send your e-shot by Thursday 26th April (Principal and Executive packages only) as either a HTML format or High-resolution image (.jpg or .png file).

– subject to approval by ARMA.

App Specs

Information for the inclusion into the conference app should be received no later than Monday 20 May 2019.

Summit App Dimensions:

All artwork must be sent as an image and the size should be 640px X 90px.

Please note that the visible advert is different to the total size of the advert that needs to be supplied to allow space for buttons. We would recommend that the area bordering the visible advert area is plain matching background colour. Please email the finished artwork and design files to ARMA@conferencepartners.com

Sponsored Symposium

The content for all sponsored sessions is subject to the approval of the ARMA organising committee in advance. Please submit your proposed symposia session content no later than Monday 20 May 2019 to the organisers.

The Organisers will send the invitations on behalf of the partner by email to all registered delegates that have 'opted-in' to receive information from partners two weeks prior to the conference. Please send the copy and format of your invitation to the Organisers no later than Friday 7th June 2019. Complimentary use of standard audio-visual and technical equipment will be provided. Additional branding will be permitted in the session room to be provided by the partners. These could include pop-ups, lectern panel, top table panel, tent cards etc.

ITEM	FORMAT	DEADLINE
Symposia Content submitted for approval	Title of Speaker and a 70 word overview of the session to be supplied by	Monday 20 May
Content for invitations	Copy and layout for invitations to symposia	Friday 7 June

Official contractors

Contacts and Links to Order Forms

Lead contacts for each contractor including area of responsibility is included below.

Area of Responsibility by: Rigging Technical/AV	Belfast Waterfront: Tel: +44 (0)28 9033 4400 Contact: Philip McVeigh Email: mcveighp@waterfront.co.uk
Area of Responsibility: Flooring & Carpeting (free build only) Electrical Supply Name board Fascia Shell Scheme Extras inc graphics Additional Furniture	Event Exhibition & Display Ltd. 2 Ballyoran Lane, Belfast, BT16 1XJ Contact: Cheryl Tumilson Tel: +44 (0)28 9048 4999 Mob: +44 (0)7788 926348 E-mail: cheryl@eventexhibition.co.uk Website: www.eventexhibition.co.uk
Area of Responsibility: Insurance	Hiscox UK Tel: +44 (0)141 339 7260 Email: marion.rankin@hiscox.com
Area of Responsibility: Catering for your stand Water for your stand	Belfast Waterfront: Contact: Peter Taylor Tel: +44 (0)28 9033 4400 Ext 1715 Email: Peter.Taylor@hospitalitybelfast.com
Area of Responsibility: Conference Organisers	Conference Partners Ltd UK. Tel: +44 (0)131 306 0124 Email: arma@conferencepartners.com
Area of Responsibility: Courier and Logistics Stevie Cameron Event Logistics Ltd Ewen Cameron Tel: +44 (0)7495145646 info@cameronlogistics.co.uk	

General information

Car Park

There are two multi-story car parks located near ICC Belfast offering more than 800 parking spaces. For more information please visit the car parking section of our website. <https://www.iccbelfast.com/visitor>

Carpet

Carpets for shell scheme stands is not required due to the area being carpeted. For additional flooring and carpeting requirements, this service is provided by Event Exhibition & Display Ltd. contact details can be found in the Official Contractors section of this document.

Cash Machine

There is one cash point situated on the city side concourse of the venue and there are branches of all major banks in Belfast city centre.

Catering

Refreshment breaks and lunches are provided for registered delegates and exhibitors. These will be served in the exhibition area and foyer.

Should you require catering on your exhibition stand, this service is provided by the venue, contact details can be found in the Official Contractors section of this document.

Children

For Health and Safety reasons children under the age of 16 will not gain entrance to the hall during the build-up or break-down period.

Cleaning

There will be a general clean each night carried out by our in house cleaners. Should anyone require specific waste disposal needs i.e. bio waste or large volume please contact Zoe McGrory at McGroryZ@iccbelfast.com

Cloakroom

A cloakroom will be located in the riverside foyer beside registration.

Construction, Design and Management Regulations (CDM)

From August 2016, The Construction (Design and Management) Regulations (Northern Ireland) are enforceable within the events industry. ICC Belfast is committed to ensuring Event Organisers are compliant with these regulations. As such, please refer to hse.gov.uk at the following link for more information. <https://www.hseni.gov.uk/articles/construction-design-and-management-regulations-northern-ireland-2016>

The CDM guide is intended to help you understand the responsibilities of the various stake holders in the event industry including exhibitors. The CDM Regulations do not replace any existing law but are intended to provide a framework to help you meet the requirement and help you understand your obligations.

Courier Procedures

Courier deliveries can be made on Sunday 16th June and Monday 17th June

Demonstrations

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the conference organisers for approval at least one month prior to the show to gain written permission.

Dilapidation

You are reminded that you will be charged for making any damage to the hall or stand area, including the floor, caused by your staff or contractors. All tape used to secure carpets must be removed at the end of the exhibition. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

Electricity

The supply of electricity for ARMA 2019 is provided by Event Exhibition & Display Ltd.

Please note: All shell scheme & space only stands up to 9sqm will receive an electrical package of 1 x 500w socket per stand. Any stands over 9sqm will receive 2 x 500w sockets.

General information

Shell Scheme exhibitors

Electricity is included in every Shell Scheme exhibitor package therefore the Conference Team will arrange for all Shell Scheme exhibition spaces to undergo the appropriate testing requirements at no additional cost.

Emergency/Evacuation Procedures

In the event of a fire or any other form of evacuation, delegates should follow directions from ICC Belfast staff. All spaces have clearly marked fire exit route and we operate a voice alert alarm which will issue instructions in the event of an emergency.

Fabrics

Please ensure that all fabrics used on stands have the relevant fire proofing solutions. It is a requirement that all drapes brought into the venue conform to BS 5867 Specifications for Fabrics for Curtains and Drapes.

Fire Extinguishers

No Exhibitor may light a fire, gas or oil appliance or stove or boiler of any description for any purposes whatsoever, unless he has the authority of the Organisers to do so. Exhibitors using bottled gas, fuel oil, petrol, hay, straw and other inflammable material must provide in all cases fire extinguishers designed to deal with the risk involved and have the approval of his own insurers of his arrangements. All materials used in the decoration of the Stands, or offices therein, must be non-flammable.

Fire Precautions

In the event of a fire or any other form of evacuation, delegates should follow directions from ICC Belfast staff. All spaces have clearly marked fire exit route and we operate a voice alert alarm which will issue instructions in the event of an emergency.

First Aid/Medical Centre

For any first aid issues the first point of contact would be the nearest member of ICC Belfast staff.

Forklift

For Health and Safety reasons only forklift trucks authorised by the Organisers will be allowed to work on the event site. If you require forklift facilities, please contact the Organising Team arma@conferencepartners.com

Furniture Hire

To increase footfall to your exhibition space/booth and to stand out from the competition, consider a range of optional furniture extras such as comfy seating, couches, quirky tables and furniture. Event Exhibition & Display Ltd. can assist with this service, contact details can be found in the Official Contractors section of this document.

Gangways

The gangways used in this venue are the minimum permissible by law and have been subject to approval. Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside your space at all times.

Health & Safety

In accordance with the Health & Safety at Work Act 1974, and the Management of Health & Safety at Work Regulations 1999, each exhibition contractor must supply the conference team with: a copy of their organisation's H & S policy statement, a Method Statement for work being undertaken as well as a Safe Systems of Work document to highlight the control measures being put in place in a written format, a suitable and sufficient risk assessment.

Height Restrictions

Any Exhibitors planning to build a stand in excess of 2.5 metres must send detailed plans to the Organisers for their approval. This limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from the hall floor.

General information

Hi-Vis Policy

During build-up and breakdown, all personnel must wear hi-vis (high visibility) clothing within high risk areas such as our service yard. Personnel not wearing hi-vis will not be permitted in these areas. Suitable footwear must be worn by all persons entering the hall

Insurance

Exhibitors are advised to take out adequate insurance cover against the kinds of risks they could incur in connection with the Show, especially:

- Public Liability
- Employers Liability
- Personal Accident to Staff

All Risks to:

1. Exhibitors property at Show
2. Property on loan or hire to them

In addition, Exhibitors may wish to take out insurance for losses in the event of the Show being abandoned or curtailed.

It is possible that Exhibitors' existing policies will extend to cover them at the Show and verification of this should be obtained from the exhibitor's insurance company.

Ensure that any incident involving a possible claim on insurance is reported to the Organiser's Office as failure to do so could result in insurance companies refusing to meet claims.

If you require an insurance quote and or cover, this service is provided by Hiscox, contact details can be found in the Official Contractors section of this document.

Internet Provision

Wifi is available throughout the venue at no charge.

Lost Property

Lost property should be given to a member of the Waterfront staff within the venue. If you have lost something or if you wish to hand in anything that you have found, please see Conference Partners staff at the registration desk.

Method Statement

This is a document must be supplied by your contractor and is sometimes known as a safe work method statement or a safe work procedure. Method statements should be emailed to the Conference team.

Music on Stand

Exhibitors who intend having music on their stands (including CD/record/Cassette/Video) even for demonstration purposes only, should be aware that obtain a license from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any license required to play music on their stand.

Noise

All exhibitors wishing to use recorded or live presentations should submit a detailed description of their planned activity for Show Management approval. Noisy equipment used in demonstrations should be operated intermittently. Exhibitors may be requested to discontinue any noise which becomes objectionable to neighbouring exhibitors and interferes with the effectiveness of their exhibits.

Organisers Office

The Organisers Office will be located just off the riverside foyer on the ground floor.

Public Address

The public address system is provided for the use of the Organisers and is not available to Exhibitors or Visitors except in emergencies.

Publicity Material Distribution

Exhibitors are not allowed to distribute leaflets, etc., anywhere within the Exhibition premises or grounds, except at their own stands.

General information

Removal of Exhibits

All portable exhibits, valuable items and any graphics or artwork required for future use, should be removed from the Hall immediately at official closing time in order to safeguard against theft.

NO CIRCUMSTANCES ARE EXHIBITORS PERMITTED TO REMOVE ANY GOODS FROM THEIR STAND BEFORE THE SHOW CLOSES.

Restocking & Servicing Of Stands

Exhibitors may re-stock their stands and service their equipment not later than 30 minutes before the Show opens. If they wish to remove any items from their exhibition during the open days of the Show they must obtain written permission from the Organisers.

Rigging

This service is provided by the ICC Belfast AV team – via Philip McVeigh contact details can be found in the official contractors section.

Risk Assessment

Exhibiting companies must submit a Risk Assessment to the Organisers for their approval; the template is can be downloaded from the forms section.

Rules & Regulations

The Rules and Regulations are included in this manual; please see the preceding pages.

Security

Exhibitors are reminded that although the Organisers take every precaution to ensure the security of the Show, they or any of the contractors cannot take responsibility for losses or damage that occur during build-up, open hours or dismantle. Any items belonging to Exhibitors which are required for future use should be removed from the hall immediately after the Show closes.

Exhibitors who leave any exhibits or valuables, such as coats, wallets, purses, laptops or other electronic devices, on their stand are strongly advised to arrange for a security guard to man their stand until the exhibits and valuables are removed from the hall.

Exhibitors are reminded that vehicles and their contents are at risk in the Car Park area and that, in particular, care should be taken not to leave vehicles with valuable contents unattended during build-up or at any time during the Show.

Please ensure that any incident involving the loss of property is reported to the security or Organiser's Office. Failure to do so could result in insurance companies refusing to meet claims.

Please check with your insurance company prior to build-up that your exhibits are adequately covered against loss or damage while they are at the exhibition or in transit.

Shell Scheme Extras

For additional shell scheme construction requirements, shelving, graphics, lockable storage facility, etc, please contact Event Exhibition & Display Ltd. contact details can be found in the Official Contractors section of this document.

Site Safety Rules

Contractors shall ensure the following:

- Access, egress and fire routes must be maintained free at all times
- Avoid work practices that create slips, trips or falls
- Breakdown – No contractors' staff will be allowed into the hall until the doors are closed and the area is clear of the public
- Entry/ exit to halls is via designated doors only
- Contractor badges to be displayed at all times
- Consumption of alcohol or non-prescriptive drugs during working hours is strictly prohibited
- Do not remove or obstruct firefighting equipment
- Electrical equipment must be serviceable and subject to Portable Appliance Testing
- Good conduct of the contract staff during the occupancy of the site
- Hard hats must be worn if work in locations where head injuries may occur or there is overhead working
- High visibility vests must be worn when working adjacent to or near moving vehicles
- Industrial type ladders only shall be accepted for use on the waterfront

General information

- No swearing or use of offensive or racist language on site
- Sign in on arrival to the premises and sign out when leaving the premises
- Waste ~ it is the responsibility of each contractor to remove all large items of waste bricks, wood, display boards, landscaping material from the venue
- Working area must be left in a tidy manner and good condition
- Working at height shall require that appropriate PPE and Safe Systems of Work are in place and adhered to
- Work equipment must be fit for purpose and maintained

Smoking & E-cigarette Use

Smoking in public areas in the UK is prohibited. If exhibitors or contractors wish to smoke they may do so outside of the venue in the designated smoking areas. Vaping e-cigarettes is also strictly forbidden unless in the designated smoking areas.

Stand Appearance

In general, stands should not exceed 2.5 metres in height and all materials used must be inherently non-flammable. Access to essential hall services must be left clear and all divider walls must be backed-up and present a clean appearance from the aisles and any adjoining stands. In particular, enclosed structures should be so designed so as not to detrimentally affect surrounding stands or the entire lay-out.

Some stands may contain amendments based on operational requirements. Any such variations are generally shown on the stand layout and Exhibiting Companies should note that stands are bought as seen and/or described. If you require a detailed drawing of your stand please ask.

Stand Booking Form

Completed Stand Booking Forms must be returned to the Organisers immediately after stand location and size is agreed.

Stand Dressing

If you have any queries regarding stand dressing, please contact Event Exhibition & Display Ltd. contact details including a link to their online application form can be found on page.

For quick and simple stand dressing it is best to use Velcro (hook & loop) fasteners. Simply apply the Velcro tabs (male and female) to your graphic panel and fix directly to the stand walls. Velcro can be purchased in most stationers or art supply shops. You can also order some directly from Event Exhibition & Display Ltd. and of course they will also have some available for sale on site. Double-sided tape, glue or staples may not be used to fix graphics to the stand walls.

For heavier panels constructed of plywood or chipwood, we strongly recommend the purchase of special mild-steel straps, supplied complete with nuts and bolts. These straps will allow you hang your own panels on top of the stand walls. These straps may be purchased from Event Exhibition & Display Ltd.

Please note that between each wall panel there is an upright pole giving a 20mm protrusion from the infill panel. Displays wider than 950mm will not fit flush to the stand walls.

Under no circumstances may any display be nailed or screwed on the basic walls. Panels cannot be damaged with permanent self-adhesive stickers or lettering. Any lettering or vinyl applied must be removed after the exhibition. A charge of £50 per panel will be made to cover the replacement cost of any panels damaged.

Storage

There are no storage facilities available at the ICC Belfast. Fire Regulations prohibit the storage of packing cases, literature, etc in areas behind stands. Offsite storage can be arranged by Event Exhibition & Display Ltd. Contact details including the link to download the form can be found on page .

General information

Sub-Letting

The Exhibitor shall not assign the Contract, sub-let, share with his/her site or stand or any portion of it without prior written consent from the Organisers. Similarly, without such written consent from the Organisers, no name other than that of the Company or firm which entered into the Contract with the Organiser may be displayed on the site or stand, nor may any literature in respect of goods other than those of the Exhibitor be displayed or distributed.

Taxis

There is a free phone line for fonacab taxis located on the city side concourse, delegates will usually be collected from the city side entrance (the original building entrance).

Telecomms, IT & Internet

Free wifi is available throughout.

Terrorist Activity/Bomb Threat

In the event of a fire or any other form of evacuation, delegates should follow directions from ICC Belfast staff. All spaces have clearly marked fire exit route and we operate a voice alert alarm which will issue instructions in the event of an emergency.

Trolleys

Exhibitors are reminded to bring trolleys for use during the build-up and breakdown of the exhibition, if required. These can also be ordered via Stevie Cameron Logistics, contact details can be found in the Official Contractors section of this document.

Water, Waste and Recycling

There will be a general clean each night carried out by the in house cleaners. Should anyone require specific waste disposal needs i.e. bio waste or large volume please contact Zoe McGrory at McGroryZ@iccbelfast.com with details and to discuss any additional needs.

Terms and Conditions

Terms and Conditions

Terms and Conditions contained in this Licence shall be deemed to form part of any contract made between APPLICANTS for stand space (hereinafter called 'Exhibitor') on the one part and THE ORGANISER having its registered office at Conference Partners Ltd UK., Peter House, Exchange Place 2, 5 Semple Street, Edinburgh EH3 8BL (hereinafter called "Organiser") of the other part.

(a) The Organisers empowered to grant Licences to Exhibitor's for stand space.

(b) The grant of a Licence for stand space to an Exhibitor shall be subject to and upon the terms and conditions and the Rules and Regulations as herein set out.

1.00 - DEFINITIONS

In this Licence and in these Rules and Regulations, the expressions which appear in the Definitions Schedule hereto shall have the meanings ascribed to them thereto.

2.00 - LICENCE

2.1 Grant of Licence

The Organiser HEREBY GRANTS to the Exhibitor for the Licence fee stated in the Space Application Form and outlined in Clause

6 below the Licence set forth in Clause 2.2:

2.2 The Exhibitor shall have the exclusive right to stand space at the Exhibition in the position shown in the floor plan subject to the provisions of clauses 4.3 to 4.6 hereof inclusive.

The Licence shall be for the period specified in the Space Application Form. The Exhibitor shall be a Licensee only and shall not have any estate, right or interest in the said stand space or any part thereof nor shall the relationship of Landlord and Tenant exist or arise or be deemed to exist or arise between the parties.

2.3 The Exhibitor shall have the right to market, promote, display and sell any of its products at the Exhibition which products shall have been first approved by the Organiser upon the application by the Exhibitor in the Space Application Form for the grant of the Licence.

2.4 The Exhibitor shall have the right to market, promote, display and sell any other products at the Exhibition whether as agent, distributor or otherwise, PROVIDED HOWEVER that the name or names of the said agent, distributor or otherwise on behalf of whom the Exhibitor wishes to market, promote, display and sell products shall be stated upon the Space Application Form by the

Exhibitor.

2.5 The Organiser shall have the absolute right to require an Exhibitor to remove any products or exhibits at the Exhibition which have not previously been approved by the Organiser in accordance with Clause 2.3 and 2.4 hereof.

2.6 The Organiser shall have the absolute right to refuse an application for the Grant of a Licence for stand space at the Exhibition.

3.00 – EXHIBITORS' OBLIGATIONS

3.1 Obligations of the Exhibitor

The Licence granted herein is subject in all respects to and must be exercised in accordance with the rules and regulations of the Exhibition as herein set out.

3.2 Public Authorities etc.

The Exhibitor shall comply with the requirements of all Public Authorities and the owners of the Exhibition premises.

3.3 Insurance

The Exhibitor shall effect and maintain at all times throughout the period of the Licence in an Insurance Office of repute the insurance cover specified at Clauses 3.4 and 3.5 hereof.

3.4 Third Party Claims

The Exhibitor shall indemnify and hold harmless the Organiser with respect to all claims of, and liability to, third persons for injury, death, loss, or damage of any type arising out of or in connection with, the exercise of the Licence howsoever arising.

3.5 Exhibitors Staff & Exhibits at the Exhibition

The Exhibitor shall indemnify and hold harmless the Organiser with respect to all claims of, and liability to servants, agents, invitees or licensees of the Exhibitor howsoever caused and for the loss of or damage to Exhibits or to other property of the servants, agents, invitees or licensees of the Exhibitor, howsoever caused and shall maintain in force throughout the period of the Licence reasonable adequate insurance against the foregoing claims, loss and damage which the Exhibitor is obliged to insure against under this clause.

3.6 Exhibitor to Produce Policies of Insurance

The Exhibitor shall produce to the Organiser on request the policies in relation to the insurances specified in clauses 3.4 and 3.5 above together with evidence of payment of the premium in respect of the said policies.

3.7 Exhibitor to Notify

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The Exhibitor agrees to provide prompt notice to the Organiser of any such claims which shall arise under clause 3.4 and 3.5 above.

3.8 Conduct of Exhibitors

The Exhibitor shall ensure that the stand is open to view and staffed by competent representatives during Exhibition hours. In the event of an Exhibitor failing to open the stand or to uncover Exhibits the Organiser may do so or arrange for the stand and Exhibits to be removed and the Exhibitor shall be liable for the costs and expenses incurred by the Organiser in respect of same. 3.9 The Exhibitor shall provide samples of products which are to be promoted and sold where appropriate and upon request to establish and confirm the quality, style and appearance of the products is in accordance with the standards set from time to time by the Organiser.

3.10 The Exhibitor shall ensure that the products promoted or sold where appropriate shall be of a high standard and not less than the quality, style and appearance of the approved samples stated at Clause 3.9 above.

3.11 The Exhibitor, its servants, agents, invitees or licensees shall conduct themselves in a proper manner and shall not cause any nuisance or disturbance to any other Exhibitor or Exhibitors, employee or visitor or to the Organiser. Any person failing to behave himself in a proper manner may be removed from the Exhibition premises and refused re-admission during the period of the Exhibition.

3.12 The Exhibitor shall conduct its business only from its own stand and shall not, under any circumstances carry on business in any other part of the Exhibition premises.

3.13 Damage to Buildings

The Exhibitor shall not cause or permit any damage to the Exhibition premises or any part thereof or to any of the fixtures and fittings therein, and any such damage occurring during the Licence period in breach of its regulation shall immediately be made good by the Exhibitor, who shall reimburse the Organiser for such sums. Without derogating from the generality of the foregoing, no nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the Exhibition premises.

3.14 Fire Precaution

The Exhibitor shall not do or permit any act to be done (upon the Exhibition premises) which may endanger the safety or stability of the premises, which may make

void or voidable any insurance policy of the owners of the Exhibition premises and shall comply with the requirements of the Fire Officer or other relevant authority. The Exhibitor shall observe the following provisions:

(i) Fire Proofing

All display materials shall be made from fire proofed materials to the satisfaction of the Fire Authorities. Cloth materials used in the decoration of stands must be non-flammable and stretched against solid backing. (ii)

Counter Backs and Curtains.

Curtains shall be cut off at least 6 inches clear of the floor.

(iii) Inflammable Goods

The Exhibitor shall not store or place any inflammable dangerous or explosive substance, liquid or gas upon the Exhibition

premises, but celluloid or articles mainly consisting of that material may be shown in glass show cases or otherwise protected

from risk in an approved manner

(iv) Naked Lights

No naked lights or lamps may be used during the period of the Exhibition or the periods of fitting up or dismantling, except

where permission is given in writing by the Organiser after obtaining approval of the Local Authorities and owners of the

Exhibition premises.

(v) Fire Extinguishers

An Exhibitor demonstrating shall erect in a permanent position on the stand an approved pattern fire extinguisher of two gallon capacity, complete with full working instructions and shall also be responsible for ensuring that at least two persons on the stand are familiar with and understand the use of such extinguisher, and are acquainted with the position of the nearest fire alarm station at the Exhibition premises.

(vi) Breach of Fire Precaution

An Exhibitor committing a breach of any of the foregoing clauses shall indemnify the Organiser for all claims, losses and damage caused in respect thereof.

3.15 Stand Cleaning and Aisles

The Exhibitor shall keep the aisles in front of the stand free from obstruction and ensure that the stand is maintained in a clean and tidy state throughout the Exhibition hours.

3.16 Operating Machinery or Exhibits

(i) Moving machinery shall, at the expenses of the Exhibitor, be installed and protected to the satisfaction of

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the Organiser and the owners of the Exhibition premises. If such machinery shall, in the opinion of the Organiser, be too noisy or cause annoyance to other Exhibitors or to visitors, it shall be switched off on request by the Organiser.

(ii) No motors, engines, furnaces, contraptions or power driven machinery may be exhibited in operation without adequate protection against fire risk and without the written permission of the Organiser. Such permission may be withheld or withdrawn at any time should such operating exhibits be of a nature likely to cause danger, annoyance or inconveniences to other Exhibitors or visitors.

(iii) Safety devices may be removed only when the machines are not in operation and not connected to the source of power and only for the purposes of showing a visitor the design and construction of the uncovered part or parts. In such a case, however, the safety devices which are removed must be placed immediately beside the machine.

3.17 Advertising

(i) All hand bills advertisements, photographs and printed matter are subject to the approval of the Organiser and the Exhibitor shall not paste or otherwise affix, exhibit or distribute advertisements anywhere in the building except on or from the Exhibitor's own stand.

(ii) The Exhibitor shall fully and effectively indemnify the Organiser against all costs claims, demands, proceedings and losses whatsoever made against or incurred by the Organiser as a result of the Exhibitor exhibiting or advertising any goods or service at the Exhibition.

3.18 Cinematography, Displays and Amplifiers

Cinematography, photographic slides, radio, television, video tapes, tape recorders, gramophones or any form of sound amplification may not be used without the written consent of the Organiser and subject to the following conditions:

(i) Only non-inflammable film must be used and the project housing and covering must be of non-inflammable material in accordance with the requirements of the Local Authorities and the owners of the Exhibition premises. Where sound film is used, adequate sound proofing must be carried out and any seating must be in accordance with the Local Authority regulations.

(ii) Details of final arrangements must be submitted to the Organiser for approval not later than one month before the opening day of the Exhibition and before any work is put in hand. The Organiser will not give permission for

any installation which, in its opinion, may either cause annoyance to neighboring Exhibitors or render the main public address system in the Exhibition premises inaudible. Should the Organiser consider the sound to be excessive, the Exhibitor undertakes to reduce the volume to an acceptable level or switch off completely if required.

3.19 Sales Promotion

(i) All efforts to advertise, promote sales and operate Exhibits must be conducted so as not to cause any annoyance or inconvenience to other Exhibitors and visitors.

(ii) All solicitations (in person or by any sound process) above the ordinary speaking tone of voice, any practice resulting in a complaint from an Exhibitor or visitor, which, in the opinion of the Organiser, exposes them to annoyance or danger, are expressly prohibited.

4.00 – ORGANISERS' OBLIGATIONS

4.1 Obligations of the Organiser

The Organiser shall use its best endeavour to obtain wide media exposure for the Exhibition. The Organiser shall not be held responsible for the failure of all or any other contracted exhibitor to attend the Exhibition or the failure of any number of attendees to attend the Exhibition for any reason beyond the reasonable control of the Organiser.

4.2 Stand Space

The Organiser shall provide the stand space granted by the Licence and defined by the floor plan, subject to the provisions of 4.3 to 4.6 hereof inclusive.

4.3 Alteration of space allotted

The Organiser shall have the right at any time and from time to time to make such alterations on the Floor Plan of the Exhibition as may in its opinion be necessary in the best interests of the Exhibition and may alter the shape, size or position of the space allowed to the Exhibitor. PROVIDED HOWEVER that if as a result of any such alterations by the Organiser the space allocated to an Exhibitor shall be reduced from the space originally allotted in the Floor Plan allowance will be made to the Exhibitor proportionate to the amount of space reduced. No alteration to the space allotted will be made in such a way as to impose any increase in the Licence fee payable by the Exhibitor.

4.4 Occupation and Completion of Site

The Exhibitor, its servants, agents, employees and contractors may enter the Exhibition premises for the

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purpose of erecting the stand and preparing Exhibits during the buildup period of the Exhibition allowed by the Organiser. The Exhibitor undertakes that the site or stand will be ready, occupied and all Exhibits installed and arranged thereon for displays and all arrangements in connection therewith completed by 10.00 pm on the evening before the opening of the Exhibition.

4.5 The Exhibitor shall not be permitted to erect or occupy a stand or site until the Licence fee is paid. If an Exhibitor shall default in payments of the Licence fee, the Exhibitor shall be prohibited from occupying the site or stand and the stand or site shall be reallocated to a third party. The Exhibitor shall be liable for any expenditure incurred by the Organiser together with all losses incurred by the Organiser by reason of the Exhibitors failure to pay the Licence fee or any part thereof.

4.6 All exhibits and property of the Exhibitor must be removed from the Exhibition premises prior to the expiry of the Licence period. The Organiser shall have the right to remove and dispatch such Exhibits and property (at the risk and expense of the Exhibitor) to the address of the Exhibitor stated herein in the event of the Exhibitor failing to comply with this condition.

5.00 - TERM

5.1 This Licence shall commence on the date specified in the Space Application Form.

6.00 - LICENCE FEE

6.1 The Exhibitor shall pay to the Organiser the Licence fee together with Value Added Tax there on in the manner following:

(i) 50% of the Licence fee upon the acceptance by the Organiser of the completed Space Application Form; and
(ii) the balance shall be payable not less than one calendar month before the opening of the Exhibition. If the Exhibitor shall default in making any of the said payments, the Licence shall be terminated forthwith by notice in writing from the Organiser to the Exhibitor. All sums paid shall be forfeited and the balance of the Licence fee shall become due and payable forthwith. Such termination shall not prejudice any rights or claims by the Organiser against the Exhibitor in respect of any antecedent breach.

7.00 - TERMINATION

7.1 This Licence shall be terminated with immediate effect in the event that the Exhibitor shall commit a material breach of any of its obligations hereunder and shall not remedy such breach (if the same is capable of remedy) within 8 hours of being required by written notice so to do. For the avoidance of doubt it is hereby expressly agreed that breaches for which the Organiser shall be entitled to terminate this Licence forthwith on notice to the Exhibitor shall include without being limited thereto the following:

(a) If he acts in bad faith or otherwise engages in any conduct seriously prejudicial to this Licence, or the Organiser, or (b) If he is guilty of fraud or misconduct, (c) If he, being an individual, becomes bankrupt or being a Company ceases to carry on business, has a receiver or administrator appointed over all or any part of its assets or undertaking, enters into any composition or arrangement with its creditors or takes or suffers any similar action in consequence of a debt or other liability, or undergoes any process analogous to the foregoing in any jurisdiction throughout the world. (d) If the Exhibitor becomes involved in a trade or industrial dispute whether such action is official or otherwise, the Organiser reserves the right to close without notice the stand or stand space that is involved either directly or indirectly in the dispute and to restrain the Exhibitor from occupying the stand space before, or for part or for the duration of the Exhibition and to terminate this Licence. The Organiser in such an event shall not be liable for any loss or damage consequential or otherwise occasioned by such action or shall not be liable to pay any compensation or refund any monies to the Exhibitor involved in the trade or industrial dispute.

7.2 All sums paid by the Exhibitor to the date of termination shall be forfeited and the balance, if any, due hereunder shall be payable forthwith. Termination of this Licence shall operate without prejudice to any rights which may have accrued to either party hereunder.

7.3 The Exhibitor shall be entitled to terminate this Licence in the event of cancellation of the Exhibition but not otherwise.

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8.00 - CANCELLATION AND POSTPONEMENT OF EXHIBITION

8.1 If the Exhibition is abandoned by an event of force majeure (more particularly defined at clause 10.3 hereof) or if the Exhibition premises shall become wholly or partially unavailable for the holding of the Exhibition for whatsoever reason, not within the control of the Organiser, whether ejusdem generis or not, the Organiser at its entire discretion may repay the licence fee paid by the Exhibitor, or part thereof, but shall be under no obligation to repay the whole or part of such rental and shall be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as a result of the happening of any such events.

9.00 - LIMITATION OF LIABILITY

9.1 Notwithstanding anything in this Licence to the contrary insofar as the Exhibitor may have any claim from damages against the Organiser at law, the same shall preclude damages for indirect or consequential loss and in the case of the other damage to which legal liability is established subject to the terms of this Licence the Organiser's liability shall be limited to:

9.2 The repayment of all sums then paid to the Organiser by the Exhibitor which have not already been spent or incurred or accrued by the Organiser so that it cannot avoid such expenditure without itself being in breach of contract.

9.3 Return all Exhibitor products not consumed or which have not been legally committed to be consumed so that such consumption cannot be avoided by the Organiser without itself being in breach of contract.

10.00 - FORCE MAJEURE

10.1 If by any reason of any event of force majeure either of the parties to this Licence shall be delayed in or prevented from, performing any of the provisions of this Licence then such delay or nonperformance shall not be deemed to be a breach of this Licence and no loss or damage shall be claimed by either of the parties hereto from the other by reason thereof.

10.2 Should the exercise of the rights and obligations under this Licence be materially hampered, interrupted or interfered with by reason of any event of force majeure, then the obligations of the parties shall be suspended

during the period of such hampering, interference or interruption consequent upon event or events and shall be postponed for the period of time equivalent to the period or periods of suspension, and the parties hereto will use their best endeavours to minimise and reduce any period of suspension occasioned by any of the events aforesaid.

10.3 The expression "an event of force majeure" shall mean and include fire, flood, casualty, lock-out, strike, labour disputes, industrial action of any kind, unavoidable accident, break down of equipment, national calamity or riot, act of God, the enactment of any act of ASSET or the act of any other legally constituted authority, any cause of event arising out of attributable to war, or any other cause or event (whether of a similar or dissimilar nature) outside the control of the parties hereto other than a shortage or lack of money.

11.00 - GENERAL PROVISIONS

11.1 No Assignment

The Exhibitor may not assign the benefit of this Licence without the prior consent in writing of the Organiser.

11.2 Copyrights, Patents, Trademarks, Passing Off

The Organiser shall not be liable for any damages to the Exhibitor, its servants or agents may sustain in respect of the infringement of any of its copyrights, patents or trademarks arising out of its participation in the Exhibition. It shall be a matter for the Exhibitor to protect new inventions or designs before exhibiting same. The Organiser shall not be liable for any damages the Exhibitor, its servants or agents may sustain as a result of a Passing Off by another Exhibitor in the Exhibition. It shall be a matter for the Exhibitor to protect its proprietary rights to its goodwill.

11.3 Payment of Music or Film Royalties

The Exhibitor shall obtain an appropriate Licence if it proposes to have music or show films on its stand whether for demonstration purposes or otherwise and it shall indemnify the Organiser against any claim for non-payment of Royalties in respect of any sums due to any organisation or body that is empowered to collect Royalties for music or film.

11.4 Rights of the Organiser and Owners of the Exhibition Premises

The Organiser and owners of the Exhibition premises and those authorised by them respectively shall have the right to enter the Exhibition premises at any time to execute works, repairs, and alterations and for any other purposes.

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11.5 Failure of Services

The Organiser shall use its best endeavours to ensure the supply of the services of the owners of the Exhibition premises or other suppliers and of those mentioned in the Exhibitors Manual, but as the supplies of such services are not within the control of the Organiser, it shall not incur any liability to the Exhibitor for any loss or damage if any such service shall wholly or partly fail or cease to be available nor shall the Exhibitor be entitled to any allowance in respect of sums due or paid under this Licence.

11.6 Administration to the Exhibition

The Organiser shall have the right in its absolute discretion to exclude or remove from the Exhibition any person whose presence is or is likely to be undesirable and the Organiser may exercise such rights notwithstanding that any person is the servant or agent of the Exhibitor or otherwise in any way connected or associated with the Exhibitor.

11.7 Construction and erection of stands and offices Shell Stands

(a) Where Shell stands are provided by the Organiser, they shall be in accordance with the specification and conditions governing all additional constructional work contained in the Exhibitors Manual.

Space only sites

(b) All stands on space only sites shall be subject to the prior approval of the Organiser which must be obtained at least 28 days prior to the commencement date of the Exhibition. (c) The Organiser shall have the right to issue an official catalogue. The Organiser shall not accept responsibility for any omissions, misquotations or other errors which may occur in the compilation of the catalogue.

11.8 Notices

Notices given hereunder or to be served by either of the parties hereto on the other may be made by delivering same by hand or by sending the same through the post in a pre-paid letter addressed to the relevant party hereto at its respective address aforesaid. If delivered by post shall be deemed to be served on receipt and in any event no later than 5 working days after the time of posting and in providing such services, it shall be sufficient to show that the letter containing the notice was properly addressed, stamped and put into the Post Office. If delivered by hand, it shall be deemed to be served when handed to the other party

11.9 No Variation

The term of this Licence shall not be varied nor the Licence terminated orally and none of the terms hereof shall be deemed to be waived or modified except by an express agreement in writing signed by the party against whom such waiver or modification is sought to be enforced.

11.10 Licence and Rules and Regulations

This Licence and the Exhibitors manual constitutes the entire agreement between the parties regarding the subject matter hereof as at the date hereof all prior understanding (oral or written) if any having been superseded thereby.

11.11 General Lien

All Exhibits are subject to a General Lien in favour of the Organiser for all sums whether for unpaid Licence fees or otherwise due from an Exhibitor to the Organiser.

11.12 Waiver

A waiver by the Organiser of any breach by the Exhibitor of any of the terms and conditions contained in this Licence or of any of the Rules and Regulations herein contained or the acquiescence of the Organiser in any act (whether of commission or omission) which but for such acquiescence would be a breach as afore said, shall not constitute a general waiver of such terms, provision, condition, rule, regulation of or any subsequent act contrary thereto.

11.13 Governing Law

This Licence and the Rules and Regulations contained herein shall be governed by and construed in accordance with the laws of the United Kingdom and each of the parties hereto irrevocably submits to the non-exclusive jurisdiction of the High Court of the United Kingdom.

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12.00 - PAYMENT TERMS

12.1 Payment by the Exhibitor will be due as to half within four weeks from the date of the Order and as to the remainder on or prior to the date six weeks before commencement of the Exhibition.

13.00 - EXHIBITOR CANCELLATION

13.1 Cancellation by the Exhibitor will only be effective if sent by mail to the Organiser at its address on the Order Form. In the event of cancellation, the Organiser may arrange for the space to be provided to another exhibitor and the following cancellation charges will apply:

- Cancellation notice received prior to the date 6 weeks before commencement of the Exhibition: half of payment due.
- Cancellation notice received on or after the date 6 weeks before commencement of the Exhibition: full payment due. It is agreed that the cancellation charges are a genuine estimate of the Organiser's resulting costs and losses.

"Exhibit" the property of the Exhibitor which is used for the Promotion of the Exhibitors Products;

"Exhibition premises" the Premises referred to in the Space Application Form;

"Exhibitors manual" the manual provided for each Exhibitor;

"Floor Plan" the stand space defined in the Plan contained in the Exhibitors manual;

"Insurance" the insurance to be taken out by the Exhibitor for the benefit of the Exhibitor and the Organiser covering third party claims and the Exhibitors staff and Exhibits at the Exhibition;

"The Licence" the Exhibition Licence granted by the Organiser the Exhibitor for the Period specified in the Space Application Form;

"Licence Fee" the fee Payable by the Exhibitor and stipulated in the Space Application Form;

"Product" the Products and services displayed by the Exhibitor;

"Rules and Regulations" the rules and regulations contained in this Licence; "Space Application Form" the form to be completed by the Exhibitor when applying to the Organiser for a Licence for stand space;

"Stand/Stand Space" the stand space provided in accordance with the floor plan as defined in the Exhibitors manual.



Contact Details

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