

# Rate card - World of Paving™ 2010

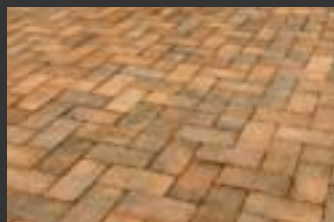
**World of Paving™** is designed to be an intensive, 2 day show with fast set-up and knock-down. Go to [www.worldofpaving.com/standpackages.html](http://www.worldofpaving.com/standpackages.html) for full details of the all-inclusive space packages that include FREE forklift truck usage and FREE porters to help you move your exhibits onto your stand.

## The Cost of Space

**World of Paving™** offers a cost-effective package to suit every size of business from an all-inclusive ready-to-occupy fully finished stand or, if you prefer to design and build your own stand, choose one of the six 50 square metre space only options:

Fully Furnished Stands	Rate (nett of VAT @ 15%)
2 sq. metres - Gallery	£ 1,250
4 sq. metres - Superior Gallery	£ 1,800
6 sq. metres	£ 2,250
9 sq. metres	£ 3,375
12 sq. metres	£ 4,500
12.5 sq. metres	£ 4,688
15 sq. metres	£ 5,250
16.5 sq. metres	£ 5,775
18 sq. metres	£ 6,275
21 sq. metres	£ 7,350
24 sq. metres	£ 8,160
Space Only (from 24 sq. metres)	£ 299 sq.metre

To book space call +44 (0)20 3086 9296 or book online on [www.worldofpaving.com/booking.php](http://www.worldofpaving.com/booking.php)



WORLD  
OF  
PAVING

*...if paving is your business - it's the place to be*



## WORLD OF PAVING™ BOOKING FORM

*(This is not a VAT Invoice)*

We hereby apply for the following stand space at World of Paving 2010

Stand Number : \_\_\_\_\_

Dimensions of stand: \_\_\_\_\_ Space Required m2 \_\_\_\_\_

Type of stand: Shell scheme (up to 36 sq metres)  or Space only

Agreed Price: £\_\_\_\_\_ plus VAT @ 15%

We agree that this application will form a contract between us in the event of space being allotted to us on the Official Allotment of Space Form. It is understood that space will only be allotted to us once agreed with the Organisers.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email \_\_\_\_\_

Person dealing with exhibition

Name: \_\_\_\_\_ Job Title \_\_\_\_\_

AUTHORISED SIGNATORY OR DIRECTOR X \_\_\_\_\_ X

Name: \_\_\_\_\_ Job Title \_\_\_\_\_

Date \_\_\_\_\_

ORDER NUMBER \_\_\_\_\_

*Please complete and return to:*

MARWOOD EVENTS, 145 - 157 St Johns Street, London EC1V 4PY

☎ +44 (0) 20 3086 9296 FAX 0845 2805306 ✉ wopsales@marwoodevents.com

# TERMS AND CONDITIONS OF EXHIBITING - WORLD OF PAVING™

## 1. Definitions

- i. "The Exhibition" means World of Paving™ to be held between 10th and 11th of February 2010 at Ricoh Arena, Coventry, England.
- ii. "The Organiser" shall mean Marwood Events, the appointed organising agent/company.
- iii. "The Exhibitor" means any company, firm or person who has ordered display space and been allocated display space at the Exhibition.
- iv. "The Premises" means Ricoh Arena or such other venue of the Exhibition of which the Exhibitor may subsequently be notified.

## 2. Booking and Allocation of Display Space

- i. Upon the Exhibitor's request for display space to be booked and the Organiser's approval, the Exhibitor will complete, sign and return the Booking Form to the Organiser. The Organiser will then issue an Official Allotment of Space Form confirming the booking and the stand position. These Terms & Conditions will come into force between the Organiser and the Exhibitor 1 day after the date of the allocation.
- ii. The organiser will then mail to the Exhibitor an appropriate invoice for monies due depending on the times of the booking (see Payment Terms below).
- iii. Every effort will be made to allocate the display space which has been ordered and shown on the floorplan, however, to facilitate an effective layout to the Exhibition and if the Organiser believes it to be in the best interest of the Exhibition, the Organiser reserves the right to make a display space reallocation at any time provided that the reallocated display space shall not be more than 10% greater or less than the display space that has been booked.
- iv. The area allocated shall be the full extent of the display area available to the Exhibitor.

## 3. Stand Hire Payment Terms

- i. Exhibition display space will be hired in accordance with the Display Space Package (shell scheme, space only etc.).
- ii. Payment may be made in stages and those stages fall as follows:  
25% of the full hire charge plus VAT deposit, payable on invoice.  
35% of the full hire charge plus VAT payable on or before July 1<sup>st</sup> 2009. After 1<sup>st</sup> June payments of the first two stages may be consolidated.  
40% of the full hire charge plus VAT payable on or before 1<sup>st</sup> October 2009. After 1<sup>st</sup> September payments of the three stages may be consolidated, see clause 3 (iii) below.
- iii. All bookings received 3 months or less from the time of the commencement of the Exhibition must be accompanied by full payment. A receipted invoice will be sent once payment is received.
- iv. In the event that the Exhibitor fails to pay any sum due in the time and manner agreed herein or in the event that the Exhibitor shall commit a serious or persistent breach of any other terms and conditions herein the Organiser may in writing determine the booking whereupon the Exhibitor shall be liable to pay a cancellation charge calculated as provided in Condition 20 below in such sum as would be due on a withdrawal at the date of the determination.
- v. All charges and prices are quoted in £ Sterling. The rate of exchange in respect of funds transferred from overseas shall be that ruling at the date payment is made.

## 4. Display Space and Display Arrangement

- i. For shell scheme stands a standard shell scheme package will be provided by the Organiser. Full details will be provided in the World of Paving™ Handbook (see condition 17 below).
- ii. Exhibits shall be arranged so as not to obstruct the general view or to hide the exhibits of the others. No display exposing an unfinished surface to neighbouring stands will be permitted.
- iii. If in the opinion of the Organiser the Exhibitor's display extends beyond the allocated area the Organiser may at the Organiser's sole discretion charge the Exhibitor for the extra display space occupied at the prevailing rate or require the Exhibitor to restrict its display to the allocated display space.
- iv. Should any dispute arise as to the display space allocation or as to the extent of any extra display space deemed by the Organiser to be occupied by the Exhibitor beyond that allocated, the decision of the Organiser shall be final.
- v. The Organiser reserves the right to reallocate the Exhibitor if in the Organiser's absolute discretion it is thought such reallocation is necessary in the best interests of the Exhibition.
- vi. The Organiser and any other person either authorised by the Organiser or having an interest in the premises shall without notice be entitled to access at all reasonable times to any stand and for this purpose the Organiser shall be entitled to use such force as may be necessary without incurring any liability whatsoever to the Exhibitor.

## 5. Use of Display Space

- i. The Exhibitor agrees not to assign or sublet any display space allocated without prior written consent from the Organiser nor to display or advertise goods or services other than those manufactured or carried by the Exhibitor in the normal course of business.
- ii. Sales by auction are prohibited.

## 6. Exhibitor Appointed Representatives

- i. The Exhibitor must name at least one person to be a representative in connection with the installation, operation and removal of his exhibits.
- ii. The person or persons so appointed shall be deemed to be authorised to enter into such agreements with the Organiser as may be necessary on behalf of the Exhibitor.

## 7. Requirements of Superior Authorities

- i. The Exhibitor shall at once comply with any requirements imposed on the Organiser by the proprietors or managers of the Premises or any Municipal or any other regulatory authority on written notice of such being given to the Exhibitor by the Organiser.
- ii. All inflammable materials shall be fireproofed or otherwise protected against fire in accordance with any statutory or local regulations or requirements to which the Exhibition may be subject.

## 8. Electric Lighting and Power

- i. Official contractors are appointed by the Organiser for electrical work on all display spaces. The Exhibitor shall be responsible for settling all accounts for his electrical work directly with the contractors (refers to extras ordered in addition to that provided by the "standard electrical package").
- ii. A device may be illuminated but lighting must be still, not flashing and any direct light there from shall be screened in such a way as to avoid causing nuisance or discomfort to visitors and other Exhibitors.
- iii. Electrical installations on display space or other exhibits shall comply with any and all statutory or local regulations or requirements to which the Exhibitor may be subject.

## 9. Height Limitations

The height limit on display spaces, displays or other items is 2.5 metres unless permission is obtained from the Organiser.

## 10. Music

- i. The Exhibitor must obtain the written consent of the Organiser for the playing of any musical instrument or recording at the Exhibition.
- ii. The Exhibitor is responsible for obtaining the appropriate performing rights licences and the Organiser accepts no liability for any breaches of such licences.

## 11. Noise and Material Pollution

- i. Exhibitors who wish to demonstrate working machinery must ensure that the noise, dust, liquids and any material, whether airborne or not, which are an integral part of, or result from, such a demonstration do not create a nuisance or discomfort to visitors or other Exhibitors.
- ii. In any complaint arising from the demonstration of equipment the decision of the Organiser shall be final.

## 12. Exhibitor & Contractor Passes

- i. Only authorised access to the Exhibition areas is permitted, all Exhibitors and their personnel and all contractors will be issued with non transferable passes. No admission to the Exhibition area will be allowed unless this pass is presented.
- ii. The Organiser reserves the right to refuse admission to or remove from the Exhibition any person. In particular, but without restricting the generality of the foregoing, the Organiser shall have the right to remove any person who in the opinion of the Organiser is drunk or disorderly or under the influence of drugs or whose dress appearance or general behaviour is liable to disturb any Exhibitor or visitors attending the Exhibition (see also, condition 14 below).

## 13. Catering

- i. All items for consumption at the Exhibition must be obtained from the official venue caterers.
- ii. No wines or spirits may be brought into exhibition centre by the Exhibitor, its visitors, agents or servants or the person for consumption on the premises except by prior written agreement of the manager of the Premises.

## 14. Undesirable Activities

- i. If it appears to the Organiser that the 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, without being under any liability to refund or abate any charges paid or due herein, cancel any display space allocation which may have been made to the Exhibitor and require that the display space allocated to be vacated and refuse the Exhibitor the right to participate further in the Exhibition.
- ii. Canvassing for orders except by the Exhibitor on the Exhibitor's own display space in the normal course of business is strictly prohibited and in any such case the right of expulsion will at once be exercised. The distribution of display of printed or other material except by the Exhibitor on the Exhibitor's own display space is prohibited.

## 15. Removal of Exhibits

- i. No exhibit shall be packed, removed or dismantled prior to the closing of the Exhibition without written permission from the Organiser. If the Exhibitor acts in breach of this provision the Exhibitor shall pay, as compensation for the detraction to the Exhibition appearance and in addition to all other sums otherwise due under this agreement, an amount equal to one half of the total display space charge for the Exhibitor's allocated area.
- ii. The Exhibitor will be liable for all storage, removal and handling charges incurred by the Organiser resulting from failure to remove all exhibits and display material from the allocated area after 7.00pm on the day of closure of the Exhibition.
- iii. The Exhibitor must surrender any occupied shell scheme in its original condition.
- iv. The Exhibitor shall make good and indemnify the Organiser for any damage to the shell scheme or the premises by the Exhibitor, the Exhibitor's agents, contractors or employees.

## 16. Opening Hours

- i. The Exhibitor will be open to visitors at advertised stated times each day.
- ii. The Exhibitor undertakes to have exhibits on display, in good order, adequately attended and not covered up during these periods.

## 17. Handbook

- i. All Exhibitors will be provided with a handbook which lists details of authorised contractors appointed by the Organiser. It also contains specific regulations relating to the build-up, breakdown and conduct of the Exhibition.
- ii. The Exhibitor agrees to abide by these Regulations.

## 18. Limitation of Liability

- i. The Organiser, the Organiser's agent and employees shall not be liable for any loss, theft or damage to Exhibitors

property during the term of this agreement from any cause whatsoever.

- ii. Information given of the Organiser about the Exhibition is accurate to the best of the Organiser's knowledge but does not constitute any warranty or representation by the Organiser, and any mistake or omission does not entitle the Exhibitor to cancel any booking made.

## 19. Indemnity

- i. The Exhibitor shall defend the Organiser from and indemnify against liability for injury to persons or property arising in connection with the participation in the Exhibition by the Exhibitor or their employees.
- ii. The Exhibitor undertakes to indemnify and keep indemnified the Organiser against all actions expenses, costs, charges or claims for which the Organiser or any of the Organiser's contractors may become liable in consequence of damage or injury to any personal or other property occasioned by or arising by or arising out of the act, defaults or negligence of the Exhibitor, or their employees.

## 20. Cancellation by the Exhibitor

- i. Once a display space allocation has been made in accordance with Condition 2 above, any Exhibitor who subsequently decides for any reason to withdraw from the Exhibition or reduce the display space allocation made shall immediately inform the Organiser in writing by registered letter. Upon cancellation, which shall be deemed to be the date the letter is registered, the Exhibitor shall be liable to pay the following cancellation charges:

Withdrawal between 12 months and 6 months prior to commencement of the Exhibition - 25% (or the deposit paid, whichever is the greater)

Withdrawal between 6 months and 3 months prior to commencement of the Exhibition - 60%

Withdrawal 3 months or less prior to commencement of the Exhibition - 100%

- ii. In the event of the Exhibitor giving written notice at any time prior to the Exhibition of the intention not to take possession of the display space allocated, or in the event of failure by the Exhibitor to take possession of the display space by the day prior to the opening of the Exhibition, the Organiser will have absolute discretion to deal with the display space as is thought fit without being under any liability to refund or abate any charges paid or due herein except as detailed above.

- iii. In the event of the Exhibitor becoming bankrupt or making a composition with creditors or going into liquidation or being under any appointment of a receiver, the Organiser reserves the right to cancel any display space allocation without being under any liability to refund or abate any charges paid or due herein.

## 21. Change of Location, Curtailment or Change of Date of Exhibition

- i. In the event that the premises shall, in the sole determination of the Organiser, become unfit or unavailable for occupancy in advance of the event by reason of fire, flood, tempest, acts of god or as a result of government intervention, malicious damage, strike, lockout, labour dispute, picketing, injunction or riot for which the Organiser has no control the Organiser shall incur no liability for consequential loss, damage or expense howsoever caused or incurred.

- ii. Should the Organiser decide that it is necessary or advisable to curtail or reduce the planned period for preparation, display (open times) or dismantling, the Organiser shall incur no liability for consequential loss, disappointment, damage or expense.

- iii. The Organiser reserves the right to change the location and/or date of the Exhibition upon reasonable notice to the Exhibitor.

## 22. Exhibition Cancellation

In the event that the Exhibition is cancelled as a result of the circumstances set out in Condition 21(i) above and the Organiser is unable to make a reasonable alternative arrangement, the Organiser shall refund all charges paid by the Exhibitor to the Organiser (less £100.00 administration fee) but shall be under no further liability to the Exhibitor for consequential loss, damage or expense howsoever caused or incurred.

## 23. Insurance

To protect the interest of Exhibitors and the Organisers own position, it is a requirement for all Exhibitors to have minimum insurance cover whilst attending an exhibition for the following risks:

- i. Loss of expense/commitments caused by cancellation, abandonment, postponement, curtailment, failure to vacate, or delayed transportation at or to the event.
- ii. Up to £5,000 as a result of physical loss or damage to the exhibition stand or shell hired for the event.
- iii. Indemnity against legal liability for injury to persons or damage to property arising in connection with the Exhibitors or their employees participation in the exhibition with minimum indemnity limits provided for Public Liability of £2,000,000 any one occurrence.

## 24. Health and Safety

All exhibitors will be required to complete a risk assessment in advance of exhibiting. For 'free-build' exhibition stands each exhibitor (or the exhibitor's stand contractor) must complete and submit a risk assessment, stand construction methodology with plans for approval 6 weeks (minimum) prior to the exhibition commencing.

## 25. Law Applicable

These Terms & Conditions and any contract concluded herein will be governed by English law.