

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 2025 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 (Edinburgh International Conference Centre) 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, and show ready. 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 the Exhibition technical manual.

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 13 March 2025 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.

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. shell-stand, 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 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. Please contact Katy Allen katy@eicc.co.uk, Tel: 0131 519 4002 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 (Edinburgh International Conference Centre) 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 (Edinburgh International Conference Centre) 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 10 March 08:00 – 22:00

Tuesday 11 March 08:00-12:00 stand dressing only

Show ready stands

Monday 10 March 16:30 – 20:00

Tuesday 11 March 08:00-12:00 stand dressing only

All work to be completed to the satisfaction of the Organisers by 22:00 on Monday 10 March.

DATE FOR DISMANTLING

Strictly not before 14:00 on Thursday 13 March. All areas to be cleared by 22:00 on Thursday 13 March. Exhibitors must report to DSV Fairs and Events before loading commences.

LEFT ITEMS

Any items left on or near your stand for breakdown without the appropriate paperwork, not collected by **20:00** on Thursday 13 March will be shipped by DSV Fairs and Events to their warehouse at a cost of £35.00 up to 25kg. Anything over this will be charged at a higher rate dependent of the size and weight of the shipment.

SERVICE OF ALCOHOL

PLSA understands that hospitality is an important part of hosting an exhibition stand at our events. We are committed to creating an environment that is inclusive and welcoming to all and are encouraging that non-alcoholic options are available at exhibition stands. WE are also requesting that our exhibitors refrain from serving alcohol prior to the afternoon refreshment break.

CODE OF CONDUCT AT PLSA EVENTS

We are committed to providing a safe, respectful, and inclusive environment for all attendees, staff and suppliers at our events. We appreciate your cooperation and commitment to safeguarding as we work together to create a positive and secure environment for everyone.

This code of conduct outlines our expectations for participant behaviour and the consequences of unacceptable behaviour in line with the Equality Act 2020.

1. Expected behaviour

- **Respectful communication:** All participants should engage in respectful and constructive communication. Harassment, discrimination, or any form of abusive behaviour will not be tolerated.
- **Inclusivity:** We value diversity and inclusivity. All participants should treat each other with respect, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity, as protected under the Equality Act 2020.

- **Professional conduct:** Participants are expected to conduct themselves in a professional manner at all times. This includes respecting the venue, suppliers, staff, and other attendees.

2. Alcohol consumption

- **Moderation:** Alcohol may be served at certain events. We encourage all participants to consume alcohol responsibly and in moderation. Individuals are responsible for their consumption.
- **Behaviour:** Excessive alcohol consumption leading to disruptive or inappropriate behaviour will not be tolerated. Participants who are visibly intoxicated may be asked to leave the event.
- **Non-alcoholic options:** Non-alcoholic beverages will be available at all events where alcohol is served.

3. Unacceptable Behaviour

- **Harassment and discrimination:** Harassment of any kind, discrimination, or any form of abusive behaviour towards any participant will not be tolerated.
- **Disruption:** Disruptive behaviour that interferes with the event or the enjoyment of other participants is unacceptable.
- **Damage to property:** Any damage to the venue or property will be the responsibility of the individual involved.

4. Reporting and consequences

- **Reporting:** If you experience or witness any form of unacceptable behaviour, please report it immediately to kate.hadley@plsa.co.uk or 07717 895 070. Or angela.chapman@plsa.co.uk or 020 7601 1775. All reports will be handled confidentially.
- **Consequences:** Participants who violate this code of conduct may be subject to expulsion from the event without a refund and may be banned from attending or working for the PLSA at future events.

We appreciate your cooperation in creating a positive and respectful environment for everyone. Thank you for your commitment to upholding these standards.