Ocean Energy Europe 2018 Conference & Exhibition

Exhibition ContractEdinburgh, Scotland – 30-31 October 2018

|  |  |
| --- | --- |
| **COMPANY NAME** |  |
| **CONTACT NAME** |  |
| **COMPANY VAT NUMBER** |  |
| **ADDRESS** |  |
| **TOWN/CITY** |  | **POSTCODE** |  |
| **COUNTRY** |  |
| **TELEPHONE** |  |
| **EMAIL** |  | **WEBSITE** |  |
| **PURCHASE ORDER NO** (if applicable) |  |
| **FULL-SERVICE EXHIBITION STAND PACKAGE DETAILS** |
| • White partition walls forming a 6m2 stand• 2 x Spotlights & 1 x multi-socket• 1 x White demonstration counter & 2 x stools• Illuminated signboard featuring company name, event logo and stand number• Company description in the Programme Brochure • Company’s profile on website and pre-conference communications and advertising• 1 x Delegate pass with full access to conference sessions during the event• 1 x Conference dinner ticket • A 25% discount on the standard non-members rate for additional delegate passes | Preferred stand number (see floor plan) |
| Choice 1 |  |
| **Choice 2** |  |
| **RATES** |
| OEE Member | **1.500 euro** |  | Please, tick the appropriate rate  |
| Non-Member | 2.000 **euro** |  |
| *Prices exclude 20% UK VAT. However, for companies registered in the EU (excl. Belgium), the reverse charge mechanism will be applied so that VAT will not be added to your invoice.*  |
| **Date:** |  | **Signature:** |  |
| **Print Name:** |  | **Company:** |  |
|  |
| **Company description for exhibitor list** (50-80 words)*Please also attach your* ***high-res logo*** *when sending the booking form.* |  |
| **INVOICE DETAILS** (if different from above) |
| COMPANY NAME |  |
| CONTACT NAME |  |
| COMPANY VAT NUMBER |  |
| ADDRESS |  |
| TOWN/CITY |  | POSTCODE |  |
| COUNTRY |  |
| TELEPHONE |  | EMAIL |  |
|  |
| **PAYMENT SCHEDULE** |
| Stands must be paid for within **14 DAYS** of invoice date or prior to the opening of the exhibition, whichever is sooner, or stands cannot be guaranteed. Please quote Ocean Energy Europe’s tax reference no': **AISBL 88.4244080** on all financial invoicing and or correspondence. |
| **CANCELLATION OF EXHIBITION** |
| Exhibition cancellations will not be accepted after 30 July 2018. Before that date, cancellation will incur a cancellation fee of 75% of the total tax invoice amount. No refund will be accepted on cancellations made on or after this date and unpaid tax invoices must be paid in full. Please also refer to Ocean Energy Europe’s Exhibition Terms and Conditions, overleaf. |
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**PLEASE RETURN COMPLETED FORMS TO:** v.kempf@oceanenergy.eu**.**

## Exhibition Terms and Conditions

1. In these Terms and conditions ‘the Company’ means Ocean Energy Europe (OEE) and ‘the Client’ (which expressions shall include any principal on whose behalf the Exhibition Booking Form is signed) means the person, firm, company or organisation placing the order. ‘The event’ means Ocean Energy Europe Conference & Exhibition 2018. Persons signing the Exhibition Booking shall be deemed to have authority so to do from the person, firm, company or organisation on whose behalf they are acting or purporting to act.

2. Orders placed with the Company shall constitute a contract when the Client signs the Order, confirms their acceptance by email or books directly through our on-line facilities.

3. The Company will issue an invoice for all exhibition bookings. Payment Terms are in line with the payment schedule from date of booking or immediately if the contract is signed within 4 weeks prior to the event.

4. Save for where the Event is cancelled by the Company, the Company shall only provide full refunds in respect of exhibition where the Company receives written notice of cancellation as outlined in this clause.

4a. Where the company receives a written request for cancellation more than 3 months before the event date a cancellation fee of 75% of the invoice value will be applicable.

4b. Where the Company receives a written request for cancellation less than 3 months before the event date a cancellation fee of 100% of the invoice value will be applicable.

4c. Any payment due shall be made in full without set off or counterclaim and must be settled within 14 days.

4d. Disputes must be raised within 10 working days from the date of the invoice. Details of a dispute must be given in writing, (letters, fax and emails are acceptable forms of notification). Physical proof of delivery may be requested.

4e. The Client is liable for all collection and litigation costs and fees should the Company instruct a third party or undertake litigation to collect non payment of the invoice.

5. The Company may terminate this agreement at any time on giving reasonable written notice to the client (Using the contact details provided in the Order) If:

5.1 The Client is in material breach of any term of this Agreement.

5.2 The Client makes an agreement with its creditors, cannot pay its debts as they fall due, is declared insolvent, or has an administrator or receiver appointed.

5.3 Force Majeure - The Company is relieved of all its obligations if any act is outside the Company’s control which means the Company is unable to hold the Event such as: acts of god, pandemic, severe weather, danger of war, terrorism, fire or severe disturbances affecting the organisation, venue or its suppliers.

5.4. The Company reserves the right to alter the conference date and venue if necessary and where possible will take all steps necessary to inform the Client with reasonable notice.

6. The Company will clearly state in the Exhibition Agreement what the exhibition fees cover.

7. The company reserves the right to vary or cancel an event where the occasion necessitates.

8. Exhibition may be transferred to another date or event, but only at the discretion of the Company.

9. The Company will provide the Client with a discount code to register online for the delegate pass(es) included in the contract and for the discounted additional exhibitor passes.

10. The Company will forward venue details (address, maps, car parking instructions and travel directions) no later than one week before the event the Client is attending takes place.

11. Once an Exhibition Agreement has been signed, the agreement is strictly for the company/organisation named on the booking form. If a company/organisation (the Client) wishes to make any changes to the booking (i.e. change of company/organisation name), all requests should be put in writing and forwarded to the CEO at the Company’s office in advance of the event. Failure to do so will result in invoices being issued for both companies/organisations.

12. Should a different company/organisation be included on any sponsor branding at the event to that named on the exhibition booking form, without prior agreement with the Company, then the Company will treat this as an additional sponsor and will invoice accordingly. To avoid this, please adhere to the Company’s cancellation policy.

13. The design of the sponsored item shall be entirely at the discretion of the Company.

14. The company reserves the right to refuse admission and to remove persons from the premises for any reason where necessary. The Company may also have to conduct security searches to ensure the safety of persons at the event.

15. Photography/recording conditions are as follows:

15.1 By exhibiting at and attending the event, you agree to be photographed or filmed during the event and your image used in brochures, emails, films, on social media and on the OEE website. Should you not wish to have your image used, please contact the OEE team.

15.2 Save for where the Company’s prior written consent has been obtained, the use of photographic equipment is not allowed. All other recording and any transmission is prohibited including, (without limitation) recording of any data, information or results of or relating to the Event and any participant. As a condition of entry to the Event you assign (by way of a present assignment of future copyright) the copyright in any photographs or recordings you make at the Event to the Company.

16. The Company is not responsible for any loss, injury or damage, howsoever caused, to the bearer except where any loss, injury or damage is caused by the negligence of the Company, its employees or agents.

17. No unauthorised trading is permitted within the venue.

18. In the interests of public safety, the Company reserves the right to request the Client to leave the venue at any time for safety reasons or immediately after the Event. No admission or readmission is permitted after the end of the Event.

19. Data Protection: Information you supply to the Company may be used for publication (where you provide details for inclusion in our directories, catalogues or delegate lists and on our websites) and also to provide you with information about our products or services in the form of direct marketing activity by email, phone, fax or post. Information will not be made available to 3rd parties on a list lease or list rental basis for the purpose of direct marketing. If at any time you no longer wish to receive anything from the Company or to have your data made available to carefully selected 3rd parties please write to:

Rémi Gruet, CEO

Ocean Energy Europe, Renewable Energy House

Rue d’Arlon 63-67, B1040 Brussels

Tel: +32 (0) 24 00 10 40, info@oceanenergy.eu

20. If for any reason part of these terms and conditions are unenforceable, the validity of the remaining terms and conditions shall not be affected.

21. Contracts between the Client and the Company shall be governed by Belgian Law and the Client and the Company submits to the exclusive jurisdiction of the Belgian courts.

22. The Client gives consent to The Company to carry out a credit search on the partners and directors of the organisation now ‘or at a future date. The credit search will be recorded by the agency and may be disclosed to subsequent enquirers.

23. In the first instance all enquiries should be directed to our CEO at the address above.