



Wool: the natural fibre for a man-made world

9th November, BRE, Watford

Exhibition contract

E: events@bre.co.uk or fax back to +44 (0) 1923 664097

EXHIBITING COMPANY

COMPANY NAME _____

CONTACT NAME _____

ADDRESS _____

TOWN _____ POSTCODE _____

COUNTRY _____

TELEPHONE _____ FAX _____

EMAIL _____

COST OF EXHIBITION SPACE IS £400 + VAT and includes

- 3m x 2m exhibition space
- 1 table for display literature
- 2 chairs
- 1 power supply
- 2 conference passes

PAYMENT

IF YOU WOULD LIKE A VAT RECEIPT, PLEASE TICK BRE VAT NUMBER IS GB 689 9499 27

BY CREDIT/DEBIT CARD VISA/DELTA/MASTERCARD/EUROCARD/SWITCH*

_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/ EXPIRY DATE /____/____/ /____/____/

SECURITY CODE (3 digit number on the reverse of card) /____/____/____/

*For Switch, please also include Start date: /____/____/ /____/____/ and Issue number: /____/____/

BY CHEQUE Made payable to BRE (cheques must be in UK pounds (£) drawn on a UK bank)

BY BACS Bank details are as follows:

Bank name: Barclays Bank plc, Level 28, 1 Churchill Place, Canary Wharf, London, E14 5HP
 Account name: Building Research Establishment Ltd
 Account number: 00606758
 Sort code: 20-65-63
 Please use senders ref: CV4073

BY INVOICE Purchase order number _____

Invoice address (if different from above _____

NOTES

1. Each display area is 3 metres wide by 2 metre deep, 2 chairs,1 table and power supply. No shell scheme will be provided.
2. All prices exclude VAT
3. For conditions and terms of payment please read the exhibition policies as outlined overleaf
4. Allocation of stands are strictly on a first-come, first-served basis on receipt of a signed form and are subject to availability. BRE's decision is final.

By signing I confirm I agree with the exhibition and payment policies as outlined here and overleaf.

Date Signature _____ Print name _____

Company _____

TERMS AND CONDITIONS FOR HIRE OF EXHIBITION SPACE AT WOOL: THE NATURAL FIBRE FOR A MAN-MADE WORLD, 9 NOVEMBER 2010

1 Definitions

1.1 In these Terms

'BRE' means Building Research Establishment Limited (registered in England, No. 3319324), whose registered office is at Garston, Watford, Hertfordshire, WD25 9XX and the 'Exhibitor' means the person, firm, company or other body hiring exhibition space at 'Wool: the natural fibre for a man-made world' being held at BRE on 9th November 2010

The 'Exhibition Space' means the space allocated to the Exhibitor on the BRE site at Watford

'The agreement' means these terms and conditions and the Exhibitor's acceptance of these

2 Access and use of the exhibition space

2.1 The agreement to hire exhibition space shall be binding on the parties when confirmed in writing by BRE, and shall be subject to these terms and conditions except in so far as they are varied in writing by agreement of both parties

2.2 On any day that the Exhibitor has been granted access to the Exhibition Space, normal access to the premises will be available between the hours of 07:00 and 18:00. Access outside these hours is at the discretion of BRE and will be subject to negotiations between the parties

2.3 Before accessing the Exhibition Space, you must supply the Organisers with the following information

- (i) full names of all persons who are to be given access to the Exhibition Space
- (ii) the company, firm or other body whom each such person represents

2.4 The Exhibitor shall:

- (i) ensure the Exhibition Space is not used for any other purpose other than that agreed
- (ii) ensure that any proposed construction works and/or demonstrations shall comply with all necessary legislation and current regulations, including BRE site regulations
- (iii) ensure that all activities associated with the use of the Exhibition Space, are conducted at all times competently by suitably qualified persons
- (iv) ensure that at the end of the event the Exhibition Space is cleared of all equipment and waste to the satisfaction of BRE
- (v) keep all structures within the specified boundaries. Damage to any part of BRE site will be repaired at the Exhibitor's cost
- (vi) ensure that all personnel involved with the Exhibition Space, wear an official Exhibitor Pass/Contractor Pass at all times whilst on the BRE site
- (vii) ensure that on arrival at BRE, all persons involved with the Exhibition Space, including contractors, report to member of the BRE staff
- (viii) ensure that all contractors and subcontractors in their employ abide with the above

2.5 Any contractor or sub-contractor employed by the Exhibitor in connection with the hire Exhibition Space, must:

- (i) have read, understood and must comply with the BRE site regulations
- (ii) comply with any statutory laws and regulations, any codes of practice and any British Standards or their equivalent relevant to Health and Safety, applicable to the intended works
- (iii) not remove an exhibit before 17:00 on the final day of the exhibition without the consent of a member of the Event team

3 Charges

- (i) The Exhibitor will pay the charges specified in and in accordance with, the terms and conditions contained in the contract. All stands must be fully paid within 30 days of invoice and MUST be paid for prior to the exhibition. Only those exhibitors who have made full payment can be guaranteed an exhibition stand at the event.
- (ii) In the case of non-payment by the date specified, BRE reserves the right to reallocate the reserved stand. The Exhibitor, however, remains bound by their registration contract and will have to pay the full amount, as per the signed contract. Stands will only be placed at the disposal of Exhibitors as soon as they have fulfilled all obligations as stipulated in the contract.

4 Liability

4.1 BRE makes no warranty as to the condition of the Exhibition Space or its suitability for your purpose and accepts to no liability as occupier or otherwise for any loss or damage to property, however caused, sustained by you or any person on any part of the BRE site

4.2 The Exhibitor will be liable to:

- (i) compensate BRE for all damage to or loss of BRE property however caused arising from your use of the Exhibition Space
- (ii) indemnify BRE against all claims and proceedings made or brought against BRE in respect of any personal injury, or damage to, or loss of property and against all costs and expenses reasonably incurred in connection therewith

4.3 Exhibitors should cover their liability by an appropriate insurance policy and provide evidence to BRE that the appropriate Public Liability insurance cover is in place, if requested

5 Cancellation of exhibition space hire

5.1 Any request to cancel the hire of the Exhibition Space must be notified to BRE in writing

5.2 Should the Exhibitor request premature termination of the hire agreement for reasons unrelated to BRE's contractual performance, BRE will be entitled to recover its full costs, including the costs of its sub-contractors and suppliers, related to the use of the Exhibition Space

5.3 In addition, the Exhibitor agrees that BRE will retain:

- (i) 20 per cent of the contract price if the notice of cancellation is received more than two months before the exhibition
- (ii) 50 per cent of the contract price if the notice of cancellation is received between one and two months before the exhibition
- (iii) 100 per cent of the contract price if the notice of cancellation is received less than one month before the start of the exhibition

6 Termination by BRE

BRE reserves the right to terminate this agreement at any time. BRE will not be liable to the Exhibitor for any compensation in respect of the termination. The Exhibitor shall only be entitled to refund of payments made by them to BRE in relation to this contract.

7 Use of material and equipment by the exhibitor

7.1 The Exhibitor shall be responsible at his or her own expense for delivering and removing any materials and equipment to the Exhibition Space that they require in connection with the Exhibitor's use of the Exhibition Space

7.2 If the Exhibitor fails to remove any materials and equipment within the time limits for the exhibition breakdown, BRE shall be entitled without further notice to sell or otherwise dispose of such items and to retain any proceeds of the sale

7.3 Should the Exhibitor be found to have left excessive waste in the Exhibition Space at the end of the contracted hire period, BRE reserves the right to charge the Exhibitor the necessary sum for the proper removal of the said excess waste

7.4 BRE accepts no liability for any damage to, loss or destruction of any materials and equipment brought to the Exhibition Space by the Exhibitor

8 Interpretation and Assignment

8.1 The Exhibitor may not assign, or purport to assign any agreement for the use of the Exhibition Space

8.2 The Contract shall be governed by and constructed in accordance with English Law and the parties hereby submit to the exclusive jurisdiction of the English courts