

EXHIBITOR TERMS AND CONDITIONS

The following Terms and Conditions apply to the hire of exhibition space at BEVA Congress 2021.

Interpretation and General

BEVA Congress (the “Event”) is an annual conference for equine veterinarians and the equine industry. The Event is organised by BEVA Ltd/BEVA Enterprises Ltd (the “Organisers”) and the Event takes place in the International Convention Centre, Birmingham (the “ICC”) B1 2EA

Anyone hiring exhibition space at the Event (an “Exhibitor”) undertakes that they (together with any employees, partners, or others associated with them) will:

- Comply with any Terms and Conditions specified by the management of the Venue to the extent that they are communicated to the Exhibitor either prior to or during the Event; and
- Comply with any reasonable instructions given by the management of the Venue to the Exhibitor (or any employee, partner or associate of the Exhibitor), either prior to, or during the Event as though any such Terms and Conditions or instructions were incorporated into these Terms and Conditions.

These Terms and Conditions shall be subject to the laws of England and Wales.

All matters and questions not covered by these terms are subject to the decision of the Organisers. Exhibitors agree to abide by and conform to all additional rules and regulations from time to time adopted or prescribed by the Organisers for the management of the Event.

Applications for and Allocations of Exhibition Space

The following procedures should be followed when booking exhibition space:

- Potential exhibitors should complete the Stand Request Form stating preferred stand locations (if any, in preference order), stand type (shell or space), and confirming the amount of exhibition space they are seeking.
- The Organisers will acknowledge receipt of the Stand Request Form and either confirm that those requirements can be met or contact the intending Exhibitor to discuss alternative allocations.
- The Organisers will issue an invoice for the cost of the stand and a deposit of 25% is required immediately to secure the booking. The remaining balance must be settled by 13th November (of the relevant year).
- If the stand is booked after 13th November (of the relevant year) the full cost of the stand will be due immediately.
- If an invoice is issued within 14 days of the commencement of the Event, the Exhibitor must pay the full value of the invoice immediately. Payment must have been received prior to the commencement of the Event or admission will be refused.
- Stand booking prior to 2nd March (of the previous year) will receive the early bird rate, stands after this date will be expected to pay full rate. Full stand costs are detailed on the Organiser’s website.
- Exhibitors must not sub-let their allocated exhibition space.
- The Organisers reserve the right to alter/change the exhibition plan and stand space/size (and if appropriate refund amounts of the stand fee to take account of any such alterations).

Payment Methods and Cancellation Policy

Due dates for stand payment can be seen above in the “Applications for and Allocations of Exhibition Space” section. Payment may be made using any of the methods specified on the invoice.

All stand cancellations must be made in writing and sent by e-mail to both joelyn@beva.org.uk and info@beva.org.uk. The extent to which any fees already paid/due are refundable is set out below:

- If notice of cancellation is received by the Organisers at least 112 days prior to the start of the Event, a full refund will be made less a 10% administrative charge.
- If notice of cancellation is received by the Organisers less than 112 days prior to the start of the Event, no refunds can be guaranteed, but BEVA will make every endeavour to resell the space and an administrative fee of 25% will be charged.
- Access to the Venue for setup is on 16th January 2021. Access for space only contractors (that are not situated in the middle of a shell scheme aisle) will be from 06.30am. Shell scheme and space only contractors building in the middle of a shell scheme aisle, will have staggered access between 12.00 - 16.00 depending on the stand location in the exhibition hall.
- Exhibitors must ensure that the stand is fully set up by 18.00 on 16th January
- Exhibitors must ensure they consider the time constraints of the build when designing their stand.
- Exhibitors must ensure that the stand is manned during the exhibition opening hours:
 - 09.30 - 19.00 17th January
 - 09.30 - 18.30 18th January
 - 09.30 - 14.00 19th January
- If an Exhibitor fails to set up and man a stand by the times listed above, the Organiser reserves the right to use the exhibition space hired by the Exhibitor for its own purposes. This includes the ability to rent out the exhibition space to another Exhibitor without allowance or refund to the defaulting Exhibitor.
- For additional “Features” Terms and Conditions information see the “Furniture and Equipment” section.
- At the end of the Event, Exhibitors must vacate the Venue and ensure that all of their belongings have been removed from the Venue by 19.30 on 19th January.

Force Majeure and Other Cancellation of the Event

The Organisers reserve the right to cancel the Event at any time if they deem this necessary, including if the Event is interrupted and/or discontinued, or access to the Venue is prevented or interfered with by reason of any industrial dispute, act of war, civil disturbance, terrorist action, act of God, or instruction from the police, the local authority or any other governmental agency, or if the Venue is damaged whether maliciously or by accident or the management of the Venue are unable to provide the expected facilities. In the event of such cancellation, the liability of the Organisers shall be limited to refunding any fees paid by an Exhibitor in advance of the Event subject to a pro rata reduction for that portion of the anticipated time for which the Event was scheduled to run which in fact fell before any such cancellation.

Merchandise and Display Material

Exhibitors are responsible for the safety and appropriateness of all merchandise and promotional and other material displayed and sales activity taking place within their stand. The Organiser will only allow commercial partners who trade in the UK (or relevant region) to advertise products and or services that are legally traded. Commercial partners must not encourage law breaking (e.g. promoting unlicensed products or encouraging lay

dental technicians to undertake Category 3 procedures). Where doubt exists, the Organiser is to be informed so that they can make the final decision.

- If the Organiser considers that any material displayed, or activities undertaken:
 - i) Pose risks to the health and safety of Exhibitors and others attending the Event; and/or
 - ii) Contravene the Terms and Conditions of the Venue; and/or
 - iii) May cause damage to the structure or any part of the fabric of the Venue; and/or
 - iv) Are likely to cause offence or distress to Exhibitors, the Organiser or Members of the Public attending the Event and/or
 - v) Are unsuitable for an Event and/or
 - vi) Encourage law breaking

The Organisers will request the Exhibitor to cease any such activities and remove any offending items from the Venue.

- If an Exhibitor fails to cease any such activities or remove any such offending items when requested to do so, the Organiser may take any one or more of the following actions:
 - i) Removing or procuring the removal of any such offending material from the Venue.
 - ii) Ejecting the Exhibitor (or any partner, employee or other associate of the Exhibitor) from the Event.
 - iii) Revoking the Exhibitor's hire of the stand in which case the Organiser reserves the right to use the exhibition space for its own purposes.

The Organiser reserves the right to refuse admission to any Exhibitor (or any partner, employee or associate of an Exhibitor) if they decide the Exhibitor is attempting to display materials of dangerous or objectionable nature. Any Exhibitor who is uncertain as to the appropriateness or acceptability of any materials or activities should discuss his or her concerns with the Organisers in advance of the Event.

Furniture and Equipment

- No furniture or additional equipment will be provided to an Exhibitor as part of the stand fee (except shell scheme stands who receive a shell structure with silver grey loop nylon backing boards, 1x 500 watt plug socket, 1 x fluorescent lighting tube and the company name printed on the front fascia panel as part of the package). Additional stand requirements not included within the stand price should be placed through the relevant contractor (information and deadlines will be detailed on the Exhibitor Portal).
- All other equipment and furniture used by the Exhibitor, regardless of whether that equipment or furniture is brought by the Exhibitor to the Event or is obtained by contract between the Exhibitor Contractor or supplier recommended by the Organisers, are the sole responsibility of the Exhibitor.
- Exhibitors are responsible for arranging and paying for all fees and meeting all expenses in connection with the transport of display and sales materials to the Venue, moving the materials into and out of the Exhibitor's allocated exhibition space, and assembling and disassembling displays.
- Additional features purchased such as furniture must be paid by the deadlines listed on items (on exhibitor portal). If an Exhibitor fails to pay by the specified deadline/s the Organiser/Appointed Contractor providing the service may apply a late payment penalty or choose not to provide the service.

Promotional Material

- By submitting a Stand Request Form and applying to hire a stand at the Event an Exhibitor agrees to the use of the Exhibitor's name on the Organisers' website and in any promotional materials prepared or distributed by the Organisers in connection with the Event.
- The Organisers will exercise editorial control over any advertising material supplied by an Exhibitor for inclusion on the Organisers' website or in the Event programme.
- The Organiser will provide Exhibitors with marketing material that can be used in their promotional activities. If an Exhibitor, their employee agent or associate wishes to use different marketing containing the BEVA Congress name or logo, prior permission must be sought from the Organisers.
- During the event, Exhibitors may post and distribute their own promotional materials only from within their assigned exhibition space. Any Exhibitor who attempts to distribute material external to their stand will be liable to an additional fee appropriate to the level of their activity.

Safety, Security and Liability

- Exhibitors must not block aisles or fire doors, must not occupy any area outside their hired space, and must comply with any directions from the Organisers or the management of the Venue.
- The Organiser in conjunction with the Venue will seek to control access to the Event and reserve the right to refuse admittance to an Exhibitor (or person connected with an Exhibitor), if the Organisers considers it necessary for the safety and comfort of others attending the Event.
- The Organiser will take out a suitable public liability insurance policy in relation to the Event. However, this will not extend to insuring Exhibitors' goods and display materials against theft or damage. Neither the Venue nor Organiser are responsible for any loss or damage that may occur to Exhibitors' property. Exhibitors' must have adequate stand insurance cover (including both Employer's and Public Liability insurance), this may mean extending the company policy to cover the Exhibition, or, taking out special insurance for the duration of the Event.
- The Organisers and/or Venue reserve the right to charge an Exhibitor for any loss or damage to any part of the structure or fabric of the Venue caused by any actions of the Exhibitor (or the employee partner or other associate of an Exhibitor).

Refuse and Waste

Exhibitors are responsible for removing all their waste. The Organisers and or Venue reserve the right to charge an Exhibitor if waste is left within an Exhibitor's stand for the cost of removing and disposing of such waste.