



NATIONAL
CONFERENCE
CENTRE



TERMS & CONDITIONS OF STAND BOOKING

- 1 Bookings will be treated as provisional until a booking form is received.
- 2 Discount 1 – 20% off of your stand price if your stand is booked by 30 September 2022 and full payment is made by 31 October 2022.

Discount 2 – 10% off of your stand price if your stand is booked by 30 November 2022 and full payment is made by 31 December 2022.

Thereafter no discounts will be available.
- 3 If any of the above payments are not met, the CAI may at any time, terminate the contract. Notification of cancellation of stand booking due to non-payment will be made by email and by post.
- 4 Any cancellations by exhibitors must be received in writing. For release from the contract the exhibitor is liable for a percentage of the total cost. Cancellation not later than:

6 months before the opening date	25%
4 months before the opening date	50%
2 months before the opening date	75%
Within 2 months of the opening date	100%
- 5 The CAI reserves the right to accept or reject any application to exhibit. This decision remains final and binding.
- 6 The CAI reserves the right to alter the plan or positions of the stands for the overall benefit of Evolving Connectivity 2023. However, every effort will be made to keep to the prescribed layout.
- 7 The contract between the CAI and the exhibitor constitutes a Licence and not a tenancy. The exhibitor cannot assign, transfer, share or sub-let the whole or any part of the stand space allotted.
- 8 The exhibitor shall not encroach on the aisles in front of or to the side of the stand and shall ensure that they are kept free throughout the event.
- 9 Allocation of stands by the CAI is not acceptance of the proposed exhibits.
- 10 Photography is not allowed unless with the express permission of the stand holder and by our assigned photographer.
- 11 The CAI cannot allow products to be shown which contravene CAI Codes of Practice. Clarification on this point can be sought via the CAI Senior Executive.
- 12 You confirm, by exhibiting at Evolving Connectivity 2023, that you own all IP rights to the products/services you are displaying/offering or that otherwise you have a licence to market such and you will, if called upon by an officer or employee of the CAI so to do, produce evidence of such ownership/licence.
- 13 You accept all liability in connection with any claim pursued or action taken by another person, firm or company for alleged infringement of their IP rights by you at the trade show and will indemnify the CAI against any costs, claims, actions, demands, expenses, penalties or fines claimed or awarded against the CAI in that regard.

- 14 The CAI will treat any allegation that an exhibitor has infringed an IP right belonging to another very seriously and any allegation should be reported to an officer or employee of the CAI immediately with supporting evidence. Once reported the CAI will take such actions as it deems, in its absolute discretion, appropriate in the circumstances but the person, firm or company alleging the breach will need to take such legal action as it deems appropriate to pursue any claims for an injunction and/or damages against the alleged infringer as the CAI has no power to take such action and will not take such action.
- 15 The CAI reserves the right to ask you to remove from display on your stand any product or material referencing said product or material referencing services that is has been alleged by a third party infringes their IP rights, whether for a temporary period pending investigation, or for the remainder of the trade show and the CAI accepts no liability for taking such course of action and you agree to abide by the CAI's decision which is final and binding. Such a decision will be made without any finding by the CAI that you have infringed another's IP rights as it is not for the CAI to adjudicate in these matters but merely to mediate and protect the interests of all parties as best as possible.
- 16 The CAI reserves the right to take photographs of any products or materials on your stand which it has been alleged by a third party infringes their IP rights and you acknowledge and will not interfere with this right and you accept that these photographs may be used by the CAI of the third party in any future legal action against you.
- 17 The CAI may be called upon by the person, firm or company alleging infringement to provide a statement of events and the CAI will provide all reasonable cooperation by providing a factual account.
- 18 Permission must be obtained from the CAI for multi-storey stands, stands with a platform or raised area.
- 19 All efforts to advertise, promote sales and operate exhibits must be conducted so as not to cause any annoyance or inconvenience to other exhibitors or visitors and must take place only on the exhibitor's stand space.
- 20 The exhibitor is not allowed to paste, affix or exhibit advertisements anywhere in the building or the site of the event, except on the exhibitor's stand space.
- 21 The exhibitor must not sell from stock without prior consent from the CAI.
- 22 Each exhibitor is responsible for the general Health & Safety associated with their stand.
- 23 Exhibitors shall maintain free access to fire exits at all times.
- 24 The exhibitor is responsible for all claims, actions or costs for personal injury and loss of or damage to property caused by or arising from the erection of dismantling of their stand.
- 25 It is essential to the success of Evolving Connectivity 2023 that all stands are opened promptly and remain open and fully staffed throughout the opening hours of the show.
- 26 Exhibitors are not permitted to dismantle their stand, pack up or leave the event before the official closing time on the last day.
- 27 Any exhibitor who dismantles their stand before the close of the event on the final day will be liable to a £1,000 fixed penalty.
- 28 Any exhibitors must ensure that their stand is dismantled within the time period laid down in the Exhibitor's Manual.
- 29 If an exhibitor is not set-up for the event by the time specified in the Exhibitor's Manual, the CAI reserves the right to occupy or fill the space.
- 30 Exhibitors have a responsibility to remove all debris/packing material etc from their stand and surrounding area prior to the commencement of the event.
- 31 The CAI reserves the right to refuse any person admission to the event and further right to remove any person from the event.

- 32 Exhibitors will be supplied with passes for personnel, which must be produced on request. Passes and tickets are only valid in the name of the person to whom they are issued or sold.
- 33 Noise levels on stands should be kept at an acceptable level so as not to cause an annoyance to others.
- 34 All aerial and satellite feeds must be booked through the shows approved contractor.
- 35 Exhibitors are not allowed to promote or advertise their company from anywhere within the grounds of the venue for the duration of the event, unless prior agreement has been made with the CAI.
- 36 No structures can be erected, either internally or externally, during the event without written agreement from the CAI.
- 37 Exhibitors must insure against costs and expenses, which they may incur in the event of the event being abandoned, cancelled or postponed.
- 38 The CAI will not be liable for any breach of their terms and conditions or delay or failure in providing services as a result of causes beyond reasonable control including but not limited to fire, floods, strikes, embargoes, delays in transportation, failure of services or inability to obtain necessary information or regulations from any authority.
- 39 The CAI has the right to abandon, cancel or suspend Evolving Connectivity 2023 in the event that there is insufficient exhibitor participation. Exhibitors will be notified immediately if this happens.
- 40 Exhibitors must ensure that all vehicles are parked in the allocated parking spaces. Under no circumstances can vehicles park outside the entrance to the event.
- 41 All exhibitors must read the Exhibitor's Manual in full and comply with the criteria therein.
- 42 All exhibitors should show consideration towards other exhibitors and to the organisers of Evolving Connectivity 2023.

- End -