



Kirklees Business Conference
29th September 2011
Galpharm Stadium, Huddersfield

EXHIBITOR BOOKING FORM

Company Name to show on Website and Name Board:

Contact Name: Mr/Ms/Miss/Mrs/Dr/Prof

Job Title: Contact Address:

Tel: E-mail:

Nature of Business: Purchase Order No:

Company Name & Invoice Address (if different from above):

Please confirm the size of Exhibition Stand you require by ticking the relevant box:

2m x 2m Stand @ £425.00 +VAT

3m x 2m Stand @ £525.00 +VAT

Included in this price is:

- Standex modular shell scheme
- Lunch and tea/coffee for 2 exhibition staff
- 1 x Table & 2 x Chairs (more chairs available on request)
- Dove grey panels
- Cherry red fascia
- Printed name board per stand
- 5ft fluorescent light
- 500 watt socket outlet
- Company biog/logo/link in the 'Exhibition' section of the KBC '11 website
- Wireless Internet Access

Please add your 30 word Company Biog in here (alternatively email to kbc@hillrich.co.uk):

Your website address to link to from Kirklees Business Conference website:

Please e-mail your logo (jpeg - high resolution minimum 300dpi) and 30 word Company Biog to be shown on the Kirklees Business Conference website to: kbc@hillrich.co.uk

Kirklees Business Conference 2011 Exhibitor Terms and Conditions

1 Application for Stand Space

Application for stand space must be made on the organiser's official booking form. Until the completed booking form has been received and accepted by the organiser, the organiser has the right, without giving notice to the exhibitor, to reallocate the stand to another exhibitor and the booking will be null and void.

2 Allocation of Stand Space

Every effort shall be made to allocate to the exhibitor the stand that has been ordered. However, to facilitate an effective layout of the exhibition, and if the organiser believes it to be in the best interest of the exhibition, the organiser has the right to make a stand reallocation at any time with the Exhibitor's consent. **Exhibitors are only permitted to offer product samples/literature/incentives etc in and around their stand location – i.e. exhibitors should NOT walk the exhibition floor handing out any of the aforementioned.**

3 Payment

Confirmation of a booking by an exhibitor for an exhibition stand is required in writing using this booking form. **Payment terms for stands are 30 days net from date of invoice and deposits are non-refundable.** All payments should be made to Hillrich Ltd and an invoice will be released for the amount on receipt of the booking form. **By signing this form, you are agreeing to these payment terms.**

4 Cancellation of Stand Space

If the exhibitor wishes at any time prior to the exhibition to cancel the stand allocated, then written notice must be given to the organiser. The date of cancellation shall be the date the organiser notifies the exhibitor that it accepts the exhibitor's notice. Stand fees are non-refundable.

5 Attendance

The exhibitor acknowledges that the organiser shall not be held responsible for the failure of all or any other contracted exhibitors 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.

6 Cancellation or Change of Location or Date of Exhibition

In the event that by reason of any event outside the organiser's reasonable control (including, without limitation, any strike or other industrial action involving stakeholders' workforce) or the exhibition (or any part thereof) is prevented from being held in a particular location or on a particular date, the organiser shall be entitled at its absolute discretion to cancel, relocate or change the date of all or any part of the exhibition or reduce the planned period for preparation, display or dismantling of the exhibition and in such event any refund of payments to the exhibitor shall be at the absolute discretion of the organiser.

The exhibitor hereby acknowledges that in the event any of the circumstances referred to in this paragraph 6 occurring they shall have no right to any refunds, damages, expenses or any other claims.

In the event that the exhibition (or part thereof) is cancelled by the organiser for commercial reasons, including without limitation, lack of support, then all payments made by the exhibitor to the organiser will be refunded, but the exhibitor hereby agrees that in such circumstances he will have no further claim (whether for damages or otherwise) against the organiser.

7 Loss and Damage

The exhibitor shall be liable for and fully indemnify the organiser against any loss suffered by or damage caused to the premises, its furniture, fixtures and equipment or reputation which may arise as a result of the exhibitor or from items brought onto the premises by the exhibitor, their guests, staff, contractors, agents or otherwise.

The organiser can accept no responsibility for the property of exhibitors or attendees. A cloakroom may be available, but goods are left at the owner's risk without any obligation on behalf of the organiser.

8 Fire Precautions and Health & Safety

All materials used for building, decorating or covering stands or displays must be of a non-flammable material. The exhibitor must comply at all times and immediately with all instructions given by the relevant authorities and/or the organiser to avoid the risk of fire or any other risk. You will be required to complete a risk assessment regarding your exhibition space and what you intend to provide/display there in. Such form to be provided no less than one month before the date of the exhibition. This will be subject to review by the organiser's health and safety officer said, review to be binding on the exhibitor.

9 Insurance

The exhibitor shall carry adequate public liability insurance against personal injury, death, or damage to or loss of property by any cause whatsoever. If proof in writing of such insurance is not received by the organiser from the exhibitor at least one month before the exhibition commences, the organiser, without being under liability to refund or abate any charges paid or due herein, reserves the right to cancel any allocation of stand space to the exhibitor and shall be entitled to re-sell or reallocate such space.

***We are trying to do our bit for the environment. Will you accept an emailed invoice?**

(Please circle or delete as applicable) YES / NO

If yes, please state the email address to send the invoice to:

I have read and understood the terms and conditions of Kirklees Business Conference 2011 (please tick)	<input type="checkbox"/>	
PRINT NAME:	SIGNED:	Date:

Please return completed and signed form by post or email to:

Kirklees Business Conference 2011, Hillrich, Park House, Bradford Road, Birstall WF17 9PH

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