

EXHIBITION STAND TERMS & CONDITIONS

1. Definitions

- 1.1 In these terms and conditions, "organiser" means Revo, "exhibitor" means any person, company or organisation, and the staff of that company taking stand space; "event" means the Revo Manchester 2020 annual conference and exhibition, "venue" means Manchester Central Convention Centre.

2. Agreement

- 2.1 Completion and submission of the booking form is binding confirmation of your company's commitment to take the stand booked at the rate agreed and of your acceptance of these booking terms and conditions including the cancellation policy. A contract will be issued post booking form.
- 2.2 Stands will be allocated on a first come first served basis on receipt of a completed booking form. Exhibitors will be invited to submit three stand options, and the Organiser will do its utmost to accommodate location preferences.
- 2.3 Should the Organiser agree to hold a provisional stand booking, the Organiser reserve the right to sell that stand to another exhibitor should the first enquirer be unable to confirm their booking on request.
- 2.4 The Organiser reserves the right, at any time and without reason, to refuse any application from a prospective exhibitor. Any payments which have been made at the time of application will be refunded in full.

3. Exhibition Floor Plan

- 3.1 The Organiser reserves the right to alter the layout of the exhibition at any time and/or opening hours of the event if circumstances dictate and/or it deems it to be in the best interests of the event. The Organiser reserves the right to arrange other exhibitors near (or not near) the Exhibitor as it decides in its discretion and any dispute as to allocation of space will be resolved by the Organiser in its discretion acting at all times reasonably.

4. Health & Safety

- 4.1 All Exhibitor staff and contractors/suppliers must wear the identification badges issued by the Organiser at all times. Additional staff will be permitted upon payment of the relevant registration fees.
- 4.2 It is the responsibility of the Exhibitor to ensure that its staff and any supplier/contractor working on its behalf are familiar with and abide by all current UK and European health & safety regulations.

- 4.3 In order to create and maintain a safe environment during build-up, open periods and breakdown, all exhibitors and contractors must abide by reasonable instructions from safety officers employed by the Organiser and/or the venue.
- 4.4 The Exhibitor agrees to comply with the exhibitors' manual and any reasonable instructions subsequently issued by the Organiser; and all requests and directions of the Organiser and venue.
- 4.5 The Exhibitor agrees to comply with all regulations laid down by the local authority applicable to the event.

5. Security & Insurance

- 5.1 Each exhibitor is responsible for the security and insurance of its own stand contents. Relevant Insurance documentation must be available for inspection on request.

6. Stand Management

- 6.1 The Organiser reserves the right to refuse the use or display of any material it deems in their absolute discretion to be offensive, inappropriate or unsuitable.
- 6.2 Goods and services (for example catering) may be required to be purchased by you from the Organiser's and/or venue's authorised suppliers as detailed in the Exhibitors Manual.
- 6.3 No items may be removed or stand breakdown commenced before the official closing time of the exhibition.
- 6.4 Any exhibitor failing to vacate the venue of its stand and all other items by the prescribed times will be held liable to pay any penalties that may be imposed by the venue.
- 6.5 The Exhibitor is responsible for the removal of all rubbish, waste and other effects whatsoever relating to the Exhibitor. Failure to comply will incur resulting costs including waste removal, storage and labour costs. The Organiser may destroy any material which is not collected by the Exhibitor by the end of its tenancy as set out in the Exhibitors' Manual.
- 6.6 The Organiser reserves the right to charge any exhibitor for any damage to the stand directly caused by the Exhibitor.
- 6.7 Exhibitors shall not cause any damage to the venue and shall make good any such damage at their own expense.
- 6.8 The Organiser advises against sending deliveries by courier, however if you feel you have no choice then it is the Exhibitor's responsibility to ensure a representative of their organisation is onsite at the due delivery time to sign for the package. Revo or any of the venue staff take no responsibility.

7. Payment and Cancellation Terms

- 7.1 On receipt of the booking form, Revo will issue a VAT invoice. VAT is charged at the current rate.
- 7.2 Payment terms are 30 days from when the invoice has been issued. However, should a company book stand less than 30 days prior to the event, full payment must be received by in advance of the event. All payments must be received in full prior to the event start date.
- 7.3 The Organiser reserves the right to re-sell any space which has not been paid for within 30 days of receipt of invoice.
- 7.4 Cheques and bank drafts drawn in pounds sterling on a UK bank, must be made payable to Revo. Bank transfers should be made as follows:
Revo; NatWest;
Sort Code: 60-17-21
Account no: 67410006.

Remittance notification should be sent to:

E: accounts@revocommunity.org

or posted to:

Revo, 3rd Floor, Suite 4, Merlin House, Mossland Road, Hillington Park, Glasgow, G52 4XZ.

Please ensure that the contact name, organisation and invoice number (if known) are clearly stated.

- 7.5 **Please note that companies with unpaid invoices at Friday 14 August 2020 may not be permitted to exhibit, but the full charge will still apply.**
- 7.6 All cancellations must be notified in writing to Revo at events@revocommunity.org
- 7.7 In the event that an exhibitor wishes to cancel their booking then the Organiser reserves the right to apply the following cancellation charges and to re-sell the space:
- Cancellation being received:
- On or before 27 March 2020 25% of the total stand cost
 - On or between 28 March and 29 May 2020 50% of the total stand cost
 - On or after 30 May 2020 100% of the total stand cost
- 7.8 Any payments already made to Revo over and above the applicable cancellation charges will be refunded. Should monies not, at the time of cancellation, already have been paid to Revo the cancellation fee will still apply.
- 7.9 Should an exhibitor wish to reduce the amount of space booked then written notice should be sent to Revo at events@revocommunity.org. The Organiser reserves the

right to apply the scale of cancellation charges set out above to the value of the space by which the stand is being reduced.

7.10 The Organiser reserves the right to terminate the agreement formed by these terms and conditions and treat the order as cancelled, and the terms and conditions relating to cancellation of space set out above shall apply, in any of the following events:

- Any payment by the Exhibitor is not received by the due date;
- The Exhibitor is in breach of any of these terms and conditions; or
- The Exhibitor becomes insolvent or unable to pay its debts or has an order or application or resolution made for its winding up or has a receiver or administrator appointed over it or makes an arrangement with its creditors or suffers any similar consequence of debt.

8. Force Majeure

8.1 If the event is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, national mourning, the non-availability of the venue or any other cause not within the control of the organisers, the Organiser may at its entire discretion, repay the stand rental paid by the Exhibitor, or part thereof, but shall be under no obligation to do so. The Organiser 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 the result of the happening of such an event.

8.2 It is recommended that exhibitors take out appropriate insurance against cancellation.

9. Prohibition on Events, Activities and Entertainment

9.1 Exhibitors must agree not to arrange whole or partial group functions such as special events or other activities during the event hours, which would in any way interfere with any Organiser social or programmed events.

10. General

10.1 Each exhibitor shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.

10.2 Revo is a company limited by guarantee. Registered in England, Number 1755476.
Registered Office: Orion House, 5 Upper St Martins Lane, London, WC2H 9EA