

# BAUS 2022 Exhibition Terms and Conditions

## Definitions

In the following Terms and Conditions:

The word "ORGANISER" means "The British Association of Urological Surgeons" (BAUS)

The word "EXHIBITION" means "The British Association of Urological Surgeons Exhibition"

The word "EXHIBITOR" means the person, company, firm or other organisation contracting with the "Organiser" to participate in the "EXHIBITION" and, in relation to any terms or conditions imposing any prohibition, shall include employees, servants or agents of the Exhibitor

The word "VENUE" means ICC Birmingham

The words "MAIN CONTRACTOR" means the "Exhibition Contractor" appointed by the "Organiser"

The words "ELECTRICAL CONTRACTOR" means the "Electrical Contractor" appointed by the "Organiser"

The word "EXHIBIT" means the Exhibit or Display to be presented by the "Exhibitor"

The words "SUB CONTRACTOR" means any company employed by the "Exhibitor" for the purpose of designing and building their "Exhibit"

## APPLICATION FOR STAND SPACE – METHOD OF ALLOCATION

The exhibition plan and stand booking form will be available on the BAUS website and emailed, to companies on the Organisers' mailing list on given dates. Stands are then allocated as soon as the application forms are received by the Organisers, on a first-come, first-served basis. The application form provides the opportunity to specify up to six preferred exhibitions stand positions in order of preference. The stands are then allocated (where possible), using each company's order of preference. If none of the six choices are available, the Organiser will contact the company to select from the remaining stands.

An invoice will be sent upon receipt of a completed booking form and allocation of your stand. Full payment will be due 90 days from date of invoice.

Please note that full payment for stands booked after 1 March 2022 will be due 14 days from the date of invoice. If payment is not received by the due date, the Organiser reserves the right to release the stand back for general sale.

Companies with a sponsorship packing will have priority booking and their stands allocated prior to the general release date.

The submission of a Stand Booking Form, together with the allocation by the Organisers, shall be deemed to be a contract in acceptance of and in accordance with these Terms and Conditions. The Organiser reserves the right to refuse any application.

## CHARGES FOR STAND SPACE

The charge for Shell Scheme space is £310.00 per square metre, plus VAT at the prevailing rate. The charge for Space Only is £295.00 per square metre, plus VAT at the prevailing rate.

In the event of a change in VAT rate during the planning of the exhibition, the amended rate will apply to all invoices issued following that date of change. Details of what is included in the cost of stand space are listed in the BAUS 2022 Sponsorship and Exhibition brochure.

## PAYMENT FOR STAND SPACE

An invoice will be sent upon receipt of a completed booking form and allocation of your stand. Full payment will be due 90 days from date of invoice.

Please note that full payment for stands booked after 1 March 2022 will be due 14 days from the date of invoice.

Under no circumstances will a company be allowed to exhibit at the meeting unless full payment has been made. Payment methods are by cheque (drawn on any United Kingdom bank in pounds sterling made payable to "The British Association of Urological Surgeons Limited"), direct bank transfer or credit/debit card. Payments must be forwarded to The British Association of Urological Surgeons Limited, 38-43 Lincoln's Inn Fields, London, WC2A 3PE, UK. Where payment is made by bank transfer, a copy of the Remittance Advice must be forwarded to the Organiser.

#### **CANCELLATION OR ALTERATION OF STAND SPACE**

If, after allocation of stand space to any Exhibitor, the Exhibitor wishes to cancel or reduce the stand space allocated, the Organiser will endeavour to re-let the stand space not required by the Exhibitor. If they are unable to do so, the Exhibitor shall remain liable to pay the full charge for the stand space allocated. If the Organiser can re-sell the space, a cancellation charge of 20% of the total charge for the stand will be made. Requests to cancel or reduce stand space must be confirmed in writing and stand space cannot be released for resale until such requests are received by the Organisers and are acknowledged.

All such requests must be confirmed in writing. Any participants who fail to arrive at the exhibition by the designated times shall be liable for any additional costs that may be incurred by the Organiser, due to non-participation.

#### **ALTERATION TO EXHIBITION LAYOUT**

Whilst every endeavour will be made to adhere to the published layout of the Exhibition, the Organiser shall be entitled to alter the layout if, in their opinion, this is in the general interest of the Exhibition.

#### **AMENDMENT OR CANCELLATION BY THE ORGANISERS**

The Organiser reserves the right to cancel any booking or offer alternative facilities without any liability on its part in the event of:

- Any occurrence beyond its reasonable control which shall prevent the Organiser from performing its obligations in connection with the booking
- The booking being, in the Organisers opinion, prejudicial to the reputation of the Organisers, the Venue, or third-party suppliers
- The Exhibitor being in arrears of payments due
- The Organiser becoming aware of any alteration in the Exhibitor's financial situation