

TÉRMINOS DE REFERENCIA

SERVICIO DE PARTICIPACIÓN EN LA FERIA DE TURISMO IBTM WORLD 2025

I. DEPENDENCIA QUE REQUIERE EL SERVICIO

El requerimiento de la contratación corresponde a la Dirección de Promoción de Turismo - RICE

II. OBJETO DE LA CONTRATACIÓN

Se requiere la contratación del servicio de participación en la feria IBTM World 2025 que incluirá la separación de espacio, inscripción, registro de coexpositores y actividades de visibilidad en el evento que se llevará a cabo del 18 al 20 de noviembre del presente. La participación en dicha feria permitirá realizar acciones para posicionar al Perú como destino de reuniones, y para brindar un espacio de promoción y negociación para los operadores turísticos peruanos que participan ante los planificadores de reuniones y eventos que congrega el evento.

III. FINALIDAD PÚBLICA

La presente contratación nos permitirá contribuir al posicionamiento internacional como un destino de turismo de reuniones a través de la participación en el evento IBTM World 2025, donde expondremos y promocionaremos junto a los coexpositores representantes de la industria los principales atributos turísticos del Perú.

IV. VINCULACIÓN CON EL PLAN OPERATIVO INSTITUCIONAL

Centro de costo: Dirección de Promoción del Turismo, RICE
Ápex: 0857.2025 Feria Internacional IBTM World

V. ANTECEDENTES

Mediante Resolución N° 000190-2024-PROMPERÚ/PE, que oficializó el Plan Operativo Institucional 2025 de la Comisión de Promoción del Perú para la Exportación y el Turismo - PROMPERÚ, aprobado por Consejo Directivo en la Sesión del 20 de diciembre, el mismo que contempla dentro de sus Acciones Estratégicas Institucionales (AEI), lo señalado en el OEI. 03: Recuperar los viajes internacionales y las divisas generadas para el sector turismo. Dicha Resolución se alinea al Plan Operativo Multianual 2023 - 2025 de PROMPERÚ, aprobado por Resolución N° 000183-2022-PROMPERU/PE, el mismo que contempla dentro de sus Acciones Estratégicas Institucionales (AEI) priorizadas por Objetivo Estratégico Institucional (OEI), lo señalado en el OEI. 03 Recuperar los viajes internacionales y las divisas generadas para el sector turismo.

El Plan Estratégico Sectorial Multianual (PESEM) 2016-2026 del MINCETUR, aprobado mediante Resolución Ministerial N° 230-2016-MINCETUR y sus modificatorias, tiene como Objetivo Estratégico 4: "Consolidar al Perú como destino turístico competitivo, sostenible, de calidad y seguro", estableciendo como forma de medición de alcance de este objetivo los siguientes indicadores: i) El empleo turístico (miles); ii) Llegada de turistas internacionales (personas); iii) Flujos de viajes por turismo interno (millones); iv) Ingreso de divisas generado

por el turismo receptivo (millones de US\$); cuyo cumplimiento estará a cargo del Viceministerio de Turismo del MINCETUR y de PROMPERÚ.

De acuerdo al referido Plan Estratégico Sectorial Multianual (PESEM) 2016-2026 del MINCETUR, el modelo conceptual de Turismo está conformado, entre otros, por un componente de Promoción, que se define como el conjunto de acciones de comunicación y difusión que permitan dar a conocer los destinos turísticos, motivando el viaje del consumidor final y el desarrollo de actividades turísticas.

Asimismo, la Organización Mundial del Turismo indica que; el turismo es una actividad resiliente, capaz de generar empleo después de situaciones de crisis, motivo por el cual, PROMPERÚ, en su calidad órgano adscrito al Ministerio de Comercio Exterior y Turismo coordina con actores, aliados involucrados, acciones estratégicas en materia de promoción y posicionamiento, a fin de garantizar la reactivación progresiva del sector turismo ante las nuevas necesidades generadas por la emergencia sanitaria.

Según la definición de la OMT, el turismo de negocios es un tipo de actividad turística en la que los visitantes viajan por un motivo específico profesional y/o de negocio a un lugar situado fuera de su lugar de trabajo y residencia con el fin de asistir a una reunión, una actividad o un evento. Los componentes clave del turismo de negocios son las reuniones, los viajes de incentivos, los congresos y las ferias.

Por tal motivo, Promperú considera oportuno participar en actividades de promoción especializada que cumplan con los objetivos de:

- Generar oportunidades en captación de eventos y viajes de incentivos, porque entre los asistentes se encuentran importantes organizadores de congresos y viajes de incentivos, asociaciones y corporaciones con los que se puede lograr un networking para la realización de reuniones asociativas, corporativas y viajes de incentivos a futuro.
- Mantener el posicionamiento del destino Perú, a nivel internacional, informando sobre los atractivos turísticos, accesibilidad, infraestructura y situación de los diversos destinos para la reactivación, entre otros.

IBTM WORLD, es una feria líder en la industria del turismo de reuniones e incentivos a nivel mundial. Este evento internacional es especializado en el subsegmento de incentivos, segmento de gran importancia debido al nivel de gasto de los clientes que contratan estos servicios en cada destino, el cual es mayor al nivel del turista promedio. Esta feria atrae en su mayoría a expositores exclusivos del mercado europeo, seguido por el norteamericano y asiático.

La presente edición de la IBTM World se llevará a cabo del 18 al 20 de noviembre del 2025 en el recinto Fira Barcelona Gran Via Barcelona, ubicado en la ciudad de Barcelona, España. Considerando la importancia del evento la actividad fue aprobada por PROMPERÚ y el presupuesto otorgado por la Dirección de Promoción del Turismo en el Presupuesto Institucional de Apertura.

De la participación de PROMPERÚ, se espera alcanzar los siguientes resultados, que contribuirían a la reactivación progresiva de Perú en la industria turística, con énfasis en segmento incentivos.

- Un mínimo de 110 reuniones uno a uno con hosted buyers interesados en el destino Perú a fin de generar oportunidades futuras de negocio.
- Posicionamiento del Perú como destino MICE especializado en los mercados priorizados: Colombia, Argentina, Chile, Brasil, así como otros mercados potenciales.
- Obtención de base de datos de planners interesados en Perú como sede de reuniones.
- Exposición de Perú como destino ideal para reuniones y viajes de incentivos internacionales.

VI. OBJETIVOS DE LA CONTRATACIÓN

La presente contratación tiene como objetivo promover la oferta de turismo de reuniones que ofrecen las regiones priorizadas: Lima, Cusco, Arequipa, Ica y Loreto, a través de la participación en el evento "IBTM WORLD 2025" y las herramientas de promoción que ofrece.

VII. ALCANCE Y DESCRIPCIÓN DE LOS SERVICIOS A CONTRATAR

Nº ITEM	Descripción
1	SERVICIO DE INSCRIPCIÓN AL EVENTO DE TURISMO "PCMA CONVENING LATAM 2025"

7.1 ACTIVIDADES

De acuerdo a las condiciones establecidas en el Anexo N° 1 – Contrato de Adhesión

Nombre oficial de la actividad	: IBTM WORLD 2025
Fecha	: 18 al 22 de noviembre del 2025
Lugar	: Fira Barcelona Gran Via - Barcelona, España
Sectores participantes	: Incentivo, asociativo y corporativo
Procedencia expositores	: Europa, Norteamérica y Latinoamérica
Organizador del evento	: Reed Exhibitions Limited

La participación de PROMPERÚ en el evento IBTM WORLD 2025 incluye:

Participación en feria IBTM World:

- ✓ Espacio de 52.50 metros cuadrados para expositores
- ✓ Hasta 12 agendas de reuniones con Hosted Buyers especialmente invitados por la organización, tanto para PROMPERÚ (dueño de stand) y coexpositores (partners)
- ✓ (1) Desayuno de presentación para compradores extranjeros

VIII.COORDINACIÓN Y SUPERVISIÓN

La coordinación y supervisión del servicio estará a cargo de la Dirección de Promoción de Turismo de PROMPERÚ.

IX. PERFIL DEL PROVEEDOR

Proveedor organizador oficial de la Feria IBTM WORLD.

X. LUGAR Y PLAZO DE PRESTACIÓN DEL SERVICIO

El lugar del servicio es Barcelona, España

El plazo de ejecución del servicio será a partir de la fecha del perfeccionamiento del contrato hasta el 20 de noviembre de 2025.

XI. FORMA DE PAGO

El pago podrá ser efectuado 100% por anticipado siempre que este sea una condición para la prestación del servicio, por transferencia bancaria y moneda extranjera (dólares), a la cuenta del proveedor, en observancia del numeral 6.7.4.3 de la Directiva N° 001-2022-PROMPERÚ/GG/OAD, adjuntando para ello el Anexo N° 11 de la citada directiva, debidamente suscrito por la Dirección de Promoción de Turismo.

El proveedor enviará su comprobante de pago a la dirección de correo electrónico comprobantepago@promperu.gob.pe indicando en el asunto el número de la Orden de Servicio conteniendo los siguientes datos:

- Nombre: PROMPERÚ
- RUC: 20307167442
- Dirección: Calle Uno Oeste N°50, Edificio MINCETUR, Piso 14, Urb. Corpac, San Isidro, Lima
- N° de orden de servicio:

En caso encuentre con su comprobante de pago Electrónico debe enviar el documento.

Deberá enviar el documento a la dirección de correo electrónico comprobantepago@promperu.gob.pe, indicando en el asunto el número de la Orden de Servicio.

XII. CONFORMIDAD DEL SERVICIO

Deberá contar con la conformidad de la Dirección de Promoción del Turismo y la Subdirección de Promoción del Turismo Receptivo. La emisión de la conformidad no superará los 07 días calendario.

XIII. OTRAS DISPOSICIONES

Se establece que los términos de referencia se elaboraron en congruencia con el contrato de adhesión. Se adjunta Anexo:

ANEXO 1

CONTRACT

ibtm[®] WORLD
BARCELONA, SPAIN
18-20 Nov 2025

PromPeru
Attn: Señor: Ricardo Baraybar
Calle Uno Oeste No. 50, Piso 13, San Isidro, Lima
Lima
San Isidro

Peru
Tel: +5112247134

Your Contact is: Daniela Torres
Direct Line:
Email: daniela.torres@rxglobal.com

Event: IBTM World25
Account No: 1114127
Proposal Creation Date: 09/01/2025

Contract Reference: 5-1111-01126808

Your Purchase Order:								
DESCRIPTION	Stand	Stand W x L	Cmrs	UOM	Qty	VAT Rate	VAT	NET
EIBTM Premium 1 M Package	M74	-	-	EA	52.50	0.00%	-	-
Exhibition Services	-	10.50x5.00	4	M ²	52.50	0.00%	-	EUR €76,420.00
Stand Check	-	-	-	EA	1.00	0.00%	-	EUR €344.00
Exhibiting Delegate	-	-	-	EA	15.00	10.00%	-	-
Digital Online Manual	-	-	-	EA	1.00	0.00%	-	-
Digital Diary	-	-	-	EA	12.00	0.00%	-	-
Exhibitor Indemnity	-	-	-	EA	1.00	0.00%	-	EUR €204.00
EIBTM Smart Event Solution MSH Package	M74	-	-	EA	1.00	0.00%	-	EUR €1,405.00
EIBTM Smart Event Solution Sharer Package	M74	-	-	EA	11.00	0.00%	-	EUR €5,005.00
Lead Booster	M74	-	-	EA	1.00	0.00%	-	EUR €1,860.00
Priority Profile	M74	-	-	EA	1.00	0.00%	-	EUR €656.00
Sponsorship: Hosted Buyer Breakfast	M74	-	-	EA	1.00	0.00%	-	EUR €13,309.00
Price (Ex VAT):								EUR €99,203.00
o.VAT:								EUR €0.00

Total Service Charge: EUR €99,203.00

Expiration Date:
This Contract must be executed on or before the Expiration Date to guarantee the pricing provided

Contract Notes:
100% One only payment made before February 28th.
52.5 sqm with 12 appointment diaries including:
- 1 EIBTM Smart Event Solution MSH Package + Exhibitor Profile + Exhibitor Dashboard + Lead Manager App (lead scanner) + QR Code
- 11 EIBTM Smart Event Solution Sharer Package including 11 Sharer Exhibitor Profile + Dashboard + QR Code + Lead Manager App
- 1 Lead Booster for the MSH & Priority Profile
- Sponsorship: Hosted Buyer Breakfast

If your Organisation requires your Purchase Order Number to be quoted on our invoice before payment can be made, please enter it here

If your Organisation does not require Exhibitor Indemnity please confirm by checking this box.

☐

If checked please complete the Exhibitor Indemnity Confirmation attached

Event: IBTM World25
Account No: 1114127
Proposal Creation Date: 09/01/2025

Proposal Reference: 5-1111-01126808

Please send us the completed and signed acceptance form below. Once this acceptance form has been received and signed by the Organiser, this document together with the Addendum and Rules and Regulations attached and the Exhibitor Manual on the Event website shall constitute a legally binding Contract to exhibit at the above Event.

We, the Exhibitor, hereby agree to accept the Event Services, Exhibit Space and Value Added Services allocated to us as detailed above. We further agree to abide by the Addendum, Rules and Regulations and Exhibitor Manual which are incorporated into this Contract and to pay the Service Charge and VAS Charges by the dates specified in the Contract. We understand that this stand may be re-allocated if any Service Charge or VAS Charge is not paid by its due date.

Name:

Position:

Authorised Signatory:
PromPeru

Date:

(For and on behalf of Exhibitor: please note that this Contract should be signed by a duly authorised person in the Company or Partnership)

Authorised Signatory:

Date:

(For and on behalf of Organiser)

Invoiced To: PromPeru
Attn: Laura Navarro
Calle Uno Oeste No. 50, Piso 13,
San Isidro, Lima
Lima
San Isidro

Peru

Please Return the Contract to the Organiser:

Reed Exhibitions Limited. Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN. Registered in England, Number 00678540.

ADDENDUM TO RULES AND REGULATIONS

Event: IBTM World 2025
Open Dates: 18 – 20 November 2025
Venue: Fira Barcelona Gran Via
Organiser: Reed Exhibitions Limited (Company No. 678540)
Registered Office: Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN, UK

1. **Scheduled Payment Plan (Reg 5.1)**

The Charges shall be paid by the Exhibitor as follows:

40% on return of the signed Contract;

Plus a further 60% on or before **1 August 2025**.

2. **Liquidated Damages on Cancellation and Downsizing (Reg 7)**

Effective Date	Proportion of the amount by which the Charges have been reduced by downsize	Proportion of Charges due on cancellation
On or before 1 August 2025	40%	40%
After 1 August 2025	100%	100%

3. **Discount for Early Payment (Reg 5.3)**

Discount: N/A

Discount Deadline Date: N/A

4. **Build Up Period (Reg 9.5)**

Wednesday, 12 November 2025	08.00 – 21.00 hours
Thursday, 13 November 2025	08.00 – 21.00 hours
Friday, 14 November 2025	08.00 – 21.00 hours
Saturday, 15 November 2025	08.00 – 21.00 hours
Sunday, 16 November 2025	08.00 – 21.00 hours
Monday, 17 November 2025	08.00 – 21.00 hours

5. **Breakdown Deadline (Reg 9.5)**

Thursday, 20 November 2025	17.00 – 24.00 hours
Friday, 21 November 2025	08.00 – 21.00 hours
Saturday, 22 November 2025	08.00 – 14.00 hours

6. **Personal Health and Safety**

The Exhibitor shall ensure that the Exhibitor and its employees, agents and subcontractors participating in the Event and attending the Venue (including build up and break down of the Event) shall comply with all infection protection standards and personal health and safety measures, including physical distancing, imposed by the Organiser, the Venue, the relevant Government, local authorities and public health authorities (please see Event website for details). Anyone who does not comply with such standards and measures will be removed from the Venue by the Organisers.

7. **Uploading Content onto Event website**

When you, the Exhibitor, apply any details to your Exhibit Space or place any copy within the Event's official programme or upload any content on to the Event's website, you acknowledge and confirm that either you, the Exhibitor, own all intellectual property rights in that detail or copy or content, including in all images contained therein, or you have obtained the rights owner's formal consent to use such detail or copy or content, including all images contained therein.

WARNING: Unsolicited Marketing Communications

It has come to our attention that our customers are increasingly being targeted by companies claiming to supply exhibitor/visitor/participant lists and details relating to our events and products at a cost. Be vigilant – this data is likely to be fraudulent. If you receive any such unsolicited offers, please do not respond unless you have checked with us first.

Regulations

These Regulations are incorporated into your Contract, together with the Quotation, Addendum and the Exhibitor Manual set out on the Event website. If you have any questions regarding a Regulation or the Exhibitor Manual, then please do not hesitate to contact the Event team, who will be ready to offer you every assistance.

1. Definitions

In these Regulations, the following words and expressions shall have the following meanings:

Addendum means the addendum to the Contract which contains the Scheduled Payment Plan, the schedule of liquidated damages for cancellation and downsizing and information on an early payment discount (if any), build up and breakdown dates and other specific regulations applicable to the Event;

Appointment(s) means any appointment system operated by the Organiser to coordinate the appointments of the Exhibitors with Attendees;

Attendee(s) means any visitors, including, without limitation, Exhibitor Representatives or sponsors, hosted buyers, media and press representatives, speakers or other persons, attending the Event;

Charges means the sum payable under the Contract for the provision of Services and, if relevant, the Content;

Content means any applicable content, sponsorship or advertising artwork, banners, directory entry, promotional or other materials provided, displayed or distributed by the Exhibitor, including any specified in the Quotation;

Contract means the Quotation issued by the Organiser to the Exhibitor which forms the contract to exhibit and/or sponsor at the Event, when signed by the Exhibitor and subsequently countersigned by the Organiser, and which incorporates the Addendum, these Regulations and the Exhibitor Manual;

Discount Deadline Date means the date, if any, set out in the Addendum by which the first instalment of the Charges (in cleared funds) and the signed Contract must be received by the Organiser to qualify for a discount on the Charges, where applicable;

Effective Date has the meaning set out in Regulation 7.2;

Event means the event referred to in the Quotation, which is scheduled to take place on the dates specified in the Contract;

Exhibitor means the party named as Exhibitor in the Quotation;

Exhibitor Manual means the manual titled "Exhibitor Manual" prepared by the Organiser which is available on the Event website prior to the Event and which sets out practical aspects and additional requirements relating to the Exhibitor's participation at and/or sponsorship of the Event;

Exhibitor Representatives means the Exhibitor, its employees, agents, representatives, contractors, sub-contractors, Permitted Sharers or other invitees;

Exhibit Space has the meaning set out in Regulation 3;

Networking Events means official functions organised by the Organiser in connection with the Event to provide Exhibitors, Exhibitor Representatives and Attendees with networking opportunities to include, without limitation, evening receptions, dinners, forums, coffee breaks and lunches;

Organiser means as set out in the Contract;

Organiser's Group means RELX Group plc and its subsidiaries;

Permitted Sharers means those persons or entities for which the Exhibitor has been granted written permission by the Organiser, subject to payment of the designated registration fee, to share the Exhibitor's Exhibit Space pursuant to Regulation 25;

Scheduled Payment Plan means the payment plan for the payment of the Charges as set out in the Addendum;

Services means the provision of services by the Organiser in relation to the Event which may include, without limitation, the provision of space, shell scheme or other stand packages or table top and any stand check, Appointments, Networking Events, exhibitor badges, Event registration and compulsory digital package, as appropriate, and/or any other custom and/or predefined packages as set out in the Contract, the use of meeting rooms, sponsorship packages, advertisements, additional exhibitor badges, conference delegate places, Exhibitor indemnity, upgraded digital packages on the Event website, Permitted Sharer registration, double decker stand structural survey, catering packages, cleaning packages, other packages (which may include, without limitation, carpets, furniture packages, electricity connections, water connections and internet connections), and other additional services as set out in the Contract for which the Exhibitor is billed directly by the Organiser and which are designated as chargeable in accordance with the Scheduled Payment Plan;

Venue means the venue where the Event is to be held as set out in the Contract.

Virtual Stand (where available) means the Exhibit Space where computer and audio-visual equipment is placed to enable the Exhibitor to interact with Attendees remotely, display Exhibits and Content;

The title to each Regulation hereinafter set out is for ease of reference only and shall not be construed as limiting or defining the content of any Regulation.

2. Contract Acceptance

If the Exhibitor signs the Quotation and the Organiser accepts and signs the Exhibitor's signed Quotation, the Exhibitor has entered into a binding Contract to participate at and/or sponsor the Event. The Exhibitor acknowledges that its payment of all or part of the Charges shall be processed by the Organiser upon receipt, but that such processing does not constitute an acceptance of the signed Quotation and does not constitute a binding contract.

3. Permission

The Contract permits the Exhibitor (i) to occupy and utilise the space, shell scheme, stand or table top or pod area at the Venue (which may include tents or temporary exhibition facilities) assigned to it by the Organiser (the "Exhibit Space") to promote or exhibit permitted products and/or services at the Event, (ii) to utilise, where applicable, the Services and (iii), if applicable, to display and/or use the Content at the Event and/or on the Event website or other Event publication or promotional materials. The Exhibitor hereby acknowledges and represents to the Organiser that the Exhibitor has received and thoroughly read, understood and agrees to comply with these Regulations, the Addendum and the Exhibitor Manual as well as the regulations of the Venue.

4. Amendments

Amendments to the Contract by a duly authorised representative of the Organiser shall be incorporated herein and the Exhibitor shall be subject to the provisions of the Contract as so amended when written notification (which may be communicated by email) is sent to the Exhibitor.

5. Payment; Discounts; Late Payment; Collection Fees

5.1 The Exhibitor shall pay the Organiser the Charges in accordance with the Scheduled Payment Plan in the Addendum. If the Exhibitor enters into the Contract after the date on which the last scheduled payment of the Charges is due under the Scheduled Payment Plan, 100% of the Charges shall be payable on return of the signed Contract. All Charges due must be paid in full before the Exhibitor shall be permitted to occupy the Exhibit Space and/or, if applicable, display or use the Content at the Event or on the Event website or other Event publication or promotional materials. If payment is made by credit card, then in accordance with the applicable law, the Organiser will pass on any and all credit card charges and fees, which for the avoidance of doubt are costs incurred in addition to any amount owed, on a like-for-like basis, at the specific credit card company's prevailing rate.

5.2 The Organiser shall be entitled to refuse to accept an Exhibitor's signed Quotation or cancel a Contract if that Exhibitor, or its affiliates, is in arrears with any payments due to the Organiser or a member of the Organiser's Group in respect of the Event or a previous Event or any other event of the Organiser or the Organiser's Group or otherwise.

5.3 Where the Organiser offers a payment incentive or discount on the Charges for early contracting and payment of the Charges (or first instalment of the Charges), or otherwise, the signed Contract and cleared funds must be received by the Organiser from the Exhibitor before the Discount Deadline Date; otherwise, the Exhibitor will not qualify for the discount, and the Organiser will invoice the Exhibitor for the additional amount which shall be payable within thirty (30) days of the invoice date.

5.4 Failure to make payments pursuant to the Contract shall subject the Exhibitor to interest charges as specified in Regulation 6 on all past due balances owed to the Organiser. In addition, the Exhibitor shall pay any collection costs incurred by the Organiser in collecting such balances owed, including, but not limited to, court costs, collection fees and legal costs and expenses.

5.5 Unless specified otherwise in the Contract, the Exhibitor shall be required to pay the Organiser (or the Organiser's contractor) for the following charges, in addition to the Charges:

5.5.1 services including, but not limited to, electricity, water, gas, waste, compressed air, internet access and telephone;

5.5.2 loading and handling equipment charges;

5.5.3 cleaning of Exhibit Space and exhibits.

5.6 Prices quoted for the Services and other charges are exclusive of Value Added Tax or other applicable taxes, which the Exhibitor shall be responsible to pay, where appropriate, in accordance with the relevant legislation.

6. Interest

If any payments are fourteen (14) days or more in arrears (whether demanded or not), the Organiser shall have the right to charge interest on the overdue amounts from fourteen (14) days after the due date, at a rate of 8% per annum above the base lending rate of JP Morgan Chase Bank N.A from time to time. Such interest shall accrue after as well as before any judgement and shall accrue on a daily basis compounded for the overdue period with three monthly rests.

7. Exhibitor Cancellation and Downsizing; Liquidated Damages

7.1 In the event of cancellation or variation of the Services (including the removal or withdrawal of advertisements, sponsorship or other Content), no refund will be made of Charges previously paid. No variation or reduction of Services will be accepted by the Organiser in the two (2) months prior to the date on which the Event opens to Attendees.

7.2 The parties agree that quantifying losses arising from the Exhibitor's cancellation of the Contract or Services or downsizing of the Exhibit Space is inherently difficult, as the Organiser shall incur expenses, allocate resources and take other actions in connection with the tasks necessary to provide the Services and facilitate and manage the Event. Accordingly, any cancellation or withdrawal by the Exhibitor entitles the Organiser to liquidated damages as shown in the Addendum, such liquidated damages to be paid immediately on cancellation. The parties further agree that the agreed liquidated damages are not a penalty, but rather a reasonable measure of damages based upon the parties' experience in the event industry and the nature of the losses that may result from such cancellation of the Contract or the Services or downsizing of Exhibit Space. The Exhibitor must provide written notice to the Organiser for any cancellation or downsizing. The date on which the Organiser receives such notice shall be the effective date of such cancellation or downsizing (the "Effective Date").

7.3 The Organiser reserves the right to refuse to permit the Exhibitor to downsize its Exhibit Space, but such refusal shall not affect the Exhibitor's right to cancel.

7.4 If the Exhibitor cancels its Contract and, at the Effective Date, the Exhibitor has already paid Charges in an amount greater than the liquidated damages amount owed, the Organiser shall refund to the Exhibitor the difference between the amount of Charges already paid and the liquidated damages amount.

7.5 If the Exhibitor is permitted by the Organiser to downsize its originally agreed Exhibit Space requirements, it shall pay to the Organiser an amount equal to its revised Charges due for its decreased Exhibit Space requirements (to the extent not already paid); and (ii) liquidated damages for downsizing in the amount shown in the Addendum.

8. Set off

8.1 The Organiser shall have the right to set off against any amount which may be due from the Organiser to the Exhibitor, pursuant to this Contract or otherwise, any amounts owed to the Organiser or a member of the Organiser's Group by the Exhibitor or its affiliates for any reason. The Organiser shall also have the right to apply any amounts received from the Exhibitor under the Contract to any other amounts due to the Organiser or the Organiser's Group from the Exhibitor or its affiliates.

8.2 Amounts received by the Organiser from the Exhibitor or its affiliates will be allocated to reduce or complete payment of the oldest debt owed to the Organiser or the Organiser's Group first.

9. Eligible Exhibits

9.1 The Exhibitor shall exhibit materials, products or services directly related to the industries to which the Event is targeted or as set out in its Event sales brochure, Event profile or Event website and which is of specific interest to Attendees. The Organiser reserves the right to determine the eligibility of any product for display. Only the Exhibitor's and Permitted Sharer's name(s) or logo(s) may appear on signage placed on the Exhibit Space and in the Event exhibitor list. No exhibits, advertising or displays shall be allowed to extend beyond or above the back and side walls of the Exhibit Space, without the Organiser's prior written consent.

9.2 Only the Exhibitor's products or those of Permitted Sharers may be displayed in the Exhibit Space and such exhibits must be suitable for the size and position of the Exhibit Space. Exhibits must be used solely for the purpose of promoting the Exhibitor's and Permitted Sharer's products and/or services and shall not be used for other business purposes. The Exhibitor and Permitted Sharer shall not use the Exhibit Space to promote any other exhibition, event or conference without the Organiser's prior written consent. The Organiser's decisions with regard to the suitability of exhibits or any Exhibit Space use are final. All Exhibits and displays of the Exhibitor on the Exhibit Space shall remain in place during the open period of the Event.

9.3 Only a brand's owner or legal distributor may exhibit such brand at the Event. The Exhibitor must list its participating principals as the exhibitors of record. The Organiser reserves the right to verify the identity and status of the brand's owner and the legal distributor. In the event of a conflict between a brand's owner and distributor, the brand's owner shall have the sole right to exhibit such brand at the Event.

9.4 The Exhibitor's exhibit shall be admitted and permitted to remain at the Event solely by strict compliance by the Exhibitor with the Contract. The Organiser reserves the right to reject, eject or prohibit any exhibit, in whole or in part, upon the Organiser's good faith determination that the same is not in accordance with the Contract. The Organiser shall provide no refunds in the event of such rejection, ejection or prohibition.

9.5 The construction of all stands and display of Exhibits by the Exhibitors or their contractors on the Exhibit Space shall only take place during the Build Up Period specified in the Addendum and shall be completed by the end of the Build Up Period. All exhibits and property of the Exhibitor must be removed from the Venue as soon as practicable after the Event has closed on the last open day of the Event and in accordance with instructions and breakdown deadlines of the Organiser as set out in the Addendum and the Exhibitor Manual.

9.6 All Exhibits are subject to a general lien in favour of the Organiser for all sums, whether for unpaid Charges or otherwise, due from the Exhibitor to the Organiser.

10. Exhibit Space

10.1 The Exhibit Space is being provided as part of the Services as a service to the Exhibitor in accordance with the specification in the Exhibitor Manual.

10.2 The floor plan of the Event and allocation of the Exhibit Space shall be determined by the Organiser and may be changed from time to time in the best interests of the Event, as determined by the Organiser in its sole discretion, and the Organiser cannot guarantee that the Exhibitor will be positioned next to or near to (or away from) any other exhibitor.

10.3 If the Exhibitor is proposing to design and construct its own stand in the Exhibit Space, it shall provide the Organiser promptly upon request (and no later than sixty (60) days prior to the Event) detailed construction drawings showing all dimensions and orientation of such stand. Applications for permission to design stands of two (2) or more storeys must be made to the Organiser not later than six (6) months prior to the Event. All design drawings for space-only Exhibit Space shall be to scale and shall be checked by the Organiser and/or its structural engineer prior to any stand building commencing and a stand check fee will be charged to the Exhibitor. All stand building shall be subject to inspection by the Organiser on site at the Event.

10.4 Mobile exhibition units, caravans or similar vehicles are not permitted at the Event without the prior written permission of the Organiser.

10.5 The Organiser may, at the expense of the Exhibitor, remove or alter anything in, on or forming part of the stand or Exhibit Space if, in its reasonable opinion, it is desirable to do so in the interests of the Event.

10.6 It is the responsibility of the Exhibitor to check the Venue headroom available when booking Exhibit Space as, occasionally, the location of the Exhibit Space will not always provide for the maximum stand fitting height permissible in the Addendum and/or the Exhibitor Manual.

10.7 The Organiser reserves the right to affix stand numbers or direction signs on any Exhibit Space in any position.

10.8 Remote Participation via Virtual Stands Where the Organiser has agreed in writing that the Exhibitor may operate a Virtual stand, the Exhibitor must appoint authorised Exhibitor Representatives to assemble and operate the Virtual Stand on their behalf unless the Organiser agrees otherwise in writing. Details of the Exhibitor Representatives must be provided to the Organiser in writing prior to the Build Up of the Event. The Exhibitor Representatives must be present on the Virtual Stand at all times during the opening hours of the Event. The Exhibitor shall order or provide all Computer, audio visual and related equipment to enable connection to the Network as necessary in order for the Virtual Stand to operate effectively. The Exhibitor shall display Exhibits and Content on the audiovisual equipment (which shall comply with Regulations 9 and 21 in particular) and ensure that Exhibitor Representatives are available to meet with Attendees. The Organiser accepts no responsibility for any connectivity issues that

may be encountered on the Virtual Stand. The Exhibitor may attend appointments remotely to comply with regulation 15.3 as if they were physically present at the Event. The Exhibitor shall be held fully responsible for the conduct of the Exhibitor Representatives and Exhibitor Representatives' compliance with these Regulations (including but not limited to Regulations 12 and 13).

11. Laws and Regulations

11.1 The Exhibitor is responsible for the safety of the Exhibit Space during the construction, use and dismantling of the stand. The Exhibitor has a legal duty of care to anyone on or near the Exhibit Space who may be affected by the actions or omissions of the Exhibitor Representatives.

11.2 The Exhibitor must strictly observe all provisions in the Exhibitor Manual and all applicable local and national fire and health and safety laws and regulations, including the regulations of the Venue. All exhibits and displays must meet the requirements of the Exhibitor Manual and the Exhibitor shall ensure it shall have all necessary insurance in place.

12. Good Neighbour Policy

The Exhibitor shall operate the Exhibit Space so as not to annoy, endanger or interfere with the rights of other exhibitors, any Attendees, the Organiser or the Venue owner. The Organiser may, in its sole discretion, prohibit any objectionable behaviour, loud noise or flashing lights or other action resulting in complaints from other exhibitors, any Attendees, or the Venue owner and/or which causes a nuisance or interferes with the rights of others or exposes them to annoyance or danger. Exhibitor Representatives' unreasonable interference with, disruption of or inconvenience to the Event, the other exhibitors, any Attendees, the Organiser or the Venue owner shall be deemed a material breach of this Contract.

13. Exhibitor Representatives; Exhibit Space

Exhibitor Representatives must be 18 years of age or older. The Organiser may, in its sole discretion, limit the number of the Exhibitor Representatives in the Exhibit Space. The Exhibitor Representatives shall at all times wear Exhibitor identification badges furnished by the Organiser and shall not be admitted to the Event without such Exhibitor identification badge. The Exhibitor acknowledges that it shall require its Exhibitor Representatives to dress and conduct themselves in an appropriate, professional and business-like manner. The Organiser reserves the right to determine, in its sole discretion, whether the character, conduct and/or attire of Exhibitor Representatives are acceptable. The Exhibitor Representatives must reasonably staff the Exhibit Space during all hours that the Event is open.

14. Default in Occupancy

The actual occupancy by the Exhibitor of the Exhibit Space by means of exhibits, advertisements and display material as well as any applicable Content during the open period of the Event is a material obligation of the Exhibitor and is of the essence of this Contract. If the Exhibit Space is not so occupied by the time set for completion of installation of exhibits, advertisements and display materials (and any relevant Content), the Exhibit Space may be used by the Organiser for any purpose it may see fit without in any way releasing the Exhibitor from any liability hereunder. The Exhibitor shall not leave the Exhibit Space unsupervised and, in particular, shall not leave the Exhibit Space before the Event has closed.

15. Exhibitor Conduct; No Retail Sales

15.1 Retail sales are prohibited during the Event and any such conduct shall entitle the Organiser to shut down the Exhibit Space and remove the Exhibitor Representatives and its exhibits from the Venue, at the Exhibitor's cost.

15.2 The Exhibitor may distribute samples, souvenirs, permitted publications and similar items or conduct other sales or sales promotion activities only from within the Exhibit Space. The Organiser retains sole discretion and right to approve, control or prohibit which samples and other items may be distributed and where such samples may be distributed. Any demonstration, distribution or activity by Exhibitor Representatives that results in obstruction of aisles or prevents ready access to other exhibitors' Exhibit Space or otherwise disrupts or its likely to disrupt the Event is prohibited and shall be suspended permanently or for any periods reasonably specified by the Organiser.

15.3 Where the Organiser provides Appointments and/or Networking Events, the Exhibitor is required to attend such Appointments promptly and/or to use reasonable endeavours to attend any and all Networking Events.

15.4 Exhibitor's use of hotel suites, private rooms, restaurants, recreational vehicles or other premises in and around the Venue, for exhibits, displays, sales, marketing or other Exhibitor functions or entertainment purposes during the business hours of the Event (including the hours of any Networking Events and other seminars/conferences) is strictly prohibited without the Organiser's prior written consent.

16. Advertisements and Exhibitor Directory

16.1 All advertisements in any media are non-cancellable and non-refundable. All advertisements are subject to the Organiser's prior approval, such approval not to be unreasonably withheld or delayed. The Organiser may, at its sole discretion, reallocate any advertisement space. The Organiser may offer new advertisement products or positions throughout the Event cycle that may not be listed in this Contract. All advertisements must be provided to the Organiser by the deadlines specified by the Organiser; otherwise, the Exhibitor will be deemed to have cancelled such advertisements.

16.2 The Exhibitor authorises the Organiser to publish the advertisement(s) on the Event website, in the official catalogue for the Event or other Event publication or promotional material in any media as specified in the Contract.

16.3 Advertisements and any Content provided, displayed or distributed by the Exhibitor at or in connection with the Event in any media shall comply with Regulation 21.2.

16.4 The Exhibitor authorises the Organiser to publish the Exhibitor's directory entry on the Event website, in the official catalogue for the Event and/or in any other directory relating to the Event or the relevant industry in any media. The Exhibitor is required to complete its own directory entry on the Event website. If the Exhibitor fails to complete its directory entry on the Event website, the Organiser shall be entitled to

enter the Exhibitor's details from this Contract and an exhibit description from a previous Event year (if available) or from the Exhibitor's website on its behalf.

16.5 The Organiser shall not be liable for any omissions, misquotations or other errors, including, without limitation, any which appear in the Event directory, on the Event website, in the official catalogue of the Event or any other Event publication in any media.

17. Sponsorship and Use of Content

17.1 The Organiser agrees to provide any sponsorship packages set out in the Contract which packages are non-cancellable and non-refundable. All Content provided by the Exhibitor in respect of a sponsorship package or otherwise, which Content is subject to the provisions of this Regulation 17 and Regulation 21.2 and other provisions of this Contract, is subject to the Organiser's approval, such approval not to be unreasonably withheld or delayed.

17.2 The Organiser's decision on the suitability of any Content is final and the Organiser reserves the right, in the event of unforeseen circumstances, to change the positioning and place of the Content at the Event, or on the Event website or other Event publication or promotional material in any media which change shall be notified by the Organisers to the Exhibitor as soon as is reasonably practicable.

17.3 The Exhibitor shall supply to the Organiser the Content and its related materials to be used for the sponsorship rights acquired in this Contract, if any, on the date as stated in the Contract or at least thirty (30) days prior to the start of the Event or as otherwise agreed in writing between the parties. All Content to be used shall be supplied free of charge to the Organiser and shall be clearly marked with the Exhibitor's name and the name of the Event to which such Content relates.

17.4 All Content produced hereunder by the Exhibitor shall be and shall remain the sole and absolute property of the Exhibitor and the Organiser shall have no right, title or interest in the Content save for the non-exclusive right to use the Content at the Event or on the Event website or other Event publication or promotional material in any media for the purpose of performance of this Contract. If the Content is not collected by the Exhibitor within forty-five (45) days of the end of the Event, the Organiser has the right to dispose of such Content as it deems suitable.

17.5 The costs of the production and/or rigging at the Event of any Content supplied by the Exhibitor to the Organiser for sponsorship purposes are included in the Charges payable under this Contract unless otherwise expressly specified.

17.6 If the Charges relating to the sponsorship package have not been paid by the Exhibitor to the Organiser, the Organiser shall not be under any obligation to display or show any of the Content at the Event or on the Event website or other Event publication or promotional material in any media, but the Exhibitor's liability to pay such Charges and other payments due under this Contract remains in full force and effect.

17.7 In relation to the Content, if applicable, or any sponsorship right or option acquired under this Contract by the Exhibitor, the Exhibitor shall not be entitled to share or sub-license or sub-let such right or option with/to a third party without the prior written permission of the Organiser.

18. Publicity and Promotion; Permissions

18.1 The Exhibitor gives the Organiser permission to use the Exhibitor's name, logo, trademarks and products and the voice and the likeness of any Exhibitor Representatives at the Event or in products exhibited at the Event, in all media formats (whether now known or hereinafter existing) in connection with the promotion and publicity of the Event and the performance of this Contract. The Exhibitor waives the right to inspect or approve the finished product. The Exhibitor also waives all rights to royalties or other compensation arising out of or related to use of the Exhibitor's name, logo, trademarks and products and the voice and the likeness of any Exhibitor Representatives in such advertising media.

18.2 The Organiser agrees to provide any sponsorship packages set out in the Contract which packages are non-cancellable and non-refundable. All Content provided by the Exhibitor in respect of a sponsorship package, which Content is subject to the provisions of this Regulation 18 and Regulation 21.2 and other provisions of this Contract, is subject to the Organiser's approval, such approval not to be unreasonably withheld or delayed.

19. Photography

19.1 The photographic, video, filming and other recording rights for the Event are reserved to the Organiser, but the Exhibitor may request photography services from its own official photographers, if desired, provided always that it has acquired accreditations and permissions of entry to Event for such official photographers from the Organiser. All other photography, video production, filming and recording is strictly prohibited without the Organiser's prior written consent in advance of the Event.

19.2 Photographing other exhibitors' stands or products is strictly prohibited and persons in breach of this Regulation 19 may be removed from the Event. Such violations may also result in ejection of the Exhibitor from the Event and confiscation of any camera equipment.

19.3 The Exhibitor acknowledges and agrees that the Organiser may use any photography, video, filming or other recording produced or made by the Organiser or its agents at the Event, including at the Exhibit Space of the Exhibitor, in any media whatsoever anywhere in the world for the sole purpose of promoting the Organiser, the Organiser's business or the Event itself.

20. Permitted Publications

The Organiser reserves the right to determine the eligibility of any publication for display or distribution at the Event. Publications which contain advertisements purchased by exhibitors and which (i) are published only during the Event or (ii) otherwise target the Event and its Attendees without the permission of the Organiser are not eligible products for display or distribution from any Exhibit Space or from anywhere in the Venue or its grounds. For the avoidance of doubt, non-official "show dailies" are not eligible products for display or distribution. The Exhibitor shall not exhibit, offer for sale, give as a premium, hand out, distribute or advertise products or publications not manufactured or sold in its own name or those of its Permitted Sharers.

21. Intellectual Property

21.1 The Exhibitor acknowledges that all intellectual property rights in the Event including, but not limited to, trademarks, copyright, database rights, design rights, patents, confidential information, trade secrets, know-how and goodwill in and relating to the Event (but excluding exhibitors' intellectual property rights in their name, logo, trademarks, products and Content) are owned by the Organiser (or the party licensing such items to Organiser, as the case may be) and the Exhibitor undertakes not to use the same, without the express prior written consent of the Organiser.

21.2 The Exhibitor warrants that it is the legal and beneficial owner (or authorised licensee) of all intellectual property rights in the Content, in the Exhibitor's and Exhibitor's product names and logos, designs, patents, trademarks, service or other marks ("Exhibitor IPR") used in relation to the Event and use of the Content and Exhibitor IPR by the Exhibitor in relation to the Event and in accordance with the Contract shall not infringe the intellectual property or other rights of any third party nor shall the Content contain anything which is libellous, indecent, obscene, indecent, blasphemous, discriminatory, offensive or of a political nature or in any way unlawful. The Exhibitor licenses the Organiser to display or publish the Content and Exhibitor IPR in accordance with this Contract and agrees to indemnify the Organiser and keep the Organiser fully indemnified against all damages, loss of profits, loss of reputation, claims, costs and expenses incurred or suffered by the Organiser as a result of the Exhibitor's breach of the aforementioned warranty.

21.3 The Organiser expects the Exhibitor to respect the intellectual property rights of other parties. The Exhibitor shall not market, sell, distribute or display any product or material at the Event, including, if applicable, any Content that is counterfeit or in any way infringes trademarks, copyrights, patents, design rights, database rights or other intellectual property rights of a third party. Any Exhibitor determined by a court or other judicial body to be involved in unauthorised, counterfeit or infringing activity may have all such unauthorised, infringing, counterfeit or misleading products or Content removed from the Event, the Event website, the Event publications and promotional material in any media and/or the Exhibitor and Exhibitor Representative(s) may be removed from the Event and banned by the Organiser from future Events. However, this stipulation does not create an obligation for the Organiser to take such action. The Organiser does not accept any liability whatsoever for intellectual property infringements that may be committed by the Exhibitor.

22. IPR Disputes Between Exhibitors; Service of Process and Orders

Neither the Exhibitor nor its agents (including, but not limited to, legal counsel or process servers) nor any Permitted Sharers or their agents shall serve process on any other exhibitor during the hours when the Event is open to Attendees. If the Exhibitor has obtained a judicial/administrative relief order against another exhibitor and the Exhibitor has no reasonable alternative to serving such order on the other exhibitor during the Event, then the Exhibitor or its agent shall use their best endeavours to serve such order during the hours in which the Event is closed to Attendees. Notwithstanding the foregoing, the Exhibitor shall provide the Organiser advanced written notice of the order obtained (including a copy of such order) so that the Organiser representative may escort the Exhibitor or its agent to the Exhibit Space of the exhibitor to be served and thereby minimise any disruption to the Event caused by such service. The Exhibitor agrees to use its best endeavours to resolve any intellectual property disputes with other exhibitors by no later than one week prior to the Event and in a location other than the Venue.

23. No Sub Licensing

The Exhibitor shall not sub license, assign or transfer the Exhibit Space except to Permitted Sharers. The Exhibitor shall not permit any person other than the Exhibitor, the Exhibitor's Representatives and Permitted Sharers to occupy or conduct business in Exhibit Space, or any part thereof, without the Organiser's prior written consent. The Organiser may impose further liquidated damages and other reasonable conditions on the Exhibitor for breach of this Regulation.

24. No Assignment

This Contract is non-assignable by the Exhibitor. Any attempted assignment of this Contract by the Exhibitor shall be null and void and shall constitute a material breach, which may result in termination of this Contract. The Organiser may assign this Contract at any time to a member of the Organiser's Group or any owner or purchaser of the Event, by operation of law or otherwise.

25. Permitted Sharers

25.1 If the Exhibitor wishes to share his Exhibit Space with one or more business entities, it shall apply to the Organiser for registration of Permitted Sharers, which decision and registration shall be at the Organiser's complete discretion, and it shall pay the appropriate registration fee(s) for Permitted Sharers to the Organiser. For the avoidance of any doubt, pavilion organisers must register any business entities that will occupy Exhibit Space within a pavilion as Permitted Sharers and such entities shall be treated as Permitted Sharers for the purposes of this Contract.

25.2 The Exhibitor is responsible for ensuring that its Permitted Sharers are registered no later than 2 weeks prior to the Event opening and comply with all the terms of this Contract and the Exhibitor shall be and shall remain liable for the acts and omissions and breach of the terms of this Contract by its Permitted Sharers.

26. Compliance with Laws

26.1 The Exhibitor shall comply with all applicable laws and obtain all necessary permits, licences, visas, authorisations, consents, or other documentation and give all necessary notices relevant to the performance of this Contract and relevant to the Event and, if applicable, relevant for the display or use of the Content.

26.2 The Exhibitor shall abide by any applicable union work rules and the regulations of the city, country and Venue, including any Venue regulations or Organiser's rules requiring Exhibitors to order certain services exclusively from the Venue or a designated contractor as specified in the Exhibitor Manual.

26.3 Bribery and any other form of unethical business practice is prohibited in relation to the Event and all business transactions of the Exhibitor in relation to or in connection with the Event shall be accurately and completely recorded in accordance with applicable laws. The Exhibitor shall not, in connection with the Event, accept gifts

or inducements of any kind nor give or offer to give any person an inducement or gift of any kind that could be perceived by others to be a bribe.

26.4 The Exhibitor shall be responsible for obtaining all appropriate licences for the playing of music or other sound or audiovisual recordings or live performances at the Event.

26.5 The Exhibitor shall comply with all applicable laws relevant to its duties and obligations under this Contract, expressly including those concerning bribery, corruption and related matters (expressly including the US Foreign Corrupt Practices Act and the UK Bribery Act 2010) and economic and trade sanctions (including those enforced by the US Department of the Treasury's Office of Foreign Assets Control, the EU and the UK).

26.6 Modern Slavery Act – the Exhibitor undertakes to comply with and ensure that its sub-contractors and their personnel comply with the Modern Slavery Act 2015, as amended from time to time, and provide all reasonable information and support which the Organiser may require to make its own statement of compliance under the same.

26.7 The parties agree that, unless expressly stated otherwise in these Regulations, nothing in this Contract confers or is intended to confer, purport or is intended to purport, any benefit or right, of a third party, pursuant to the Contracts (Rights of Third Parties) Act 1999, which is hereby explicitly excluded from the Contract.

27. Sanctions

If any Exhibitor, Exhibitor Representatives or Permitted Sharers shall be considered by the Organiser, at its sole discretion, to be prohibited from, or to otherwise pose a risk to the Organiser as a result of, attending the Event by any applicable laws or regulations, including but not limited to economic sanctions, the Organiser shall have the right to refuse to contract with the Exhibitor or to terminate this Contract forthwith by notice in writing to such Exhibitor, without liability to the Organiser. The Exhibitor shall co-operate with the Organiser and provide all reasonable information requested by the Organiser to assess compliance with this clause. The Organiser's decision shall be final.

28. Lead Retrieval

28.1 All personal data collected by Exhibitor and/or Exhibitor Representatives through Organiser-supported lead retrieval systems and/or equipment shall be processed by Exhibitor and/or Exhibitor Representatives in accordance with the data sharing terms of the Attendee admission policy, the lead retrieval system license agreement and the data protection terms of this Contract. Exhibitor is responsible for ensuring that it will give any necessary notices and obtain any necessary consents, authorizations and permissions for its processing of the personal data.

29. Data Protection

29.1 The terms of the RELX Events Data Processing Addendum at <https://www.relx.com/site-services/data-processing-terms> apply to the "processing" of "personal data" (as those terms are defined therein) that either Party receives from the other under this Contract.

29.2 Purpose Limitation. The personal data provided by the Exhibitor to the Organiser (including details of Permitted Sharers) is necessary for the fulfilment, administration, management and execution of the Contract and may be provided to the Organiser's affiliate(s), the Venue and their sub-contractors and any other third parties involved in the provision of services at the Event ("Permitted Contacts") for that purpose. The Organiser processes personal data subject to the RX Privacy Policy at: <https://privacy.rxglobal.com>. Exhibitor and the Exhibitor Representatives may be contacted by the Permitted Contacts for the purposes of facilitating the participation of the Exhibitor in connection with the Event, which may also include entry of the Exhibitor on the Event website, and in any associated directory, arranging introductions to or appointments with Attendees, and marketing of similar products and services.

30. Internet Connection Policy

30.1 This Policy regulates the use of computer technology by Exhibitors to connect to the internet at the Event. It is intended to ensure the smooth operation of computer technology and internet access for the benefit of all Exhibitors free from any damage that may otherwise be caused by the use of technology without proper care and attention.

30.2 This Policy applies to any form of computer, whether a PC, laptop, server, PDA, tablet or mobile phones or any similar device ("Computers") which is provided by the Exhibitor (or any third party) and connected by wired or wireless means to the network(s) of the Organiser or any of its contractors at the Event ("the Network").

30.3 Exhibitors shall use their best endeavours to prevent any unauthorised access to the Network and to ensure that the Computers do not introduce any computer bugs, computer viruses, worms, Trojan horses, software bombs or any similar items or software to the Network.

30.4 All Computers must have one of the latest commercially available versions of antivirus and firewall software correctly installed and configured. This software must be kept up-to-date for the duration of the Event.

30.5 The Exhibitor shall not operate or attempt to operate its own wireless network at the Event. The Exhibitor shall only use the Organiser's (or its official contractor's) wireless Network.

30.6 The Organiser reserves the right to make random visits to the Exhibitor's stand to seek confirmation that Exhibitor is acting in compliance with this Policy.

30.7 In the event that, on investigation, it becomes clear that the latest version of antivirus and/or firewall software is not installed or being used or there is some other failure to comply with the Policy, the Organiser reserves the right to disconnect any or all Computers from the Network and disable any wireless network that does not comply with the Policy.

30.8 In the event of such disconnection, it is the responsibility of the Exhibitor to ensure that a current version of antivirus and/or firewall software is installed and any other failure to comply with the Policy is remedied. Only once this remedial action has been taken to the reasonable satisfaction of the Organiser will the Exhibitor then be allowed reconnection to the Network.

30.9 Internet connection via the Network, if provided at the Event, is for the Exhibitor to use entirely at its own risk and the Organiser shall not be liable for any loss, damage or liability (whether direct, indirect, special or consequential including, without

limitation, loss of profits, business interruption, loss of programs or other data) which may result.

30.10 The Exhibitor shall indemnify the Organiser for any loss or damage, costs or expenses suffered by the Organiser, other exhibitors or other Attendees at the Event as a result of the Exhibitor failing to comply with the Policy.

31. Exhibitor Breach

If the Exhibitor breaches any of its obligations under this Contract, (i) the Organiser may immediately, without notice, prohibit the Exhibitor from exhibiting at or sponsoring the Event and all future events run by the Organiser or another member of the Organiser's Group and terminate this Contract; (ii) the Exhibitor shall pay the Organiser any remaining balance of the Charges outstanding plus interest, where appropriate; and (iii) the Organiser may seek any other legal or equitable remedies to which it is entitled. Further, the Organiser may direct the Exhibitor immediately to remove its Exhibitor Representatives, its exhibits, Content and other property from the Venue. The Organiser shall be entitled, if necessary, to remove and despatch the said exhibits and property (at the risk and expense of the Exhibitor) from the Exhibit Space to the address of the Exhibitor stated on the Contract. The Organiser shall then be entitled to use the vacated Exhibit Space in such manner as the Organiser deems fit.

32. Resolution of Certain Disputes

32.1 If there is a dispute or disagreement between (i) the Exhibitor and an official contractor; or (ii) the Exhibitor and a union or union representative; or (iii) the Exhibitor and one or more other exhibitors; or (iv) the Exhibitor and the Venue, the Organiser's interpretations of the rules governing the Event and its actions or decisions concerning the dispute or disagreement and its resolution thereof shall be binding on the Exhibitor.

32.2 The Organiser shall, in its sole discretion, determine any dispute or conflict with respect to any matters not specifically covered by this Contract. The Organiser shall have full power in the manner of interpretation, amendment and enforcement of this Contract.

33. Bankruptcy or Liquidation

Should the Exhibitor (i) being an individual or firm, become bankrupt, have a receiving order made against him, her or it, or make any arrangements with his, her or its creditors; or (ii) being a limited liability company, go into liquidation (other than a solvent voluntary liquidation for the purpose of amalgamation or reconstruction) or have an administrative receiver appointed or an administrative order is made against it or its assets; or (iii) enter into any arrangement with its creditors or is unable to pay its debts as they become due, this Contract shall terminate immediately, save that all Charges paid shall be forfeited and the balance of the Charges shall become due and payable immediately and such termination shall be without prejudice to any other legal or equitable remedies to which the Organiser is entitled.

34. Indemnities, Insurance and Liability

34.1 The Exhibitor is responsible for all claims, actions and/or costs for personal injury and loss of or damage to property arising out of or resulting from its execution of this Contract or occupancy of the Exhibit Space or presence at the Event including, but not limited to, damage to the Venue (including fixtures, fittings and equipment), loss or damage to other exhibitors or any Attendees or their property caused by or arising from the erection and dismantling of the Exhibitor's stand and anything permitted, omitted or done on or from the Exhibit Space or at the Venue during the period of the Event or during the construction and dismantling periods, caused directly or indirectly by the Exhibitor or any Exhibitor Representative or any Permitted Sharer or the act, omission or neglect of the Exhibitor or any Exhibitor Representative or any Permitted Sharer or by any exhibit, product or other article belonging to, or in the possession of, or used by, the Exhibitor or any Exhibitor Representative or any Permitted Sharer. The Exhibitor shall indemnify and hold harmless the Organiser in respect of all claims, losses, damages, actions, proceedings, costs (including legal costs and expenses) and demands in respect thereof.

34.2 In addition, the Exhibitor shall indemnify and hold harmless the Organiser in respect of all claims, losses, damages, actions, proceedings, costs (including legal costs and expenses) and demands arising out of or resulting from the Exhibitor's:

34.2.1 infringement of the intellectual property rights of any third party, whether knowingly or unknowingly and whether intentionally or unintentionally (including, but not limited to, the sale or distribution of pirated goods and counterfeits);

34.2.2 use of music, audio visual recording or live performance;

34.2.3 breach of any legal and/or regulatory requirements;

34.2.4 service of a judicial/administrative order on another exhibitor;

34.2.5 failure to comply with Regulation 30 (Internet Connection); and

34.2.6 failure to comply with Regulations 28 and 29 (Data Protection)

34.3 The Exhibitor shall take out and maintain public liability insurance providing a minimum cover of £2 million in the case of exhibitions and £1 million in the case of table top events or such greater amount of cover required by the operator of the Venue (e.g. £5 million in respect of Events held at Olympia) or local currency equivalent for the duration of the Event including the build-up and breakdown periods in order to participate in the Event.

34.4 The Organiser shall not be responsible for losses or damage to exhibits or other property of the Exhibitor or Exhibitor Representatives or Permitted Sharers, howsoever caused.

34.5 The Exhibitor shall take out and maintain adequate insurance in respect of claims under this Regulation 34 and in respect of any costs and expenses which it may incur if the Event is cancelled, postponed or curtailed in whole or in part since the Organiser accepts no liability in such an eventuality.

34.6 The Exhibitor shall complete and sign a "Confirmation of Ability to Meet Liabilities" form and submit it to the Organiser with the signed Contract to confirm that it has insurance in place to cover its liabilities and insurance requirements under this Regulation 34.

34.7 Alternatively, the Exhibitor may purchase an Exhibitor Indemnity from the Organiser to benefit from the Organiser's insurance policy, where such Exhibitor Indemnity is available, the terms of which are set out in the Exhibitor Indemnity factsheet which can be obtained from the Organiser. Notwithstanding anything to the

contrary in this Contract, Charges for the Exhibitor Indemnity shall be payable 100% on return of the signed Contract or on the date of ordering and are non-refundable.

35. Limitation of Liability

35.1 The following provisions of this Regulation 35 set out the entire financial liability of the Organiser (including any liability for the acts or omissions of its employees, agents and sub-contractors) to the Exhibitor in respect of all losses, claims or liabilities arising under or in connection with the Event (including in respect of any indemnities), whether in contract, tort (including negligence), breach of statutory duty, or otherwise.

35.2 All warranties, conditions and other terms implied by law are, to the fullest extent permitted by law, excluded from this Contract.

35.3 Notwithstanding any provision to the contrary, nothing in this Contract or these Regulations shall exclude or limit the liability of the Organiser for death or personal injury caused by the Organiser's negligence or for fraudulent misrepresentation or for any liability that may not be limited or excluded by law.

35.4 Subject to Regulation 35.3:

35.4.1 the Organiser's total liability to the Exhibitor in connection with the Event shall be limited to 100% of the Charges paid by the Exhibitor (or the limits set out in the Exhibitor Indemnity factsheet, where applicable); and

35.4.2 the Organiser shall not be liable to the Exhibitor for any loss of or corruption to data, loss of revenue and profit, loss of anticipated savings, loss of business, loss of opportunity, depletion of goodwill or reputation, additional operational and administrative costs and expenses, any financial losses or any indirect or consequential loss or damage.

35.5 The Organiser makes no representations or warranties with respect to the number of Attendees or the demographic nature of such Attendees and shall not be held responsible for the failure of all or any contracted exhibitors to attend the Event for any reason.

35.6 The Organiser is not responsible for the failure of the Venue or a third party to provide services and utilities, including, but not limited to, electricity, water and internet services or apps for mobile devices, and the Exhibitor shall not be entitled to any reduction in Charges due or paid in the event of such failure.

35.7 The Organiser is not responsible for the content of any speaker's presentation at the Event.

36. Due Execution

36.1 The Exhibitor hereby warrants that the person signing this Contract is duly authorised to enter into the Contract on the Exhibitor's behalf and that the Contract constitutes a valid, legal and binding obligation on the Exhibitor. If the individual holding herself/himself out as duly authorised to execute the Contract is not so authorised, he or she hereby covenants to indemnify the Organiser (and members of the Organiser's Group and their respective officers, directors, employees and other agents) from and against all claims, losses, suits, damages, judgments, expenses, costs (including, without limitation, reasonable legal fees) and charges of every kind caused by her/his execution of the Contract and (without limitation) shall be personally liable to the Organiser for all payments that would have been payable to the Organiser by the Exhibitor had this Contract been duly executed on behalf of the Exhibitor.

36.2 Contracts may be digitally signed by the Exhibitor provided that they are publicly validated or certified or otherwise accepted by the Organiser.

37. Non Force Majeure Changes to Dates, Venue or Exhibit Space

37.1 The Organiser may, in its sole discretion, change the dates of the Event and/or the Venue or duration or opening hours for the Event upon written notice to the Exhibitor (which may be by email). The Organiser shall not be liable for any costs, damages, fees or other expenses of the Exhibitor as a result of any such change.

37.2 Additionally, the Organiser reserves the right to relocate the Exhibitor to a different Exhibit Space within the Venue (to include altering the shape, size and/or position of that Exhibit Space) at any time in the best interests of the Event. However, no alteration to the Exhibit Space shall impose on the Exhibitor a greater liability for Charges than that outlined in this Contract.

37.3 The Organiser may retain any portion of the Charges paid and such amount shall be applied as though no change in date, Venue or Exhibit Space relocation had occurred. Any remaining payments due from the Exhibitor shall be due in accordance with this Contract. Any cancellation of this Contract by the Exhibitor due to any change in date, Venue or Exhibit Space assignment shall be subject to liquidated damages as shown for cancellation in the Addendum.

38. Organiser's Rights to Cancel Event

The Organiser shall have the right at all times to abandon or cancel the Event in whole or part in the event that there is likely to be insufficient exhibitor participation in and/or Attendee support for the Event or otherwise, the likelihood of such insufficiency to be reasonably determined by the Organiser whose decision shall be final. In the event of such an abandonment or cancellation, the Exhibitor shall be entitled to receive repayment of all Charges paid (to the extent the Services have not already been performed in whole or in part), but the Organiser shall not be further responsible to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses which may have been suffered or incurred by the Exhibitor as the result of the abandonment or cancellation of the Event.

39. Force Majeure/Termination/Postponement

39.1 **Force Majeure:** If the Venue shall become, in the sole discretion of the Organiser acting reasonably, unfit for occupancy or the holding of the Event or if the performance of the Organiser's obligations under this Contract is interfered with by virtue of a **Force Majeure** (as defined below) or the Force Majeure event has interfered with the organising and/or delivery or holding of the Event, this Contract and/or the Event (or any part thereof) may be terminated by the Organiser or postponed and/or relocated by the Organiser. The Organiser shall not be responsible for delays, damage, loss, increased costs or other unfavourable conditions arising by virtue of Force Majeure. **Force Majeure** shall include, but not be limited to: fire; casualty; flood; epidemic; pandemic; World Health Organisation travel advisory or travel alert; government and / or local authority restraints, regulations or orders, earthquake; explosion or accident; blockade embargo; inclement weather; restraints or orders of

civil defence or military authorities; act of public enemy; riot or civil disturbance; act or threatened act of terrorism, strike, lockout, boycott or other labour disturbance; Venue cancellation; inability to secure sufficient labour; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain, condemnation, requisition, or commandeering of necessary supplies or equipment; general fuel or energy shortages, local, state or federal laws, ordinances, rules, orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or acts of God or any other cause or causes not reasonably within the control of the Organiser.

39.2 **Termination of Contract and/or Event:** If the Organiser terminates this Contract and/or the Event (or any part thereof) as a result of Force Majeure, the Organiser may retain such part of the Charges as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred and there shall be no further liability on the part of either party. The Organiser shall not be liable for any costs, damages, fees or expenses of the Exhibitor as a result of such termination.

39.3 **Postponement; Relocation:** If the Organiser postpones and/or relocates the Event (or any part thereof) as a result of Force Majeure, the Organiser shall be entitled to retain the portion of the Charges paid to date and said amount shall be applied to the Event as though no postponement and/or relocation had occurred. Any remaining payments from the Exhibitor shall be due in accordance with this Contract. If the Exhibitor cancels participation because the Organiser postpones and/or relocates the Event, the Exhibitor shall be subject to liquidated damages as shown for cancellation in the Addendum. Further, the Organiser shall not be liable for any costs, damages, fees or expenses of the Exhibitor as a result of such postponement and/or relocation.

39.4 Notwithstanding anything to the contrary in clauses 38 and 39.2, in the event of any termination or cancellation by the Organiser pursuant to such clauses, the Exhibitor acknowledges and agrees that no refund shall be provided by the Organiser in respect of any Charges relating to any digital and/or 365 subscription services and/or other services that continue to be available irrespective of such cancellation or termination and/or in respect of any Charges for Services already performed.

40. Admission of Attendees

The Organiser shall have sole control over admission policies at all times. The Attendee admission policy is available on the Event website and is applicable to all Attendees.

41. Rights of the Organiser and the Venue

The Organiser and the Venue owner and those authorised by them respectively have the right to enter the Venue at any time to execute works, repairs and alterations and for any other purposes. No compensation will be payable to an Exhibitor for any damage, loss or inconvenience so caused.

42. Notices

Any notices to the Organiser shall be given in writing by email (with confirmation of receipt), courier service, hand delivery, registered mail, certified mail, courier or postage prepaid to the address shown in the Contract or at such other address as may from time to time be designated by the Organiser.

43. Governing Law and Forum

43.1 This Contract and any dispute, controversy, proceedings or claim of whatever nature arising out of or in any way relating to this Contract, the validity and performance hereof or its formation (including any non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and Wales (save that the conflicts of law principles will be expressly excluded). The parties hereby irrevocably acknowledge and agree that the courts of England shall have exclusive jurisdiction and venue in respect hereof.

43.2 In the event of a dispute as to the interpretation of these Regulations as a result of their translation into a foreign language, the English version shall take precedence.

44. Reservation of Rights

The Organiser reserves the right to take any action that is reasonably necessary in the sole judgment of the Organiser for the protection of the Event and/or the participants, including, but not limited to, other exhibitors and all Attendees.

45. Entire Agreement

45.1 This Contract contains the entire agreement between the Organiser and the Exhibitor. The Exhibitor acknowledges that, in entering into this Contract, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this Contract, including any links to documents referred to in this Contract. This does not exclude liability for fraudulent misrepresentation.

45.2 These Regulations shall apply to all contracts, including this Contract, and shall override any terms submitted by the Exhibitor which shall have no legal effect.

45.3 All conditions and warranties implied by custom, law or regulation are excluded from this Contract to the extent permissible by law.

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EXHIBITOR INDEMNITY

What is an Exhibitor Indemnity?

It is a condition of participation in a Reed Exhibitions Limited ("RX") event that you can meet your obligations if you cause damage to third-party property; if you injure someone other than your own employees at an event; or the event is cancelled, abandoned, postponed or curtailed due to reasons beyond RX's control and for which RX is not responsible. To cover certain claims or losses arising from these scenarios, RX has purchased a policy. RX will provide those exhibitors who opt in with the benefit of this policy via an indemnity ("**Exhibitor Indemnity**") and add a charge for this to your contract.

Does the Exhibitor Indemnity meet all of my requirements?

The Exhibitor Indemnity meets RX's minimum requirements and provides some other basic protection in areas which RX consider relevant for exhibiting. You need to review your individual requirements and, if you do not feel RX's 'opt in' Exhibitor Indemnity is sufficient for your needs, you should consider alternative ways of covering your obligations, such as insurance.

Who is covered by the Exhibitor Indemnity?

The Exhibitor Indemnity only covers main stand-holders and stand-sharers ('table-toppers'). It is the responsibility of the contracted main stand-holder to ensure any other companies exhibiting on the stand can adequately meet their potential obligations in the event of any incident.

Can I still buy insurance?

Yes. You have the option to buy insurance in addition to or instead of this 'opt in' Exhibitor Indemnity.

If you decide to 'opt in' to the Exhibitor Indemnity it is very important that you read the below summary in full to ensure you understand what is included, the significant exclusions that apply and what obligations you must fulfil in order to benefit.

What is included in the Exhibitor Indemnity?	<p>This section sets out what is included in the Exhibitor Indemnity.</p> <p>RX will reimburse you up to:</p> <ul style="list-style-type: none"> • £2,000,000 each occurrence for when you are legally obliged to pay compensation in respect of third-party bodily injury or damage to property where you are liable (£5,000,000 for events at Olympia, London). RX will also pay your defence costs in addition, except for events in the USA for which the total payable is US \$2,000,000 each occurrence and in the aggregate inclusive of defence costs. • £10,000 (£1,000 for table toppers) for loss or damage to event property owned by you or for which you are legally liable whilst at the event or in the course of direct transit to or from its usual place of storage to the insured event. • £10,000 (£1,000 for table toppers) for non-recoverable expenses and other associated costs if the Event is necessarily cancelled, abandoned, disrupted or rescheduled, or due to your inability to open or keep open your stand/space caused by damage to exhibitor property while at the venue, in transit to and from the venue or damage to the venue or the late or non-arrival of exhibit(s) or their arrival in a condition making such property unsuitable for exhibiting. Service Charges and VAS Charges are excluded.
What is not included in the Exhibitor Indemnity?	<p>This section sets out certain key exclusions under the Exhibitor Indemnity.</p> <p>The Exhibitor Indemnity excludes all incidents resulting from the following:</p> <ul style="list-style-type: none"> • war, terrorism, radioactive contamination, pollution, malicious use of poisonous biological or chemical materials; • communicable disease, or your products, except food and drink you provide in the course of the insured event; • cyber incidents, including any computer or digital technology error, social engineering communication, cyber-attack or hacker; • any form of data loss or damage.

Listed below are certain other scenarios not included in the Exhibitor Indemnity:

The Exhibitor Indemnity excludes public liability loss or damage in respect of:

- Transmission of any communicable disease
- Deliberate, wilful or malicious acts or any act of vandalism at or to the venue

The Exhibitor Indemnity excludes loss or damage to property in respect of:

- Perishable goods
- Paintings, sculptures and other works of art
- Jewellery, precious stones, fur, unless such items are subject of or intended for display at the exhibition and are kept at all times in locked showcase or locked safe
- Cash including cheques and stamps
- Property sold by you or leased, hired or rented by you to others once it passes out of your possession
- Vehicles licensed for road use
- Mysterious disappearance or unexplained loss, inventory or stocktaking shortage.
- Loss or damage from, in or on a vehicle left unattended.
- Electrical or mechanical fault or breakdown

The Exhibitor Indemnity excludes cancellation or abandonment due to:

- Contractual dispute or breach
- National mourning for anyone over 70
- Riots or civil commotion
- Lack of support, insufficient finance for the event
- Communicable diseases of any kind, including fear or threat of communicable diseases
- Adverse weather if your stand is outdoors or in a temporary or canvas structure
- Virtual or online events
- Your (or anyone else's) inability to attend or appear at the event for any reason unless due to your employee or appointed representative death, physical injury, illness, disease or accident

What if I don't want the Exhibitor Indemnity?

If you do not wish to take advantage of the Exhibitor Indemnity then you must provide confirmation that you can meet your obligations through other means (e.g. an insurance policy or self-insurance in the case of government bodies) by completing and signing the Reed Exhibitions Limited Confirmation of Ability to Meet Liabilities form in your exhibitor portal.

What if I have queries?

If you have any queries about the Exhibitor Indemnity then you should, in the first instance, contact **RX**. You can contact RX by post at Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN or by email at rxinfo@rxglobal.com. You can also make contact by telephone on **+44 (0) 20 8271 2134** during normal business hours. Please ask to speak to your Account Manager.

What if I need to make a claim?

Please refer to the Claims Contact Sheet which you can find in your exhibitor portal.

CONFIRMATION OF ABILITY TO MEET LIABILITIES - STANDARD

It is a condition of participation at one of our events that you must be able to meet any potential liabilities arising from any incidents caused by you, your staff or your contractors. You have the option of paying for an Exhibitor Indemnity to enhance the terms and conditions to include an indemnity for your liability and loss of property at the event. We recommend you read our terms and conditions for confirmation as to the extent of this indemnity.

If, after reading the terms and conditions, you would prefer to make your own arrangements to cover these liabilities then please complete and sign the sections below and return to your account manager. Government bodies only may complete the section on self insurance.

If you do not possess appropriate insurance for this event you will not be allowed to exhibit.

Event & Year	
Contract No.	
Name <small>Of Contracted Standholder</small>	
Address <small>(Or Customer Account No.)</small>	

We confirm that we have arranged insurance cover which meets the following requirements:

- We have a current Public Liability policy that covers our activities and those of any standsharers whilst at this event.
- Our Public Liability policy cover provides at least £2,000,000 (GBP) cover or local currency equivalent.
- Our policy is valid in the country in which the event is held.

We further confirm that we will maintain such insurance in full force and effect until after the event has closed and we have vacated the event.

Signed		Print Name	
	<small>For and on behalf of the Contracted Standholder</small>		
Position in Company:			

Government Bodies Only

We confirm that we will self-insure for any Public Liability claims up to a minimum of £2,000,000 (GBP), or local currency equivalent, at the event named above.

Signed		Print Name	
	<small>For and on behalf of the Contracted Standholder</small>		

CONFIRMATION OF ABILITY TO MEET LIABILITIES

SUMMIT - Table Top ONLY

It is a condition of participation at one of our events that you must be able to meet any potential liabilities arising from any incidents caused by you, your staff or your contractors. You have the option of paying for an Exhibitor Indemnity to enhance the terms and conditions to include an indemnity for your liability and loss of property at the event. We recommend you read our terms and conditions for confirmation as to the extent of this indemnity.

If, after reading the terms and conditions, you would prefer to make your own arrangements to cover these liabilities then please complete and sign the sections below and return to your account manager. Government bodies only may complete the section on self insurance.

If you do not possess appropriate insurance for this event you will not be allowed to exhibit.

Event & Year	
Contract No.	
Name <small>Of Contracted Standholder</small>	
Address <small>(Or Customer Account No.)</small>	

We confirm that we have arranged insurance cover which meets the following requirements:

- We have a current Public Liability policy that covers our activities and those of any standsharers whilst at this event.
- Our Public Liability policy cover provides at least £1,000,000 (GBP) cover or local currency equivalent.
- Our policy is valid in the country in which the event is held.

We further confirm that we will maintain such insurance in full force and effect until after the event has closed and we have vacated the event.

Signed		Print Name	
	<small>For and on behalf of the Contracted Standholder</small>		
Position in Company:			

Government Bodies Only

We confirm that we will self-insure for any Public Liability claims up to a minimum of £1,000,000 (GBP), or local currency equivalent, at the event named above.

Signed		Print Name	
	<small>For and on behalf of the Contracted Standholder</small>		
Job Title:			

RX EXHIBITOR CLAIMS CONTACT SHEET

What to do and who to contact if there is an incident at your event.

If the event is cancelled or you cannot attend due to illness / accident or your exhibits do not arrive on time

If you need to make a claim, you should notify **Reed Exhibitions Limited ("RX")** at rxinfo@rxglobal.com and **Charles Taylor** at: alex.calver@ctplc.com or contingency@ctplc.com with the following information within 7 days of the incident occurring:

- ✓ Your full name
- ✓ Address including postcode
- ✓ Contact telephone number
- ✓ Circumstances of the claim
- ✓ Policy number: W0331I24PNSC

Please also copy claims@jameshallam.co.uk to your correspondence (quoting ref 53376452).

Property Damage Claims

If you need to make a claim, you should notify **RX** at rxinfo@rxglobal.com and **Charles Taylor** at: alex.calver@ctplc.com or contingency@ctplc.com with the following information within 7 days of the incident occurring:

- ✓ Your full name
- ✓ Address including postcode
- ✓ Contact telephone number
- ✓ Circumstances of the claim
- ✓ Policy number: W0331I24PNSC
- ✓ Police Crime reference if due to theft

Please also copy claims@jameshallam.co.uk to your correspondence (quoting ref 53376452).

Public Liability Notifications

If an attendee alleges they have hurt themselves or they suffer damage to property on your stand please tell us as soon as you can. Do not wait for a formal letter from a solicitor or court proceedings to be issued.

Don't admit liability. Don't enter negotiations or make settlement offers.

To notify an incident or claim please email **RX** at rxinfo@rxglobal.com and **DAC Beachcroft Claims Limited** at jtallant@dacbeachcroft.com (Tel. +44 (0)113 251 4862) as soon as reasonably possible and include as much of the following information as possible:

- ✓ Policy number: W0331I24PNSC
- ✓ Your full name
- ✓ Name of your business
- ✓ Email address and phone number for us to contact you
- ✓ Name of the person making a claim against you and their contact details if you have them
- ✓ Description of the incident
- ✓ Whether the person making a claim against you has appointed a solicitor
- ✓ Supporting Documentation (photos, correspondence, contracts etc)
- ✓ Details of your solicitor if you have appointed one

Please also copy claims@jameshallam.co.uk to your correspondence (quoting ref 53376452).