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Email to: Cassandra.Gray@RenewableUK.com

Exhibiting Company

COMPANY NAME _____
CONTACT NAME (for organisation of stand logistics in lead up to the event) _____
ADDRESS _____
TOWN _____ POSTCODE _____
COUNTRY _____
TELEPHONE _____ FAX _____
EMAIL (for organisation of stand logistics in lead up to the event) _____
WEBSITE _____

Invoice Details (if different from above)

COMPANY NAME _____ PURCHASE ORDER NO. _____
CONTACT NAME _____
ADDRESS _____
TOWN/CITY _____ POSTCODE _____
COUNTRY _____
TELEPHONE _____ FAX _____
EMAIL _____
WEBSITE _____ VAT NO _____

Exhibition Stand Details

WE WOULD LIKE TO BOOK STAND NUMBER (Please put 3 preferred stands) 1st choice _____ 2nd choice _____ 3rd choice _____

PLEASE CIRCLE THE APPROPRIATE RATE ON THE TABLE BELOW. Check your level of Corporate Membership at www.RenewableUK.com

Membership Level	STANDARD RATE per stand (3m x 2m)
RenewableUK Sponsoring & Company Level Members	£795.00 exc VAT
RenewableUK Correspondent Level Members & Non-Members	£895.00 exc VAT

IMPORTANT NOTES

- All prices are per stand and exclude VAT.
- All stands must be paid for within 30 days of invoice date, or prior to the opening of the exhibition, whichever is sooner, or stands cannot be guaranteed.
- For detailed terms and conditions of booking and payment, please refer to RenewableUK's standard terms and conditions, outlined overleaf and online at <http://www.renewable-uk.com/events/small-wind-conference/>
- Allocation of stands is strictly on a first-come first-served basis on receipt of a signed contract, according to availability. RenewableUK regrets that stands cannot be reserved by phone or email.
- Stand includes: 3m x 2m area, 1 table, 2 chairs, access to a power socket, NO walls.
- All exhibitors are entitled to: 1 x two-day Conference Pass and 1 x two-day Exhibitor Staff Pass. Both include lunches, coffee breaks and entrance to the Conference Reception (to be held at the same venue the evening of Day 1), 1 x 50 word company description in the Conference Programme (note deadline of 5 March 2012) and a direct link from the exhibitor list to the exhibitors' website.

PAYMENT

On receipt of an invoice from RenewableUK payment can be made by cheque, credit card or bank transfer. Please note credit card payments will be subject to a 4% handling fee. Please refer to the invoice for details. By signing I confirm I agree with the exhibition and payment policies as outlined here, overleaf and online.

DATE _____ SIGNATURE _____
PRINT NAME _____ COMPANY _____

GENERAL REGULATIONS

RenewableUK (formerly BWEA) is the Organiser of the event and alone is empowered to accept or reject applications and to allocate stands. Its decisions are final.

The signed Exhibition Contract constitutes a legally binding contract for the Exhibitor. All stands are confirmed in writing and the position allocated is definitive. The Organiser reserves the right to change the allocation of stand in case of unforeseen and/or unavoidable circumstances, beyond its control.

1. PAYMENT TERMS AND CONDITIONS

- i. Early Bird Discount – applies only to stands booked by the given early-bird booking deadline and paid within 30 days of invoice date. If invoices for early-bird bookings are not paid within 30 days of the invoice date, the standard rate will apply. The standard rate will apply to all bookings made on or after the given early-bird booking deadline.
- ii. All stands must be fully paid within 30 days of the invoice date or before the event opens, whichever is sooner, or a 10% surcharge will apply.
- iii. The reduced rates for Sponsoring and Company level members apply to those organisations who have paid a direct membership fee to RenewableUK to be a fully paid member at Sponsoring or Company level up to and including 31st December in the year the event takes place. Companies booking stands at Sponsoring or Company level rates that downgrade to Correspondent level membership or do not renew their membership agree to be charged at the non-member rate.
- iv. In the case of non-payment by the date specified, RenewableUK reserves the right to reallocate the reserved stand and refuse entry. The Exhibitor, however, remains bound by their registration contract and will have to pay the full amount, as per the signed contract, plus any surcharge that applies. Stands will only be placed at the disposal of Exhibitors as soon as they have fulfilled all obligations as stipulated in the contract.

2. REDUCTION OR CANCELLATION OF SPACE

- i. Reduction of reserved space - exhibitors reducing the size of their stand will automatically be charged £50 per m² of reduced space. No reduction of space will be accepted within 3 months of the event opening date and the totality of the price of the reserved is due.
- ii. Cancellation - Withdrawal must be made by registered post to the Director of Events & Marketing at RenewableUK. For cancellations made before 3 months of the event opening date, 50% of the invoiced amount for the stand will be payable. Cancellations made within 3 months of the event date will be charged at 100% of the invoiced amount. These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be.
- iii. Exhibitors requiring changing shell scheme stand to space only will be refunded 50% of the difference between shell scheme stand and space only cost. There is no refund if the change is made less than 3 months before the event.

3. JOINT EXHIBITION STANDS

Companies, associations, governments or agencies can organise joint stands. The following rules apply:

- i. The organiser of a joint stand is responsible for organising the stand e.g. payment, stand construction, correspondence with its co-exhibitors etc.
- ii. All co-exhibitors will be charged £100 each to cover the administration costs and the 50 word description in the exhibition catalogue.
- iii. One invoice will be sent for the total space rented upon receipt of the exhibition contract.
- iv. A separate invoice will be sent for the co-exhibitors fee.
- v. The resell price charged by the organiser of a pavilion must in no way exceed the prices offered by RenewableUK.

4. EXHIBITION RULES

- i. Advertising on site is only possible through the channels offered by the Organiser.
- ii. All information relating to the constructing, fitting and dismantling of stands will be sent to each Exhibitor in form of an Exhibitors' Manual,

together with order forms for technical installations (e.g. water, telephone, electricity, furniture) to be sent to the nominated sub-contractors. These installations are at the expense of the Exhibitor as are the related costs for consumption and use.

- iii. Each Space Only Exhibitor is responsible to pass the information requested in the exhibition manual to the stand constructor.
- iv. The exact timetable of move in/move out days will be given in the Exhibitors' Manual. The Exhibitors must follow these instructions. Prolongation of move in, move out days above the days fixed by RenewableUK are at the Exhibitors' costs and depend on the availability of the venue.
- v. The setting-up of stands (structure + design) must be pre-approved by the Exhibition architect who ensures that the local regulations are respected. The setting up of stands (structure and decoration) must be executed with materials that are not easily flammable and which do not give off harmful gases under the effect of heat. Any fittings or decoration inside the stand should not exceed the height of the walls, as outlined in the Exhibitors' Manual. Any installations or decorative elements that could affect another exhibitor in any way are prohibited. For complex storey stands please refer to the Exhibitors' Manual.
- vi. All Exhibitors agree to complete a Risk Assessment and must be insured by an Insurance Company covering civil liability, stand material and the goods exhibited, whether these goods or material be their own or a third party's property.
- vii. Noisy publicity of any kind, in particular the use of loudspeakers, is prohibited.
- viii. Publicity may only be handed out on the Exhibitor's own stand.
- ix. No part of the stand may exceed the given stand limits. The Exhibitor is responsible for organising its stand so that all exhibits can be examined and demonstrated within the stand limits.
- x. Parts or exhibits exceeding the dimensions of the stand limits may be removed from the Exhibition area by the Organisers at the expense of the Exhibitor.
- xi. Exhibitors undertake to keep their stand open throughout the duration of the Exhibition. They also undertake not to remove any exhibits or dismantle their stand before the end of the Exhibition. Failure to comply will result in a penalty charge of £500.00.
- xii. By way of their participation, Exhibitors automatically relinquish all claims in the event of an accident or damage against: RenewableUK, the venue, the Exhibitors at the Exhibition, the Exhibition visitors and the Conference participants, the directors, representatives, managers and officials appointed by these persons or bodies.
- xiii. The Organiser's decision is final.

5. CIVIL LIABILITY

a. Of the Exhibitor:

- i. The Exhibitor is responsible for any damage to a third-party, caused either by the exhibitor or the exhibitor's employees or materials.
- ii. The exhibiting company and its representative confirm that RenewableUK in no way takes responsibility for loss, injury or damage to items or persons, whatever the cause may be, before, during, or after the event.

b. Of the Organiser:

- i. RenewableUK is responsible under civil law in its capacity as Organiser of the Exhibition and any other related events it organises. This liability shall in no case extend to the damage caused to visitors, exhibitors or rented goods by third parties.
- ii. The venue is responsible for its civil liability in its capacity as owner of the premises and of fixed or temporary installations used for the Exhibition, as well as for the management of the concerns and handling of the activities it administers directly.
- iii. Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of "force majeure" prevent the Exhibition from being held, or limit its size or modify its nature.
- iv. Should it not be possible for the Exhibition to open, all rental fees shall remain the property of the Organiser up to a sum corresponding to the amounts for which it is already committed.
- v. The Organiser reserves the right to modify or complete at any time the provisions of the present regulations.