

# **EXHIBITOR TERMS AND CONDITIONS**

## **Definition of terms**

In these regulations the term Exhibition in all cases refers to the Trade Exhibition being held in conjunction with the 2024 Investment Conference of the PLSA. The term Exhibitor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term Organisers means the PLSA. The term Premises refers to those portions of EICC licensed to the Organisers.

## **Bankruptcy or liquidation**

In the event of an Exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purposes of amalgamation or reconstruction) or having a Receiver appointed, the contract with such an Exhibitor will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the Exhibitor under contract shall be forfeited.

## **Damage to premises**

The Exhibitor shall not cause or permit any damage to the Exhibition premises, fixtures, or fittings. No display or publicity material is permitted on the walls of the building. Due to the risk of damage to lighting and ventilation equipment, helium balloons cannot be allowed in the exhibition hall.

## **Exclusive rights**

The Organisers will not give any Exhibitor exclusive rights to exhibit or display any specific product or service.

## **Exhibition management**

Full Circle Events has been appointed to provide services including furniture hire, electricity, floor covering, and Show ready packages. It is obligatory to use the official contractors for electrical and modular system work. This includes all extra electrical work and a schedule of charges are included on the relevant order forms/links made available within these web pages.

## **Exhibitors subject to forfeiture**

In the event of there being an outstanding account or claim against the Exhibitor at the end of the Exhibition, the Organisers shall have the right of forfeiture on the exhibits of the Exhibitor, firm or person concerned.

## **Failure to vacate**

If the Exhibitor, or their servants, agents or subcontractors should fail to remove all their property or otherwise fail to vacate the exhibition premises by 22:00 on Thursday 29 February 2024 due to any cause whatsoever, the Organiser would hold the Exhibitor fully responsible for any penalties imposed by the venue owner, or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time.

## **Contractors on site**

Contractor passes will be issued at the discretion of the PLSA based on the activity / role specified by the exhibitor.

Contractors must wear the appropriate contractor pass allocated to them by the PLSA. Failure to produce the appropriate pass may result in them being asked to leave. If a contractor is deemed to not be acting in accordance with the code of conduct, or terms and conditions of the exhibition they will have their pass revoked and will be asked to leave the event.

Red contractor passes will be issued to contractors working on behalf of Space only exhibitors for the purpose of maintaining or responding to issues with their stand. Passes must be arranged by prior consent of the PLSA. Contractors may not be on the show floor without prior consent of the PLSA Events team. If works are required to be carried out on an exhibitors stand this will be confirmed by the PLSA at a time that is safe to do so and does not disrupt the show. Contractor passes do not include catering or attendance of the networking events.

Blue contractor passes will be issued to contractors working on behalf of Show ready or Space only exhibitor for the purpose of delivering a service or entertainment on the exhibition stand. Blue contractor passes provide access to the show floor but are restricted to the specific exhibition stand. Contractor passes do not include catering or attendance of the networking events.

## **Insurance**

### **1. Third party insurance**

The Exhibitor is responsible for all claims arising from personal injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted, omitted or done thereon or there from during the period of the Exhibition or the set-up and dismantling periods caused directly or indirectly by the Exhibitor or any contractor, subcontractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery or other article or thing of the Exhibitor or in the possession of or use of the Exhibitor or any servant or agent of his. The Exhibitor will indemnify the Organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor must take out adequate insurance for all circumstances.

### **2. Insurance of exhibits - exhibitors' or stand holders' property**

The Organisers do not accept responsibility for theft or any loss or damage from any cause whatsoever, in respect of any property brought to the Exhibition premises by Exhibitors or stand holders or the servants, agents, subcontractors or any other persons, and the Exhibitor or stand holder is required to indemnify the Organisers in respect of theft, loss or damage to property etc supplied, hired or lent by the organiser (e.g. Show ready structure, furniture etc).

### **3. Consequential loss**

Exhibitors are advised to insure against costs and losses which they may incur in the event of the Exhibition being abandoned, cancelled or suspended in whole or in part for causes beyond the Organisers' control since the Organisers accept no liability in such an eventuality.

## **Nuisance**

No flashing lights, bright lights or noise that constitutes a nuisance to other exhibitors or visitors to the Exhibition will be permitted. All Exhibitors, contractors and staff must conduct themselves in such a manner that is not objectionable to others. Exhibitors must endeavour to conduct business on their own stands and must not, under any circumstance, canvass away from their stand. Exhibition stands must be staffed by responsible representatives during exhibition open hours. The Organisers have the right to expel or remove any person, article, display or exhibition stand, which in their opinion, is prejudicial to the interests of the Exhibition or the PLSA.

## **Catering**

No food and drink may be served on exhibition stands unless it is supplied by or authorised by Leith's at the EICC. Please contact Karen D'Ulisse (Catering Event Planner) at [karend@eicc.co.uk](mailto:karend@eicc.co.uk) or +44 (0) 131 519 4003 with your requirements.

## **Restrictions**

### **1. Use of exhibition space**

Exhibitors or any other related organisation may not sub-let or share any part of the space allotted, may not represent and may not advertise or distribute literature for the products or services of any other firm or individual except as approved by PLSA.

### **2. Competitive activity**

Organisations may not conduct any of the following acts outside their exhibition stand within the confines of EICC that might, in the sole judgement of the PLSA, reasonably be seen as competing with the Event during official conference open hours:

Advertisements, Canvassing amongst delegates, Conferences, Demonstrations, Displays, Entertaining, Hospitality events, Research amongst delegates, Surveys amongst delegates.

### **3. Promotional material**

It is not possible for Exhibitors to distribute any promotional materials outside its exhibition stand. This includes the distribution to bedrooms or in public areas of any of the designated conference hotels to be detailed on the PLSA website.

### **4. Directional signage**

It will not be possible for Exhibitors or any other related organisation to post, nail, screw, attach, or otherwise place any signage or other materials or devices to columns, walls, floors, or other parts of EICC including the immediate external area outside the venues during conference open hours.

## **Safety**

Exhibitors must, at all times, comply with Local Authority Regulations relating to dangerous substances or power-driven machinery. All materials used in stand fitting should meet standard fireproof regulations as recognised throughout the exhibition industry and certificates should be available on request. Failure to comply with this may result in a request to remove the offending materials. It is the responsibility of Exhibitors to see that their staff

are acquainted with the nearest firefighting equipment and the procedures to be followed on discovering a fire. No children under the age of 16 shall be allowed into the exhibition hall during build up and breakdown.

### **Stand set up**

#### **Space only stands:**

Monday 26 February 2024  
from 08:00 - 22:00

Tuesday 27 February 2024  
08:00 - 12:00 Dressing stands only

#### **Show ready stands:**

Monday 26 February 2024  
16:00 - 22:00

Tuesday 27 February 2024  
08:00 - 12:00 Dressing stands only

All work to be completed to the satisfaction of the Organisers by 22:00 on Monday 26 February. Exhibitors must report to the exhibition managers before unloading commences.

### **Date for dismantling**

Strictly not before 14:30 on **Thursday 29 February**. All areas to be cleared by 22:00 on Thursday 29 February. Exhibitors must report to the exhibition managers before loading commences.

### **Left items**

Any items unclaimed by **20:00** on **Thursday 29 February** will be collected by DSV Fairs and Events our official courier and returned to their warehouse, where you can arrange collection. A charge of **£35.00** per unit for shipments will be applied. Anything over this will be charged at a higher rate dependant of the size and weight of the shipment.