

# Exhibition Terms and Conditions

## Important, please read in full

When making a booking for exhibition a space at the BSR Autumn Conference please note that you're agreeing to adhere to the following rules and regulations.

**ABPI Code of Practice** - All exhibitors are required to comply with the ABPI Code of Practice for the Pharmaceutical Industry. The responsibility for ensuring compliance rests with the exhibitor.

**Amendment of exhibition floor plan** - Whilst every endeavour is made by the BSR to adhere to the published exhibition floor plan, the BSR reserves the right to amend the plan if it is believed to be in the best interests of the exhibition.

The BSR agrees to ensure that any such changes are minimal.

**Amendments to the Terms and Conditions** - The BSR reserves the right to alter, amend, or add to any of these rules and regulations. Should any query arise, the decision of the BSR shall be final. BSR undertakes, as far as possible, to communicate any amendment, or addition to these rules and regulations as efficiently as possible to all participating exhibitors.

**Cancellation policy** - All cancellations must be made in writing, for the attention of Lindsay McClenaghan, Senior Events Officer ([lmcclenaghan@rheumatology.org.uk](mailto:lmcclenaghan@rheumatology.org.uk)) The official cancellation date will be recorded as the date of receipt of the exhibitor's written cancellation notice.

Cancellations received on or before 15 July 2016 will receive a refund of 75% of the total booking cost paid.

Cancellations received between 15 July and 1 September 2016 will receive a refund of 25% of the total booking cost paid.

Cancellations received after 01 September 2016 will not receive a refund.

**Children** - Please note that it is not permissible for children under the age of 16 to have access to any part of the event.

**Disposal of waste** - It is the exhibitor's responsibility to ensure that all debris and waste material arising from the build up of their exhibition stand is disposed of prior to the opening of the exhibition. Likewise, it is the exhibitor's responsibility to ensure that all waste is properly disposed of following stand break down at the end of the exhibition. Failure to comply with this rule will result in the exhibitor being liable for the relevant clearance costs incurred by the BSR. We would encourage you to recycle where possible.

**Early break down of exhibition stands** - Please note that it is not permitted for any exhibitor to pack up, or break down their stand in advance of the official exhibition closing time which will be made available in the technical manual. Early breakdown promotes a negative image of the event and can create health and safety risks.

**Enforcement of Rules and Regulations** - BSR will take a negative view of any exhibitor, or third party working on behalf of an exhibiting company, that does not adhere to these rules and regulations. BSR reserves the right to restrict and/or dismiss at any time any exhibit that is deemed undesirable, in poor taste, or offensive to attendees or other exhibitors.

**Exhibition Space Allocation** - Exhibition space is allocated on a first come, first served basis. If necessary, priority will be given to exhibitors that participated in the previous year.

**Exhibition Stand Personnel** - All participating exhibitor personnel must be registered to attend the meeting.

The exhibiting company is entitled to an allocation of complimentary exhibitor passes. Please note that such exhibitor passes will only gain the holder entry into the exhibition hall. Personnel wishing to attend ANY scientific session within the meeting programme must register as a delegate and pay in full for the relevant part of the meeting.

The exhibiting company must certify that the names submitted for registration are employees or official representatives of the exhibiting company.

The exhibiting company is responsible for the conduct of its stand personnel, third party contractors, PR or marketing company, or any other organisation appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the relevant policies, rules and regulations to its staff and affiliates.

For the benefit of attendees and other exhibitors, all stands must be staffed during the exhibition core hours. On occasions, outside of the core hours, if it is not possible to staff your stand you will be responsible for ensuring that the stand is roped off and made safe. The BSR accept no responsibility for loss or damage to your stand or property which occurs when the stand is not staffed.

**Exhibitor's technical manual** - A technical manual relating to the exhibition, containing important health and safety information and policies as well as a full contractor listing will be distributed to exhibitors. It is the exhibitor's responsibility to ensure that this information is disseminated to any relevant third parties working on its behalf. It is essential that all exhibiting companies read the technical manual in full, and confirm to the BSR that they have read and understood all of its contents.

**Health and Safety at Work Act** - It is the responsibility of the exhibitor to ensure that all company personnel, contractors and third party representatives adhere to the Health and Safety at Work Act, during the exhibition and stand build and break down periods.

It is the responsibility of the exhibiting company to complete all required health and safety forms which will be provided in the technical manual.

**Insurance** - Neither the BSR nor its contractors shall accept any liability for the loss, damage or destruction of any exhibits or contents therein. For this reason the BSR strongly advises exhibitors to effect their own insurance against any risk of loss, damage, injury or liability.

**Payment terms** - For bookings under £10,000 the BSR requires the total cost of your booking to be paid within 30 days of invoice date.

Bookings over £10,000 require a deposit of 50% to be paid within 30 days of invoice date. Alternatively, you may choose to pay the full cost of your booking.

The BSR must receive full payment on or before 1 October 2016.

If, after this date there is an amount outstanding to be paid for your exhibition stand, the BSR reserves the right to assume that you wish to cancel your booking and may re-allocate your space accordingly. Please note in this instance you will be liable for the full cost of your exhibition stand. Overdue payments may result in incurred administration charges of up to £ 70.00, plus interest as per the "Late Payment and Commercial Debts Regulation 2002", prior to legal action being taken to recover full outstanding debt.

**Postponement or Abandonment** – We will not be liable or responsible for any failure to perform or delay in performance of any of our obligations under these terms and conditions that is caused by events outside our reasonable control ("Force Majeure Event"). A Force Majeure Event includes any act, event, non-occurrence, omission or accident beyond our reasonable control and includes in particular (without limitation) the following: strikes or other industrial action; civil commotion, riot, invasion, terrorist attack or threat of terrorist attack; fire, storm, flood or other natural disaster; impossibility of the use of railway, shipping, aircraft, motor transport or other means of public or private telecommunication networks. Our obligations under these terms and conditions are suspended for the period that the Force Majeure Event continues and provided that if the Force Majeure Events renders, in our opinion, the conference not viable whether from a financial or logistical point of view then we may cancel or postpone the conference. If we choose to postpone the conference to another date (and/or place) we will offer you the opportunity of transferring your booking to the new date. If the conference is cancelled as a result of a Force Majeure Event we will provide refunds to exhibitors and sponsors on the basis of any sums remaining to us after satisfying all our obligations in respect of the cancelled event. You acknowledge that it may be on this basis that no refund is possible.

**Private/social events policy** - Exhibiting companies may host private/social events during the meeting, providing any such event takes place outside of the scientific programme hours, and does not clash with industry supported symposia or BSR evening events. Please visit the event website or contact the BSR events team for information on such events.

**Use of third parties/PR companies** - The BSR recognises that many exhibiting companies will wish to appoint a third party to act on its behalf, however please note that the original exhibition stand booking form MUST be completed and signed by a representative of the exhibiting company. Full contact details for this company representative must also be given. The BSR cannot accept bookings made by a third party, although we will be happy to work those acting on your behalf once your booking has been confirmed.