**Exhibitor contract**

**GeoPlace conference and exhibition 2020**

Wednesday 7th October 2020

Manchester Suite, Manchester United Football Club

| Sir Matt Busby Way | Old Trafford |Manchester |M16 0RA

**Cost and Payment Terms for sponsorship**

[ ]  Cost: £2,100.00

VAT: £420.00

Total £2,520.00

[ ]  Pitch-side boxes for breakfast meetings £295.00

VAT: £59.00

Total £354.00

[ ]  13 minute GeoShot slot £100.00

VAT: £20.00

Total £120.00

The cost is payable in full 30 days from receipt of invoice or 30 days prior to event, whichever is sooner. Payment should be made in GBP currency. Cheques should be made payable to: GeoPlace LLP.

Bank transfers to NatWest, Shirley Southampton Branch, 1 Romsey Road, Southampton, SO6 9QQ

Sort code: 55-50-23, Account number: 59655666

**Under no circumstances will an exhibitor be allowed to take part in the exhibition if an invoice is unpaid.**

**To be completed by the exhibitor**

We confirm our reservation for the exhibition as detailed above. We agree to be bound by the Contract Terms and Conditions, which we have received and read.

I/We apply for sponsorship at the net cost of £2,100.00 + VAT

I/We make this application of behalf of:

Company name, as it will be invoiced:

Company address:

Name of authorised executive:  Signature:

Position:       Date:

Name of organising contact:  Position:

Tel:  E-mail:

Purchase order number, if required:

**Contract Terms and Conditions**

**1. Definitions**

In these terms of contract the term “Exhibitor” means any person, firm or company who has made an application for and who has been granted space in the Exhibition. The term “Exhibition” means the event details on the Contract for Sponsorship. The term “Organiser” means GeoPlace LLP.

**2. Allotment of space**

When the space has been offered, each Exhibitor is required to give a formal acceptance of the area allotted and the terms and conditions contained in the Terms of Contract for Sponsorship and sponsors’ manual.

**3. Exhibits**

Exhibitors may not display any exhibits in addition to or in place of those described on the Contract for Sponsorship except with the express permission of the Organisers.

**4. Cancellation of Space**

All fees are payable in advance of the event. Cancellations made in writing within two weeks of signing the contract will receive a refund of 100% of the invoiced amount. Thereafter, no refund can be made.

**5. Relocation of Space**

Should it be necessary to revise the layout of the Exhibition for any purpose, the Organisers reserve the right to transfer any Exhibitor to an alternative location.

**6. Bankruptcy**

In the event of the Exhibitor becoming bankrupt, committing any act of bankruptcy, going in to liquidation, having a Receiver or Administrator appointed in respect of any of its assets then the Organisers reserve the right to terminate the contract with the Exhibitor and the Rules and Regulations relating to Cancellation shall apply.

**7. Prohibition of Transfer**

The Exhibitor may not assign sub-let or grant licences in respect of the whole or any part of the space or time allotted to them without the express permission of the Organisers.

**8. Payment of Space**

Payment for space booking must be in Pounds Sterling. Full payment must be paid to the Organisers on submission of the contract in order for the allocated space to be secured.

Where payment is not made in accordance with the Terms of Contract, the space may be re-allocated. The defaulting participant must pay any loss by the Organisers by reason of such non-payment.

**9. Promotion and Representation**

Whilst the Organisers shall use their reasonable endeavours to organise and promote the Exhibition in such a manner as they consider appropriate the Organisers reserve the right to amend or vary the manner or methods of such organisation and promotion and therefore any statements made by or on behalf of the Organisers as to audience projections or methods of timing of promotion shall constitute only general indications of the Organisers promotion and organising strategy and shall not amount to any representation or warranty. Any typographical, clerical or other error or omission in any sales literature, quotation, price list, acceptance of offer, invoice or other document or information issued by GeoPlace shall be subject to correction without any liability on the part of GeoPlace.

**10. Postponement or abandonment**

(1) In the event of any abandonment, postponement or limitation of the Exhibition, and limitation of the use of the premises or any part thereof, or any failure of the services provided therein, an Exhibitor or his agents or contractors shall have no claim against the Organisers in respect of any resulting loss or damage and the Exhibitors liabilities shall not be affected.

(2) The Organisers accept no responsibility if delivery of goods and materials or the execution of work is held up or prevented by any cause beyond their control, including without prejudice the generality of the foregoing:

(a) strike, lockout, labour disturbance or restriction;

(b) Failure by the Exhibitor, his agents or contractors to give instructions or supply the necessary drawings in due time.

**11. Exhibitors’ Liabilities**

Every Exhibitor hereby accepts liability for all acts or omissions of himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organisers and keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Organisers or incurred or become payable by them arising there from or in respect thereof including any claims arising out of the supply by the Exhibitor of samples of any kind whatsoever whether such samples be sold or given away free or including any legal costs and expenses and any compensation costs and disbursements paid by the Organisers on the advice of Counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the Exhibitor undertakes that they hold appropriate third party liability insurance for a minimum of £1,000,000.00.

**12. Insurance Liability**

Neither the Organisers nor the Hall owners will be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for the loss or damage of, or destruction to same, by theft or fire, or any other cause whatsoever, or for any loss or damage to the building caused by fire, storm, tempest, lightening, national emergency, war, labour dispute, strikes or lock outs, civil disturbances, explosions, inevitable accident, force majeure, or any other cause not within the control of the Organisers whether ejusden generis or not for any loss or damage occasioned if by the reason of the happenings or any such event, the opening of the Exhibition is prevented, postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition. The Exhibitor agrees and undertakes to insure in their full replacement value the contents of his stand and all associated ancillary equipment and materials.

**13. Build and Breakdown of Stands**

Stands must be set up by 8.45 on Wednesday 29th April 2020, and breakdown of exhibition stands cannot commence before the end of the final break on the same day.

***Please return signed contract to:***

***Georgina Carr***

***GeoPlace***

***157-197 Buckingham Palace Road***

***London SW1W 9SP***

***T: 020 7630 4600, F: 020 7630 4601,*** ***georgina.carr@geoplace.co.uk***