



terms & conditions

EXCLUSIONS

Basic shell scheme - items NOT included in the invoice: furniture, AV, signage, graphics and plants.

Space only - Items NOT included in the invoice: shell scheme walling, carpets, power, fascia, furniture, AV, signage, graphics and plants, unless added to the invoice as separate items.

GENERAL TERMS

The Exhibitor undertakes to abide by the arrangements, schedules, rules and regulations as set out in the Exhibitor's Manual and will submit all information required on or before the dates stipulated by the Organiser.

Stands/tables MAY NOT be sublet to another company/exhibitor, in full or partially, without prior arrangement with the Organiser. Exhibitors will be subject to a fine should the above rule be broken.

Floorplans are published on the website. The Organiser reserves the right to change the stand number and floorplan as circumstances demand. If a change in the floorplan causes a stand to be moved, this will only be done after consultation with the exhibitor. Changes will be communicated via e-mail.

CANCELLATION

Any cancellation of a booking needs to be communicated to us in writing. We will refund any amount paid minus a 10% admin fee provided that we receive written cancellation of your booking before January 2018. Cancellations made thereafter are non-refundable.

Stands booked during 2017 and not fully paid by 1 March will be cancelled and offered to people on the waiting list

TAX INVOICE

A tax invoice shall be issued to you after a payment has been received.