



International Society of Pharmacovigilance  
17<sup>th</sup> Annual Meeting

15 – 18 October 2017

ACC | Liverpool

# **PARTNERSHIP & EXHIBITION TECHNICAL MANUAL**



Dear Colleagues,

I would like to take this opportunity to thank you once again for choosing to sponsor and exhibit at the International Society of Pharmacovigilance 2017 (ISoP 2017). I am delighted that you have chosen to join us at the ACC Liverpool for what promises to be another great ISoP conference.

The conference takes place from 15<sup>th</sup> – 18<sup>th</sup> October 2017 in the Arena Convention Centre (ACC), Liverpool, which is the city's landmark venue next to the historic Albert Dock.

The technical manual is designed to provide you with all of the relevant information that you will need prior to and during ISoP 2017. Included with the technical manual you will find details on key deadline dates, order dates, Partnership package deadlines, satellite symposia guidelines, shipping information and information on the exhibition.

Please read this document thoroughly to ensure that you do not miss any key deadline dates, order dates or any other information that will be important to your planning, attendance and maximising opportunities at ISoP 2017.

Should you require any additional information, please do not hesitate to contact the ISoP 2017 team using the details below.

**ISoP 2017**

Conference Partners International Ltd. UK  
Peter House,  
Oxford Street,  
Manchester  
M1 5AN



Email: [ISoP2017@conferencepartners.com](mailto:ISoP2017@conferencepartners.com)  
Tel: +44 (0)161 209 3348  
Website: [www.isop2017liverpool.org](http://www.isop2017liverpool.org)

I look forward to seeing you in Liverpool in October.

Professor Sir Munir Pirmohamed  
Chair, Local Organising Committee



## Programme Overview

Below is the ISoP 2017 programme overview. Please note the times highlighted in bold are the times when all exhibition stands must be manned.

Sunday 15 <sup>th</sup> October 2017	
09:00 – 17:30	Pre-conference training courses
14:00 – 18:00	Exhibitor access to dress stands
Monday 16 <sup>th</sup> October 2017	
07:30 – 19:30	Registration open
07:30 – 08:30	Exhibitor access to dress stands
08:30 – 19:30	Exhibition Open
09:00 – 10:30	Conference Sessions
<b>10:30 – 11:00</b>	<b>Morning Coffee Break</b>
11:00 – 13:00	Conference Sessions
<b>13:00 – 14:00</b>	<b>Lunch</b>
<b>14:00 – 15:00</b>	<b>Poster viewing</b>
15:00 – 16:00	Conference Sessions
<b>16:00 – 16:30</b>	<b>Afternoon Coffee Break</b>
16:30 – 18:15	Conference Sessions
<b>18:15 – 19:30</b>	<b>Welcome Reception</b>
Tuesday 17 <sup>th</sup> October 2017	
07:30 – 18:00	Registration Open
09:00 – 18:00	Exhibition Open
09:00 – 10:45	Conference Sessions
<b>10:45 - 11:15</b>	<b>Morning Coffee Break</b>
11:15 – 13:00	Conference Sessions
13:00 – 14:00	<b>Lunch</b>
14:00 – 16:00	Conference Sessions
16:00 – 16:30	<b>Afternoon Coffee Break</b>
16:30 – 18:00	Conference Sessions
20:00 – Midnight	Gala Dinner
Wednesday 18 <sup>th</sup> October 2017	
07:30 – 13:00	Registration Open
09:00 – 14:00	Exhibition Open
09:00 – 10:50	Conference Sessions
<b>10:50 – 11:20</b>	<b>Morning Coffee Break</b>
11:20 – 13:15	Conference Sessions
13:15	Close of Conference
<b>13:15 – 14:00</b>	<b>Lunch</b>
14:00 – 18:00	Exhibition dismantle

**IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR INSTALLATION**

**If any exhibitor/contractor over runs past the exhibition close time during build-up on Sunday 15<sup>th</sup> October and have not vacated the Loading Bay by 18:00 an immediate penalty of £1,000 + VAT per hour will be imposed. This is non-negotiable.**

**IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR DISMANTLE**

**If any exhibitor/contractor over runs past the exhibition close time during breakdown on Wednesday 18<sup>th</sup> October and have not vacated the Loading Bay by 18:00 an immediate penalty of £5,000 + VAT per hour will be imposed. This is non-negotiable.**

**Social Programme**

**Below is an overview of the social programme elements taking place during the conference:**

**Monday 16<sup>th</sup> October 2017**

**Gala Dinner 20:00 – midnight**

On Tuesday night ISO P 2017 will be hosting a gala dinner. Held at Liverpool Football Club in the brand new main stand offering fantastic views over the pitch and Liverpool. Not forgetting the musical history of Liverpool and the home to perhaps the most famous band to ever pick up a microphone – a global phenomenon that changed the face of popular music you will be able to enjoy a very authentic and distinctly flavoured Liverpool tribute by the Cheatles.

The cost of the dinner is included in the full conference delegate registration fee. Exhibitors can purchase tickets for the dinner at a cost of £65+VAT per person.

**Tuesday 17<sup>th</sup> October 2017**

**Drink Reception - 18:15 – 19:30**

On Tuesday evening all participants are invited to join us for a drinks reception in the exhibition hall. This is the fantastic opportunity for exhibitors to meet with supporters of ISO P within the exhibition. The reception is an informal evening, open to all attendees at no extra cost.

## General Information

### Key Deadlines

The following is a summary of key deadlines, please adhere to the below dates and contact the Organisers (Conference Partners International Ltd) with any further queries. Please note the deadlines relate to forms and materials required by the Organisers prior to ISoP 2017. Relevant forms are all included on the Sponsorship and Exhibition page of the ISoP 2017 website: [www.isop2017liverpool.org](http://www.isop2017liverpool.org)

Deadline Date	Requirements
<b>On receipt of Contract and Deposit</b>	Partner logo and company profile to be submitted for inclusion within the website and conference branding
<b>July 2017</b>	Publication of final programme
<b>18<sup>th</sup> August 2017</b>	Early Bird registration deadline
<b>15<sup>th</sup> October 2017</b>	Pre-conference events and exhibition build
<b>16<sup>th</sup>-18<sup>th</sup> October 2017</b>	Conference

### Venue

#### BT Convention Centre (ACC) Liverpool

Kings Dock,  
Liverpool Waterfront  
Liverpool  
Merseyside  
L3 4FP  
UK

Website: <http://www.accliverpool.com>

### Registration

Registration will take place at the ACC Liverpool on the galleria for the training courses and main conference and will be open at the following times:

Sunday 15th October - Training courses only	08:00 – 09:00
Monday 16th October	07:30 – 19:30
Tuesday 17th October	07:30 – 18:00
Wednesday 18th October	07:30 – 13:00

The hours are provisional and are subject to change; please check the meeting website prior to travelling to the event.

A number of free passes are included in your package, please refer to your contract for further details of which passes you are entitled to and how many you receive.

#### Complimentary Sponsorship Full Conference Delegate Registration includes:

- Admission to all conference sessions

- Access to the exhibition and posters
- Welcome drinks reception on Monday 16th October 2017
- Conference Dinner on Tuesday 17th October 2017
- Tea, coffee and lunches
- Conference materials including delegate badge and conference bag
- Free internet access in designated areas
- Conference programme and delegate bag

#### **Exhibitor – Complimentary Pass**

- Access to the exhibition
- Conference mobile app with complete programme including all presented abstracts
- Free WiFi access in designated areas
- Exhibitors will not receive a conference bag, one bag per exhibiting company will be delivered to your stand on the morning of Monday 16 October 2017.

Additional stand personnel passes can be purchased at the cost of £100.00 (exc VAT) and can be booked via the link we sent you in the original correspondence.

If you have any questions about registration please contact the organisers at [isop2017@conferencepartners.com](mailto:isop2017@conferencepartners.com) or tel: + 44 (0) 161 209 3348

Note: Notification of changes or cancellation must be made in writing and sent to the ISoP 2017 Delegate Services Team at [isop2017@conferencepartners.com](mailto:isop2017@conferencepartners.com). A £50 (exc VAT) administration charge will be applied for any substitutions.

#### **Accommodation**

We are delighted to have reserved a variety of hotels ranging in price and star rating to suit every budget.

It is recommended that accommodation is booked upon registering for ISoP 2017 in order to secure your required arrangements as hotel reservations will be made on a first come, first served basis. For further details of ISoP hotels and prices please [click here](#).

#### **Banks and Currency**

The British currency is the Pound Sterling. You will find cash machines/ATMs at most banks, hotels, airports and shopping areas around Liverpool.

Traveller's cheques and currency exchange is widely available at banks and bureaux across Liverpool and at the airports. Most banks are open between 09:00 and 17:00 from Monday to Friday. However this can vary from bank to bank.

#### **Cash Machines**

A cash machine is located in the Galleria and does not charge for withdrawals.

#### **Delegate Materials**

A name badge will be provided on arrival to the congress upon presentation of the relevant registration documents. The name badge must be worn at all times and is to be visible both inside the meeting

rooms and sessions, as well as at all events organised during the meeting, including the supporting social programme.

### **Electricity**

The British power supply is single phase 230 volts at 50 Hertz. Power sockets in the UK require a standard British three pin plug. If these are different from the ones used in your country, you will need a socket converter/ plug adaptor.



### **Insurance**

Participants are advised to provide their own personal travel insurance.

### **Internet**

Complimentary Wi-Fi is available for all attendees of ISoP 2017. The complimentary Wi-Fi is intended for basic browsing only. If you require internet connection at your stand it is recommended that you purchase a dedicated connection from the venue.

### **Lunch and Coffee Breaks**

Day	AM Coffee Break	Lunch	PM Coffee Break
Monday 16 <sup>th</sup> October	10:30 – 11:00	13:00 – 14:00	16:00 – 16:30
Tuesday 17 <sup>th</sup> October	10:45 – 11:15	13:00 – 14:00	16:00 – 16:30
Wednesday 18 <sup>th</sup> October	10:50 – 11:20	13:15	

### **Meeting Language**

The official meeting language will be English. All submitted abstracts, general correspondence and conference sessions will also be in English.

### **VAT Information**

The VAT rate in the United Kingdom is applied to most goods and services. VAT is chargeable at the current prevailing rate. The meeting organisers cannot be held responsible for any personal damages or losses.

## Exhibitor Information and Deadlines

### Logo and Company Profile

A copy of your logo will be required at the time of confirming your package at ISOP 2017 for the organisers to upload onto the interactive floorplan on our website.

A description of your product and/or services (company profile) limited to 75 words or less will be required no later than Friday 18<sup>th</sup> August in order to be inserted in the final programme book. Your profile will also be included on the website's interactive floorplan, so please do send this to as early as possible to ensure maximum exposure prior to ISOP 2017.

Item	Format	Deadline
Logo	JPEG and eps format	ASAP
Company Profile / Exhibitor Listing	Company name / Contact telephone number / Email address / Website url / Logo / 75 word profile	Friday 18 <sup>th</sup> August

### Delegate Bag Inserts

For those sponsorship opportunities that include an insert into the delegate bag - please provide a minimum of 500 delegate bag inserts. The inserts must be finished or folded to no bigger than A4. The insert can be printed either single or double sided and should be printed in English. The sponsor is responsible for the production and delivery of the inserts directly to:

Conference Partners

ISOP 2017 Conference - Delegate Bag Inserts

Peter House

Oxford Street

Manchester

M1 5AN

Delivery must be made by Friday 6 October 2017.

Item	Format	Deadline
Delegate bag insert sent to conference partners	Finished insert no larger than A4	Friday 6 <sup>th</sup> October



## Exhibition Guidelines

### Accessibility

ISO P 2017 is committed to making its conference and exhibition accessible to all audiences. Please ensure that your stand is designed to ensure that it is not unreasonably difficult for a disabled person to access as required by the Disability Discrimination Act 1995.

### Alcohol

Exhibitors are reminded that the legal drinking age in the United Kingdom is 18.

### Animals

No animals other than guide and hearing dogs are permitted onsite.

### Audio Visual

All audio visual enquiries for exhibition stands can be requested directly from the ACC Liverpool. Contact: [justine.gilbert@accliverpool.com](mailto:justine.gilbert@accliverpool.com)

### Car parking

Once your unloading has been completed, you will be required to remove your vehicle from the loading bay to be parked off site, There is a multi-storey car park adjacent to the venue which costs £15.00 per 24 hours.

### Carpet

Hall 2 is carpeted with grey carpet.

### Catering

In order to comply with licensing regulations any food, refreshments or alcohol you wish to offer from your stand must be purchased from the official venue caterers.

Contact: [hdowney@centerplate.co.uk](mailto:hdowney@centerplate.co.uk)

### Children

Under no circumstances will children under 16 be allowed into the exhibition halls during build-up, breakdown.

### Cleaning

The exhibition hall will be cleaned nightly during the open period of the event; this incorporates vacuuming of floor areas. Please note that this does not include cleaning of exhibits or other stand surfaces.

### Cloakroom

There is a cloakroom located on the galleria in the BT Convention Centre. There is a charge of £1.00 per item.

### Conduct of Exhibitors

The organisers reserve the right to stop any exhibitor activity that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the exhibition.

Any exhibitor using audio/video content in their stand for the purpose of demonstrating equipment or services agrees that such content shall be appropriate for a general audience, and agrees to refrain from using content that may be considered offensive.

### **Contractor Badges**

Contractors wishing to access the hall during build-up, breakdown and show days will be issued with a contractor badge.

### **Copyright**

Exhibitors shall not display, perform, or otherwise reproduce any copyrighted work of another without the express written consent of the copyright owner. The term "Copyrighted Work" includes literary works, musical compositions and performances, phonographs, audiotapes, videotapes, motion pictures, photographs, graphics, and all other works covered under the European Directive on Copyright protection.

### **Deliveries**

Please ensure you are present at the ACC to receive your shipments, the Organisers cannot take any responsibility for any delivery or for shipments being turned away for any reason. Deliveries made outside of tenancy will not be able to access the loading bay and will be turned away. The exhibition will take place in Hall 2 and please ensure you use Loading Bay 2.

All deliveries to the venue should be clearly marked as follows:

Recipient Name and Contact Number  
ISO P 2017 (15th – 18th October 2017)  
Exhibition Hall 2  
Stand Name/Number (if applicable)  
Loading Bay 2  
BT Convention Centre (ACC) Liverpool  
Kings Dock  
Liverpool Waterfront  
L3 4FP  
(Please note Sat Nav Postcode L3 4BX)

### **Dilapidation Charges**

You are responsible for making good, any damage caused to the fabric of the exhibition buildings, by you, your agents or contactors. It is in your own interest to satisfy yourself as to the condition of your site before dressing of your stand and again after its clearance. The organisers will pass to the exhibitor any charges for damage to the exhibition halls caused by exhibitors.

### **Disclaimer**

Conference Partners International, as the Conference Secretariat, and ISO P 2017 have no liability for the act of any supplier to this meeting, nor liability for: personal injury, the safety of any attendee while in transit to or from the meeting, for any loss or damage, for delays in transport by air, sea, rail, road, weather, in case of strikes, sickness, war or other causes.

### **Dismantling**

The exhibition breakdown will commence from 14:00 – 18:00 on Wednesday 18<sup>th</sup> October, literature, pop up stands and promotional items can be packed away during this period. Under no

circumstances should you commence breakdown prior to this time, nor before all delegates have left the exhibition hall. Please do not leave any goods or equipment on the stand. The organisers cannot be held responsible for the loss. All goods must be cleared by 18:00 on Wednesday 18<sup>th</sup> October.

### **Emergency Procedures**

In the event of an emergency at the ACC Liverpool the Public Address system will sound with the following message:

**“Attention please – attention please! We have an emergency within the building.  
Please leave by the nearest available exit! Do not use the lifts!**

In the event of an evacuation of the Convention Centre, all delegates, exhibitors’ and organisers are requested to muster on the piazza area outside the Jury’s Inn. This is necessary so that we can readily contact everyone to return to their building when the emergency is over.

Delegates with access requirements will be guided to the nearest refuge point by a venue steward, where they will receive further assistance.

No one is to return to the building until official announcements have been made by the ACC Liverpool.

### **Exhibitors Listing**

A description of your product and/or services limited to 75 words or less and a copy of your logo will be required on receipt of your signed contract and deposit.

### **First Aid**

First aid assistance may also be obtained via any member of the security staff or the organiser.

Please DO NOT contact the ambulance service directly. A member of security staff will call if required.

Any accidents that take place in the halls must be reported to the organiser’s office or the first aid point.

### **Gangways and Open Spaces**

Exhibitors are not permitted to display exhibits in such a manner as to obstruct gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and breakdown periods. Any exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have their stand closed by the exhibition organisers at the exhibitor’s expense and risk.

### **Health and Safety**

All exhibitors must complete and submit a risk assessment pre tenancy:

All forms must be submitted by Friday 18<sup>th</sup> August 2017 to [isop2017@conferencepartners.com](mailto:isop2017@conferencepartners.com)

The ACC Liverpool also requested that you review the E-Guide as this is industry standard that they operate from: [http://www.aev.org.uk/files/eguide\\_august\\_2015\\_clean\\_copy\\_with\\_new\\_logos.pdf](http://www.aev.org.uk/files/eguide_august_2015_clean_copy_with_new_logos.pdf)

### **Internet**

All Internet enquiries for exhibition stands can be requested directly from the ACC Liverpool, using the appropriate form. All ordering, payment and logistics should be co-ordinated directly with the venue.

### **Insurance**

All exhibitors should be aware of the need for adequate insurance cover. Whilst we take every precaution to protect your property during the event, we cannot be held responsible for any loss or damage and we strongly advise you to check your own insurance policy to ensure you are adequately covered. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

For further information or advice, please contact:

Hiscox

Marion Rankin

Tel: +44 (0)141 339 7260

Email [marion.rankin@hiscox.com](mailto:marion.rankin@hiscox.com)

Website: <http://www.hiscox.co.uk/events>

### **Liability**

The organisers will endeavour to protect exhibition property while on display at the exhibition. However, it must be clearly understood that the management of the venue and the exhibition organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever.

Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the exhibition organisers against all claims and expenses arising there from.

In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the exhibition organisers find it necessary to change the dates of the exhibition or vary the hours the exhibition is open, the exhibition organisers shall not be liable for any expenditure, damage or loss incurred in connection with the exhibition. The exhibition organisers shall further not be liable for any loss that the exhibitor or exhibition contractors may incur owing to the intervention of any authority which prevents or restricts the use of the premises or any part thereof in any manner whatsoever.

### **Lost Property**

If you have lost something or if you wish to hand in anything that you have found, please go to the information centre located in the main concourse.

### **Music**

Persons wishing to broadcast music, whether live or from tapes or discs on stands or other areas, are advised that they will require a licence for the performance of music from The Performing Rights Society Limited (PRS), which has rights under The Copyright Designs & Patents Act 1988.

Any person wishing to have music broadcast must inform the organisers. The exhibitor will be required to pay all fees due to The Performing Rights Society Limited (PRS) Copyright House, 29-33 Berners St, London W1T 3AB.

**Noise**

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organisers.

**Public Address**

The public address system is provided for the use of the organisers and is not available to exhibitors or visitors except in emergencies.

**Publicity Material**

Any publicity material shall ONLY be displayed and/or given away from the exhibitor's own stand.

Leaflets displayed at any other point throughout the premises will be removed or destroyed by the exhibition organisers.

Projected images, however generated, may not play onto aisles or onto other stands.

**Removal of Exhibits**

No dismantling may begin before the published breakdown times on the final day of the exhibition. Exhibitors are responsible for notifying their stand personnel of this regulation. In fairness to all exhibitors, this regulation will be uniformly enforced to all exhibitors. Any stands that are not broken down by the published timings will be charged for breakdown and disposal costs incurred by the organisers.

**Responsibilities**

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or inactions) do not give rise to accidents, injuries or unsafe working environments; you should provide proper information, instruction and training and supervise all parties throughout the event. You should also check that any contractors, suppliers, agents, etc. which you may have contracted have a health and safety policy, applicable to the exhibition environment.

The organisers wish to stress the importance of a CONSTANT CHECK being made on the contents of your exhibit stand to see that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled – inform the organisers or a member of the convention centre staff.

**Restocking and Servicing of Exhibits**

All restocking and servicing of exhibits must be completed prior to the exhibition opening each day, exhibitors will be given entry to the exhibition 30 minutes prior to the published opening time to complete such activities. No restocking will take place during published show open times.

**Security**

Exhibitors are requested to be vigilant whilst onsite at the event and to report any suspicious behaviour or unattended items to the organisers or ACC staff.

For security reasons it is strongly recommend that any small and/or attractive items are kept under constant supervision, removed each evening and that suitable insurance coverage is arranged for your

stand. Please take special care of laptops and mobile telephones – do not leave these items unattended at any time.

Exhibitors are advised to remove all portable items and valuable items immediately on closure of the event and not leave their stand unattended until all such items are clear. The organisers and the ACC Liverpool cannot be held responsible for any items that go missing during the event.

### **Shipments**

Shipments sent directly to the venue must only arrive during the official move-in times, which are:

- Sunday 15<sup>th</sup> October, between 14:00 – 18:00

### **Smoking**

Please note that smoking is not permitted anywhere inside the premises under UK law.

### **Stand Construction and Decorating**

All exhibition displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors,

Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

Exhibitors are not permitted to drill, paint, break or attach anything to the floor, walls, ceilings, columns or stairs of the venue with nails, screws, glue, adhesive tape or other means of attachment.

### **Storage**

There is no onsite, pre-event, during or post event storage available at the ACC Liverpool

### **Table Top Stand inclusions**

Included in 1x table top stand is:

- 6 ft clothed trestle table
- 2 x chairs
- 1 x power socket
- Free Wi-Fi
- Two stand personnel passes, extra passes can be booked at a rate of £100 each.
- This includes access to the exhibition area only, name badge and conference programme

### **Use of Rented Space**

The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated here above must be respected both for physical and visual devices (e.g. lasers, gobos, etc.).

### **Welcome Pack**

Exhibitors will receive a welcome pack which will include organisers' onsite contact details. This will be delivered to each stand on 16<sup>th</sup> October.

## **Exhibition Guidelines**

The Terms and Conditions contained in this License shall be deemed to form part of any contract made between APPLICANTS for stand space (hereinafter called 'Exhibitor') on the one part and THE ORGANISER having its registered office at Conference Partners International Ltd., Exchange Place 2, 5 Simple Street, Edinburgh, EH3 8BL (hereinafter called "Organiser") of the other part.

- (a) The Organisers empowered to grant Licences to Exhibitor's for stand space.
- (b) The grant of a Licence for stand space to an Exhibitor shall be subject to and upon the terms and conditions and the Rules and Regulations as herein set out.

### **1.00 - DEFINITIONS**

In this Licence and in these Rules and Regulations, the expressions which appear in the Definitions Schedule hereto shall have the meanings ascribed to them thereto.

### **2.00 - LICENCE**

#### 2.1 Grant of Licence

The Organiser HEREBY GRANTS to the Exhibitor for the Licence fee stated in the Space Application Form and outlined in Clause 6 below the Licence set forth in Clause 2.2:

2.2 The Exhibitor shall have the exclusive right to stand space at the Exhibition in the position shown in the floor plan subject to the provisions of clauses 4.3 to 4.6 hereof inclusive.

The Licence shall be for the period specified in the Space Application Form. The Exhibitor shall be a Licensee only and shall not have any estate, right or interest in the said stand space or any part thereof nor shall the relationship of Landlord and Tenant exist or arise or be deemed to exist or arise between the parties.

2.3 The Exhibitor shall have the right to market, promote, display and sell any of its products at the Exhibition which products shall have been first approved by the Organiser upon the application by the Exhibitor in the Space Application Form for the grant of the Licence.

2.4 The Exhibitor shall have the right to market, promote, display and sell any other products at the Exhibition whether as agent, distributor or otherwise, PROVIDED HOWEVER that the name or names of the said agent, distributor or otherwise on behalf of whom the Exhibitor wishes to market, promote, display and sell products shall be stated upon the Space Application Form by the Exhibitor.

2.5 The Organiser shall have the absolute right to require an Exhibitor to remove any products or exhibits at the Exhibition which have not previously been approved by the Organiser in accordance with Clause 2.3 and 2.4 hereof.

2.6 The Organiser shall have the absolute right to refuse an application for the Grant of a Licence for stand space at the Exhibition.

### **3.00 – EXHIBITORS' OBLIGATIONS**

#### 3.1 Obligations of the Exhibitor

The Licence granted herein is subject in all respects to and must be exercised in accordance with the rules and regulations of the Exhibition as herein set out.

#### 3.2 Public Authorities etc.

The Exhibitor shall comply with the requirements of all Public Authorities and the owners of the Exhibition premises.

#### 3.3 Insurance

The Exhibitor shall effect and maintain at all times throughout the period of the Licence in an Insurance Office of repute the insurance cover specified at Clauses 3.4 and 3.5 hereof.

#### 3.4 Third Party Claims

The Exhibitor shall indemnify and hold harmless the Organiser with respect to all claims of, and liability to, third persons for injury, death, loss, or damage of any type arising out of or in connection with, the exercise of the Licence howsoever arising.

#### 3.5 Exhibitors Staff & Exhibits at the Exhibition

The Exhibitor shall indemnify and hold harmless the Organiser with respect to all claims of, and liability to servants, agents, invitees or licensees of the Exhibitor howsoever caused and for the loss of or damage to Exhibits or to other property of the servants, agents, invitees or licensees of the Exhibitor, howsoever caused and shall maintain in force throughout the period of the Licence reasonable adequate insurance against the foregoing claims, loss and damage which the Exhibitor is obliged to insure against under this clause.

#### 3.6 Exhibitor to Produce Policies of Insurance

The Exhibitor shall produce to the Organiser on request the policies in relation to the insurances specified in clauses 3.4 and 3.5 above together with evidence of payment of the premium in respect of the said policies.

#### 3.7 Exhibitor to Notify

The Exhibitor agrees to provide prompt notice to the Organiser of any such claims which shall arise under clause 3.4 and 3.5 above.

#### 3.8 Conduct of Exhibitors

The Exhibitor shall ensure that the stand is open to view and staffed by competent representatives during Exhibition hours. In the event of an Exhibitor failing to open the stand or to uncover Exhibits the Organiser may do so or arrange for the stand and Exhibits to be removed and the Exhibitor shall be liable for the costs and expenses incurred by the Organiser in respect of same.

3.9 The Exhibitor shall provide samples of products which are to be promoted and sold where appropriate and upon request to establish and confirm the quality, style and appearance of the products is in accordance with the standards set from time to time by the Organiser.

3.10 The Exhibitor shall ensure that the products promoted or sold where appropriate shall be of a high standard and not less than the quality, style and appearance of the approved samples stated at Clause 3.9 above.

3.11 The Exhibitor, its servants, agents, invitees or licensees shall conduct themselves in a proper manner and shall not cause any nuisance or disturbance to any other Exhibitor or Exhibitors, employee or visitor or to the Organiser. Any person failing to behave himself in a proper manner may be removed from the Exhibition premises and refused re-admission during the period of the Exhibition.

3.12 The Exhibitor shall conduct its business only from its own stand and shall not, under any circumstances carry on business in any other part of the Exhibition premises.

#### 3.13 Damage to Buildings

The Exhibitor shall not cause or permit any damage to the Exhibition premises or any part thereof or to any of the fixtures and fittings therein, and any such damage occurring during the Licence period in breach of its regulation shall immediately be made good by the Exhibitor, who shall reimburse the Organiser for such sums. Without derogating from the generality of the foregoing, no nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the Exhibition premises.

#### 3.14 Fire Precaution

The Exhibitor shall not do or permit any act to be done (upon the Exhibition premises) which may endanger the safety or stability of the premises, which may make void or voidable any insurance policy of the owners of the Exhibition premises and shall comply with the requirements of the Fire Officer or other relevant authority.

The Exhibitor shall observe the following provisions:

##### (i) Fire Proofing

All display materials shall be made from fire proofed materials to the satisfaction of the Fire Authorities. Cloth materials used in the decoration of stands must be non-flammable and stretched against solid backing.

##### (ii) Counter Backs and Curtains

Curtains shall be cut off at least 6 inches clear of the floor.

##### (iii) Inflammable Goods



The Exhibitor shall not store or place any inflammable dangerous or explosive substance, liquid or gas upon the Exhibition premises, but celluloid or articles mainly consisting of that material may be shown in glass show cases or otherwise protected from risk in an approved manner

(iv) Naked Lights

No naked lights or lamps may be used during the period of the Exhibition or the periods of fitting up or dismantling, except where permission is given in writing by the Organiser after obtaining approval of the Local Authorities and owners of the Exhibition premises.

(v) Fire Extinguishers

An Exhibitor demonstrating shall erect in a permanent position on the stand an approved pattern fire extinguisher of two gallon capacity, complete with full working instructions and shall also be responsible for ensuring that at least two persons on the stand are familiar with and understand the use of such extinguisher, and are acquainted with the position of the nearest fire alarm station at the Exhibition premises.

(vi) Breach of Fire Precaution

An Exhibitor committing a breach of any of the foregoing clauses shall indemnify the Organiser for all claims, losses and damage caused in respect thereof.

### 3.15 Stand Cleaning and Aisles

The Exhibitor shall keep the aisles in front of the stand free from obstruction and ensure that the stand is maintained in a clean and tidy state throughout the Exhibition hours.

### 3.16 Operating Machinery or Exhibits

(i) Moving machinery shall, at the expenses of the Exhibitor, be installed and protected to the satisfaction of the Organiser and the owners of the Exhibition premises. If such machinery shall, in the opinion of the Organiser, be too noisy or cause annoyance to other Exhibitors or to visitors, it shall be switched off on request by the Organiser.

(ii) No motors, engines, furnaces, contraptions or power driven machinery may be exhibited in operation without adequate protection against fire risk and without the written permission of the Organiser. Such permission may be withheld or withdrawn at any time should such operating exhibits be of a nature likely to cause danger, annoyance or inconveniences to other Exhibitors or visitors.

(iii) Safety devices may be removed only when the machines are not in operation and not connected to the source of power and only for the purposes of showing a visitor the design and construction of the uncovered part or parts. In such a case, however, the safety devices which are removed must be placed immediately beside the machine.

### 3.17 Advertising

(i) All hand bills advertisements, photographs and printed matter are subject to the approval of the Organiser and the Exhibitor shall not paste or otherwise affix, exhibit or distribute advertisements anywhere in the building except on or from the Exhibitor's own stand.

(ii) The Exhibitor shall fully and effectively indemnify the Organiser against all costs claims, demands, proceedings and losses whatsoever made against or incurred by the Organiser as a result of the Exhibitor exhibiting or advertising any goods or service at the Exhibition.

### 3.18 Cinematography. Displays and Amplifiers

Cinematography, photographic slides, radio, television, video tapes, tape recorders, gramophones or any form of sound amplification may not be used without the written consent of the Organiser and subject to the following conditions:

(i) Only non-inflammable film must be used and the project housing and covering must be of non-inflammable material in accordance with the requirements of the Local Authorities and the owners of the Exhibition premises. Where sound film is used, adequate sound proofing must be carried out and any seating must be in accordance with the Local Authority regulations.

(ii) Details of final arrangements must be submitted to the Organiser for approval not later than one month before the opening day of the Exhibition and before any work is put in hand. The Organiser will not give permission for any installation which, in its opinion, may either cause annoyance to neighboring Exhibitors or render the main

public address system in the Exhibition premises inaudible. Should the Organiser consider the sound to be excessive, the Exhibitor undertakes to reduce the volume to an acceptable level or switch off completely if required.

#### 3.19 Sales Promotion

(i) All efforts to advertise, promote sales and operate Exhibits must be conducted so as not to cause any annoyance or inconvenience to other Exhibitors and visitors.

(ii) All solicitations (in person or by any sound process) above the ordinary speaking tone of voice, any practice resulting in a complaint from an Exhibitor or visitor, which, in the opinion of the Organiser, exposes them to annoyance or danger, are expressly prohibited.

### **4.00 – ORGANISERS’ OBLIGATIONS**

#### 4.1 Obligations of the Organiser

The Organiser shall use its best endeavour to obtain wide media exposure for the Exhibition. The Organiser shall not be held responsible for the failure of all or any other contracted exhibitor to attend the Exhibition or the failure of any number of attendees to attend the Exhibition for any reason beyond the reasonable control of the Organiser.

#### 4.2 Stand Space

The Organiser shall provide the stand space granted by the Licence and defined by the floor plan, subject to the provisions of 4.3 to 4.6 hereof inclusive.

#### 4.3 Alteration of space allotted

The Organiser shall have the right at any time and from time to time to make such alterations on the Floor Plan of the Exhibition as may in its opinion be necessary in the best interests of the Exhibition and may alter the shape, size or position of the space allowed to the Exhibitor. PROVIDED HOWEVER that if as a result of any such alterations by the Organiser the space allocated to an Exhibitor shall be reduced from the space originally allotted in the Floor Plan allowance will be made to the Exhibitor proportionate to the amount of space reduced. No alteration to the space allotted will be made in such a way as to impose any increase in the Licence fee payable by the Exhibitor.

#### 4.4 Occupation and Completion of Site

The Exhibitor, its servants, agents, employees and contractors may enter the Exhibition premises for the purpose of erecting the stand and preparing Exhibits during the buildup period of the Exhibition allowed by the Organiser. The Exhibitor undertakes that the site or stand will be ready, occupied and all Exhibits installed and arranged thereon for displays and all arrangements in connection therewith completed by 16:00 on the evening before the opening of the Exhibition and Welcome Reception

4.5 The Exhibitor shall not be permitted to erect or occupy a stand or site until the Licence fee is paid. If an Exhibitor shall default in payments of the Licence fee, the Exhibitor shall be prohibited from occupying the site or stand and the stand or site shall be reallocated to a third party. The Exhibitor shall be liable for any expenditure incurred by the Organiser together with all losses incurred by the Organiser by reason of the Exhibitors failure to pay the Licence fee or any part thereof.

4.6 All exhibits and property of the Exhibitor must be removed from the Exhibition premises prior to the expiry of the Licence period. The Organiser shall have the right to remove and dispatch such Exhibits and property (at the risk and expense of the Exhibitor) to the address of the Exhibitor stated herein in the event of the Exhibitor failing to comply with this condition.

### **5.00 - TERM**

5.1 This Licence shall commence on the date specified in the Space Application Form.

### **6.00 - LICENCE FEE**

6.1 The Exhibitor shall pay to the Organiser the Licence fee together with Value Added Tax there on in the manner following:

(i) 100% of the Licence fee upon the acceptance by the Organiser of the completed Space Application Form.

If the Exhibitor shall default in making any of the said payments, the Licence shall be terminated forthwith by notice in writing from the Organiser to the Exhibitor. All sums paid shall be forfeited and the balance of the Licence fee shall become due and payable forthwith. Such termination shall not prejudice any rights or claims by the Organiser against the Exhibitor in respect of any antecedent breach.

#### **7.00 - TERMINATION**

7.1 This Licence shall be terminated with immediate effect in the event that the Exhibitor shall commit a material breach of any of its obligations hereunder and shall not remedy such breach (if the same is capable of remedy) within 8 hours of being required by written notice so to do. For the avoidance of doubt it is hereby expressly agreed that breaches for which the Organiser shall be entitled to terminate this Licence forthwith on notice to the Exhibitor shall include without being limited thereto the following:

- (a) If he acts in bad faith or otherwise engages in any conduct seriously prejudicial to this Licence, or the Organiser, or
- (b) If he is guilty of fraud or misconduct,
- (c) If he, being an individual, becomes bankrupt or being a Company ceases to carry on business, has a receiver or administrator appointed over all or any part of its assets or undertaking, enters into any composition or arrangement with its creditors or takes or suffers any similar action in consequence of a debt or other liability, or undergoes any process analogous to the foregoing in any jurisdiction throughout the world.
- (d) If the Exhibitor becomes involved in a trade or industrial dispute whether such action is official or otherwise, the Organiser reserves the right to close without notice the stand or stand space that is involved either directly or indirectly in the dispute and to restrain the Exhibitor from occupying the stand space before, or for part or for the duration of the Exhibition and to terminate this Licence. The Organiser in such an event shall not be liable for any loss or damage consequential or otherwise occasioned by such action or shall not be liable to pay any compensation or refund any monies to the Exhibitor involved in the trade or industrial dispute.

7.2 All sums paid by the Exhibitor to the date of termination shall be forfeited and the balance, if any, due hereunder shall be payable forthwith. Termination of this

Licence shall operate without prejudice to any rights which may have accrued to either party hereunder.

7.3 The Exhibitor shall be entitled to terminate this Licence in the event of cancellation of the Exhibition but not otherwise.

#### **8.00 - CANCELLATION AND POSTPONEMENT OF EXHIBITION**

8.1 If the Exhibition is abandoned by an event of force majeure (more particularly defined at clause 10.3 hereof) or if the Exhibition premises shall become wholly or partially unavailable for the holding of the Exhibition for whatsoever reason, not within the control of the Organiser, whether ejusdem generis or not, the Organiser at its entire discretion may repay the licence fee paid by the Exhibitor, or part thereof, but shall be under no obligation to repay the whole or part of such rental and 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 a result of the happening of any such events.

#### **9.00 - LIMITATION OF LIABILITY**

9.1 Notwithstanding anything in this Licence to the contrary insofar as the Exhibitor may have any claim from damages against the Organiser at law, the same shall preclude damages for indirect or consequential loss and in the case of the other damage to which legal liability is established subject to the terms of this Licence the Organisers liability shall be limited to:

9.2 The repayment of all sums then paid to the Organiser by the Exhibitor which have not already been spent or incurred or accrued by the Organiser so that it cannot avoid such expenditure without itself being in breach of contract.

9.3 Return all Exhibitor products not consumed or which have not been legally committed to be consumed so that such consumption cannot be avoided by the Organiser without itself being in breach of contract.

#### **10.00 - FORCE MAJEURE**

10.1 If by any reason of any event of force majeure either of the parties to this Licence shall be delayed in or prevented from, performing any of the provisions of this Licence then such delay or nonperformance shall not be deemed to be a breach of this Licence and no loss or damage shall be claimed by either of the parties hereto from the other by reason thereof.

10.2 Should the exercise of the rights and obligations under this Licence be materially hampered, interrupted or interfered with by reason of any event of force majeure, then the obligations of the parties shall be suspended during the period of such hampering, interference or interruption consequent upon event or events and shall be postponed for the period of time equivalent to the period or periods of suspension, and the parties hereto will use their best endeavours to minimise and reduce any period of suspension occasioned by any of the events aforesaid.

10.3 The expression "an event of force majeure" shall mean and include fire, flood, casualty, lock-out, strike, labour disputes, industrial action of any kind, unavoidable accident, break down of equipment, national calamity or riot, act of God, the enactment of any act of ISOP 2017 or the act of any other legally constituted authority, any cause of event arising out of attributable to war, or any other cause or event (whether of a similar or dissimilar nature) outside the control of the parties hereto other than a shortage or lack of money.

#### **11.00 - GENERAL PROVISIONS**

##### **11.1 No Assignment**

The Exhibitor may not assign the benefit of this Licence without the prior consent in writing of the Organiser.

##### **11.2 Copyrights, Patents, Trademarks, Passing Off**

The Organiser shall not be liable for any damages to the Exhibitor, its servants or agents may sustain in respect of the infringement of any of its copyrights, patents or trademarks arising out of its participation in the Exhibition. It shall be a matter for the Exhibitor to protect new inventions or designs before exhibiting same. The Organiser shall not be liable for any damages the Exhibitor, its servants or agents may sustain as a result of a Passing Off by another Exhibitor in the Exhibition. It shall be a matter for the Exhibitor to protect its proprietary rights to its goodwill.

##### **11.3 Payment of Music or Film Royalties**

The Exhibitor shall obtain an appropriate Licence if it proposes to have music or show films on its stand whether for demonstration purposes or otherwise and it shall indemnify the Organiser against any claim for non-payment of Royalties in respect of any sums due to any organisation or body that is empowered to collect Royalties for music or film.

##### **11.4 Rights of the Organiser and Owners of the Exhibition Premises**

The Organiser and owners of the Exhibition premises and those authorised by them respectively shall have the right to enter the Exhibition premises at any time to execute works, repairs, and alterations and for any other purposes.

##### **11.5 Failure of Services**

The Organiser shall use its best endeavours to ensure the supply of the services of the owners of the Exhibition premises or other suppliers and of those mentioned in the Exhibitors Manual, but as the supplies of such services are not within the control of the Organiser, it shall not incur any liability to the Exhibitor for any loss or damage if any such service shall wholly or partly fail or cease to be available nor shall the Exhibitor be entitled to any allowance in respect of sums due or paid under this Licence.

##### **11.6 Administration to the Exhibition**

The Organiser shall have the right in its absolute discretion to exclude or remove from the Exhibition any person whose presence is or is likely to be undesirable and the Organiser may exercise such rights notwithstanding that any person is the servant or agent of the Exhibitor or otherwise in any way connected or associated with the Exhibitor.

##### **11.7 Construction and erection of stands and offices**

#### Shell Stands

(a) Where Shell stands are provided by the Organiser, they shall be in accordance with the specification and conditions governing all additional constructional work contained in the Exhibitors Manual.

#### Space only sites

(b) All stands on space only sites shall be subject to the prior approval of the Organiser which must be obtained at least 28 days prior to the commencement date of the Exhibition. (c) The Organiser shall have the right to issue an official catalogue. The Organiser shall not accept responsibility for any omissions, misquotations or other errors which may occur in the compilation of the catalogue.

#### 11.8 Notices

Notices given hereunder or to be served by either of the parties hereto on the other may be made by delivering same by hand or by sending the same through the post in a pre- paid letter addressed to the relevant party hereto at its respective address aforesaid. If delivered by post shall be deemed to be served on receipt and in any event no later than 5 working days after the time of posting and in proving such services, it shall be sufficient to show that the letter containing the notice was properly addressed, stamped and put into the Post Office. If delivered by hand, it shall be deemed to be served when handed to the other party

#### 11.9 No Variation

The term of this Licence shall not be varied nor the Licence terminated orally and none of the terms hereof shall be deemed to be waived or modified except by an express agreement in writing signed by the party against whom such waiver or modification is sought to be enforced.

#### 11.10 Licence and Rules and Regulations

This Licence and the Exhibitors manual constitutes the entire agreement between the parties regarding the subject matter hereof as at the date hereof all prior understanding (oral or written) if any having been superseded thereby.

#### 11.11 General Lien

All Exhibits are subject to a General Lien in favour of the Organiser for all sums whether for unpaid Licence fees or otherwise due from an Exhibitor to the Organiser.

#### 11.12 Waiver

A waiver by the Organiser of any breach by the Exhibitor of any of the terms and conditions contained in this Licence or of any of the Rules and Regulations herein contained or the acquiescence of the Organiser in any act (whether of commission or omission) which but for such acquiescence would be a breach as afore said, shall not constitute a general waiver of such terms, provision, condition, rule, regulation of or any subsequent act contrary thereto.

#### 11.13 Governing Law

This Licence and the Rules and Regulations contained herein shall be governed by and construed in accordance with the laws of the United Kingdom and each of the parties hereto irrevocably submits to the non-exclusive jurisdiction of the High Court of the United Kingdom.

### **12.00 - PAYMENT TERMS**

12.1 Payment by the Exhibitor will be due in full upon receipt of invoice. If full payment is not received and cleared by the day prior to build the Organisers reserve the right to refuse the Exhibitor access to their allocated stand / stand space until payment is received and cleared in full.

### **13.00 - EXHIBITOR CANCELLATION**

13.1 Cancellation by the Exhibitor will only be effective if sent by mail to the Organiser at its address on the Order Form. In the event of cancellation, the Organiser may arrange for the space to be provided to another exhibitor and the following cancellation charges will apply:

- Cancellation notice received prior to the date 6 months before commencement of the Exhibition: 40% of payment due.

- Cancellation notice received on or after the date 4 months before commencement of the Exhibition: full payment due.

## **SCHEDULE**

### **Definitions**

“Exhibit”	the property of the Exhibitor which is used for the Promotion of the Exhibitors Products;
“Exhibition premises”	the Premises referred to in the Space Application Form;
“Exhibitors manual”	the manual provided for each Exhibitor;
“Floor Plan”	the stand space defined in the Plan contained in the Exhibitors manual;
“Insurance”	the insurance to be taken out by the Exhibitor for the benefit of the Exhibitor and the Organiser covering third party claims and the Exhibitors staff and Exhibits at the Exhibition;
“The Licence”	the Exhibition Licence granted by the Organiser the Exhibitor for the Period specified in the Space Application Form;
“Licence Fee”	the fee Payable by the Exhibitor and stipulated in the Space Application Form;
“Product”	the Products and services displayed by the Exhibitor;
“Rules and Regulations”	the rules and regulations contained in this Licence; “Space Application Form” the form to be completed by the Exhibitor when applying to the Organiser for a Licence for stand space;
“Stand/Stand Space”	the stand space provided in accordance with the floor plan as defined in the Exhibitors manual.