

## Information for exhibitors

**Exhibition dates: Sunday 5 November – Wednesday 8 November 2017**

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#### Compulsory Actions Deadlines

50 word company profile for the app exhibition listing	25 August 2017
Contact H2 Events to s risk assessment and method statement	25 August 2017
Contact H2 Events to confirm health and safety and insurance declaration	25 August 2017
Send design plans (space only contractors)	25 August 2017
Exact wording for your stand name board (if different from company profile)	25 August 2017
Pay any outstanding balances	31 August 2017
Absolute deadline for registering stand personnel and additional executives	22 October 2017
Delegate bag inserts to arrive at DHL (if applicable)	27 October 2017
Deliveries ( <i>excluding delegate inserts</i> ) to arrive at DHL (if applicable)	31 October 2017

#### Deadlines

#### Optional

Order additional furniture	29 September 2017
Order additional electrics	29 September 2017
Order lead retrieval system	20 October 2017
Order additional catering	20 October 2017
Order additional audio-visual/utilities	20 October 2017
Book accommodation	ASAP advisable

### Key exhibition times (including social events)

**These are the key times when Hall 2 will be at its busiest. It is therefore advisable for exhibitors to be manning stands at these times.**

#### Sunday 5 November 2017

Exhibition opens	<b>15.00</b>
Opening reception, networking, poster and exhibition viewing	<b>18.00–20.00</b>
Exhibition closes	<b>20.00</b>

#### Monday 6 November 2016

Exhibition opens	<b>08.15</b>
Networking, refreshment break, poster and exhibition viewing	<b>10.25–11.00</b>
Lunch, networking, poster and exhibition viewing	<b>12.30–14.00</b>
Networking, refreshment break, poster and exhibition viewing	<b>16.00–16.30</b>
Exhibition closes	<b>18.30</b>

#### Tuesday 7 November 2016

Exhibition opens	<b>08.15</b>
Networking, refreshment break poster and exhibition viewing	<b>10.25–11.00</b>
Lunch, networking, exhibition viewing, poster session	<b>12.30–14.00</b>
Networking, refreshment break, poster and exhibition viewing	<b>16.15–16.45</b>
Exhibition closes	<b>18.30</b>
Conference social event (if pre-booked)	<b>19.30–22.30</b>

#### Wednesday 8 November 2016

Exhibition opens	<b>09.00</b>
Networking, refreshment break poster and exhibition viewing	<b>11.00–12.00</b>
Exhibition closes	<b>12.30</b>
Conference closes	<b>13.40</b>

### Set-up

Saturday 4 November 2017, 12.00–20.00 (space only contractors)

Sunday 5 November 2017, 09.00–13.00 (all exhibitors)

Due to limited space in Loading Bay 2 and to avoid congestion, exhibitors' arrival time for unloading will have to be staggered in order of stand numbers. Please refer to the "**Unloading**" section below for exact times.

Please contact [sueharrison@h2-events.co.uk](mailto:sueharrison@h2-events.co.uk) if a longer set-up time is required.

### Break-down

The exhibition break-down is scheduled for Wednesday 8 November 2017, 12.30 to 14.00 hours (exhibitors only). Contractors' breakdown will commence at 14.00 hours.

The organisers and the venue management team will not allow any exhibition stand set-up or break-down during refreshment breaks, lunch times, poster sessions and social events held in the trade exhibition area (Hall 2) or at any other times when any delegates are present within the exhibition area. Non-adherence will force the venue management team to close the exhibition hall and any costs incurred will be passed on by the organisers to any exhibitor(s) who has/have not adhered to this regulation.

### Hall 2 access times (for exhibitors)

Sunday 5 November access from 09.00 according to stand number (see Unloading section) – 20.00

Monday 6 November 08.15–18.30

Tuesday 7 November 08.00 –18.30

Wednesday 8 November 09.00 – 12.30

### Unloading

Exhibitors and couriers should enter the site via Queens Wharf, where they will be directed to a load-in marshalled area. Details of vehicle and site access requirements will be managed from here and the driver will be directed to loading bay 2. The driver will be issued with a loading bay pass at this point and it is their responsibility to prominently display it on the dashboard. Please refer to the ACC Exhibitor Loading Procedures at [Appendix 1](#) for further information.

- **Space only stands** - exhibitors must arrive between 10.00 and 13.00 with unloading completed and cars removed from Loading Bay 2 no later than 13.00 pm on Saturday 4 November 2017.
- **Stands 1 to 20** – arrive between 09.00 and 10.00 with unloading completed and cars removed from Loading Bay 2 no later than 10.00 on Sunday 5 November 2017.
- **Stands 21 to 40** – exhibitors must arrive between 10.00 and 11.00 with unloading completed and cars removed from Loading Bay 2 no later than 11.00 on Sunday 5 November 2017.
- **Stands 41 to 60** – exhibitors must arrive between 10.30 and 11.30 with unloading completed and cars removed from Loading Bay 2 no later than 11.30 on Sunday 5 November 2017.
- **Stands 61 to 83** – exhibitors must arrive between 11.30 and 12.30 with unloading completed and cars removed from Loading Bay 2 no later than 12.30 on Sunday 5 November 2017.

All late comers who have missed their unloading time slot MUST wait until all other exhibitors have unloaded.

Only the sign of the company whose name appears on the NCRI exhibitor booking form may be placed in the stand or appear on any printed list of exhibitors.

### Delivery of exhibition materials and stand fittings

Deliveries by couriers of exhibition materials and exhibition stands required for the set-up of exhibition stands can only be accepted on Saturday 4 November 2017 from 08.00 to 18.00 and Sunday 5 November 2017 from 08.00 to 13.00. Deliveries outside of these hours will be refused by the venue.

Deliveries should be marked: 2017 NCRI Cancer Conference  
<Name of Exhibiting Company> and <Stand number>  
BT Convention Centre  
Loading Bay 2  
Kings Dock  
LIVERPOOL  
L3 4FP  
UK  
Item \_\_ of \_\_

Exhibitors may hand carry only what they can manage by themselves (one person) in one trip, using no equipment. Hand carried items may not come through the freight entrance.

Please ensure that all packages are clearly marked with the name of a contact person, exhibiting company, address of company, the stand number and the number of items to be delivered.

DHL Trade Fairs & Events (UK) Ltd, the appointed logistics partner for the 2017 NCRI Cancer Conference and would be pleased to assist with shipping and/or storage requirements (pre and post event).

In addition DHL Trade Fairs & Events (UK) Ltd are able to pick up and/or receive and store courier shipments up to 30 days prior to the start of the NCRI Cancer Conference, and will deliver these to the stand once manned. The handling charge for this service should be paid directly to DHL Trade Fairs & Events (UK) Ltd.

Exhibitors are under no obligations to use the exhibition logistics services offered by DHL Trade Fairs & Events (UK) Ltd. Courier charges are not included in the cost of the exhibition package. Please refer to [Appendix 2](#) for DHL Trade Fairs & Events (UK) Ltd booking form and [Appendix 2A](#) for prices.

If you are using DHL and your shipment is for your exhibition stand, please use the consignment label that can be found at [Appendix 2B](#). The deadline for delivery to DHL is Tuesday 31 October 2017.

If your shipment is delegate bag inserts, please label the consignment using the form that can be found at [Appendix 2C](#). The deadline for delivery to DHL is Friday 27th October 2017.

Contact details: DHL Trade Fairs & Events (UK) Ltd  
Unit 17 & 21, 2nd Exhibition Avenue  
National Exhibition Centre  
BIRMINGHAM  
B40 1PJ UK  
Tel.: +44 (0)121 782 4626 (at the prompt press #6)  
Fax: +44 (0)121 782 4680

Reference: 2016 NCRI Cancer Conference  
DHL contact: Simon Latchford [simon@dhl-exh.com](mailto:simon@dhl-exh.com)

### Storage of crates and boxes

Limited storage facilities are available at the BT Convention Centre. Exhibitors are advised to make their own arrangements for removal and storage of all cartons, crates, containers, packing materials, etc., which are necessary for re-packing.

Storage of crates and boxes can be arranged with DHL Trade Fairs & Events (UK) Ltd. Arrangements may be made in advance or at the dedicated exhibitors helpdesk situated outside the exhibition area.

Packaging materials cannot be stored behind exhibition stand displays and under no circumstances left in the aisles or on the stands.

### Post-event uplift of exhibition materials and exhibition stands

Please note that all exhibition and stand materials to be collected by couriers must be labelled appropriately (exhibitor company name, stand number, return address, contact name and phone number) and should be moved to **Loading Bay 2 after 12.30 on Wednesday 8 November 2017**, ready for uplift. Please instruct your courier company to collect the exhibition materials from Loading Bay 2 between 12.30 and 18.30.

It is the exhibitor's responsibility to ensure that their appointed courier has been given precise uplift instructions, including the name of the company and the number of items. Any items remaining in the hall after 18.30 will be removed and stored by DHL Trade Fairs & Events (UK) Ltd and the exhibitor will be responsible for all costs incurred.

### Exhibition hall specifications

Gross area – 3425m<sup>2</sup>

Minimum height – 4.2m

Maximum height – 6.4m

Access – Flat access to main hall floor, from Loading Bay 2

– VE door LB2 – Hall 2 – height 3.2m – width – 5m

– VE door LB2 – Lower Galleria – height 4.6m – width 7.95m at its narrowest point

All stands must comply with a height restriction of no more than 2.4m.

### Exhibition stand equipment

#### Shell scheme stands

All exhibition stands will be equipped with a 2.5m high shell-scheme with velcro-compatible side and back panels, one company name panel/fascia, one electrical package (one 500w socket, two spotlights) and one standard furniture package (one 6ft trestle table and two chairs). The exhibition stand will be carpeted as part of the hall carpeting.

For rental of any additional furniture and/or additional electrical requirements please refer to “Exhibitor service kit” section of this document (see below).

#### Exhibition stand construction

All exhibit backgrounds must conform to the Health & Safety at Work Act / Trade Descriptions Act and the Health and Safety Regulations in force at the BT Convention Centre, Liverpool. All stands and other temporary structures, including signs erected for exhibitions and other events to which conference delegates have access to, shall conform to the requirements of the BT Convention Centre, Liverpool.



### The BT Convention Centre rules and regulations

The BT Convention Centre and the organisers require all exhibitors, contractors and any personnel to comply with all relevant sections of the eGuide as the industry standard for AEV venues (Association of Event Venues). The eGuide is available from the Association of Events Organisers website at <http://www.aev.org.uk/Content/eGuide>. All exhibitors must also comply with all current legislation and Health & Safety rulings.

### Exhibitor service kit

#### I – Design and custom build exhibition stand options and electrical services

H2 Events has been appointed by the NCRI Conference Team as the on-site logistics company for the NCRI Cancer Conference Exhibition. H2 Events can provide a 'one-stop-shop' service for your stand. For design, graphics and custom build enquiries please contact:

Sue Harrison on [sueharrison@h2-events.co.uk](mailto:sueharrison@h2-events.co.uk) or +44 (0)161 477 9877

Website: [www.h2-events.co.uk](http://www.h2-events.co.uk)

#### II – Additional furniture

Exhibitors who need additional furniture should contact H2 Events as detailed above for more information.

#### III – Exhibitor lead retrieval

Shocklogic is the official scanner supplier this year. Exhibitors can hire bar code scanners for their stand at a cost of £150 plus VAT for OPN scanners or £250 plus VAT for Linea PRO scanners. More information on the functionality of the scanners can be found following this link:

[https://www5.shocklogic.com/scripts/jmevent/Registration.asp?Client\\_Id=%27NCRI%27&Project\\_Id=%27SCANNER%27&System\\_Id=2&Form\\_Id=&Language\\_Code](https://www5.shocklogic.com/scripts/jmevent/Registration.asp?Client_Id=%27NCRI%27&Project_Id=%27SCANNER%27&System_Id=2&Form_Id=&Language_Code)

#### IV – Utilities/audio visual equipment

Exhibitors should order any audio-visual equipment (exhibitor AV form) or IT equipment (exhibitor IT order form) from the BT Convention Centre directly. Please refer to [Appendix 3](#) for these forms.

The free Wi-Fi service available at the BT Convention Centre has limited bandwidth and is sufficient for checking emails or low level browsing. Exhibitors are strongly advised to order a secure line for a faster, more reliable connection. Orders should be placed no later than 20 October 2017. Any orders received after this time might be subject to a late order surcharge.

#### V – Electricity

Exhibition booths come with an electrical package which includes one 500-watt power socket and two spotlights. Additional electrical supply can be ordered from our exhibition logistics partner H2 Events.

Please refer to [Appendix 4](#).

#### VI – Stand catering

Centreplate have exclusive rights to all catering in the venue. Exhibitors can order additional catering for their stand using the stand catering order form. Please refer to [Appendix 5](#). Any stand found to have catering which has not been provided by Centreplate or agreed with the organisers will be charged £250 + VAT.

#### **VII – Stand cleaning**

A full hall clean and basic stand cleaning is carried out after build-up and thereafter on a daily basis throughout the exhibition open period. Quotations for special cleaning requirements can be arranged upon request. It is the responsibility of the exhibitor to make arrangements for any special cleaning requirements on-site at the exhibitor helpdesk.

#### **Company profile Conference App**

As a service to both exhibitors and attendees, the exhibitors' listing conference app. Each confirmed exhibitor is entitled to a 50-word description of their company. One full colour version of your company logo may be submitted in "high-res jpeg" (300dpi or higher). The description should be typed in paragraph form and submitted in electronic format using the company profile form found at [Appendix 6](#), no later than 25 August 2017. It is the responsibility of the exhibitor to provide an accurate entry, contact details including website address and logo by the above deadline.

If the description is not provided by the deadline, only the name of the exhibiting company and stand number will be listed.

#### **App challenge competition (optional)**

A passport competition will be held on the app during the exhibition. Participation in the competition seems to correlate strongly with footfall. Every confirmed exhibitor is encouraged to contribute a prize to the competition\*. Prizes do not need to be expensive e.g. vouchers. Winners will be notified on the app and asked to collect their prize from the relevant exhibitors in the break on Wednesday 8 November 2017. Should the prize-winner not collect the prize – your company will be put in touch with the winner to arrange delivery.

\*It is the responsibility of the participating exhibitor to comply with the local authority's regulations or any code of practice on the promotion of medicines they adhere to.

The prize should be displayed on the contributor's exhibition stand. Please do not leave valuable prizes on display on unmanned stands. Exhibitors not participating in the passport competition are not permitted to hold individual raffles or competitions during the 2016 NCRI Cancer Conference.

#### **Registration of company representatives**

Complimentary delegate registrations are included in your purchased exhibition package – the number you are entitled to is in line with the size of your stand. Please check your package for confirmation. Please register your delegates who will be manning the exhibition online with your unique exhibitor code that has been sent to you. The deadline for registration is by 17.00 on 22 October 2017.

You will be sent one code for each complimentary registration you have. One code will cover four days.

The complimentary registrations give full access to all scientific sessions.

Registered company executives are entitled to complimentary refreshments and lunches for the duration of the NCRI Cancer Conference exhibition.

#### **Registration of additional company executives**

Confirmed exhibitors may register additional staff through the on-line registration system via the NCRI Cancer Conference website <http://conference.ncri.org.uk>. The rates for additional registrations are available online.



#### **Trade passes**

Confirmed exhibitors have the opportunity to invite their local customers to visit their stand at the NCRI Cancer Conference exhibition. Trade passes are valid for one day with access to the exhibition area only. The cost for a trade pass is £50 per person per day and require a code in order to access the rate on the registration system. Exhibitors must pre-book their trade passes by emailing Lucy Gettins on [ncriconference@ncri.org.uk](mailto:ncriconference@ncri.org.uk) or on site at the exhibitor helpdesk outside Hall 2 at the BT Convention Centre.

#### **Exhibitor badges**

All exhibitors must be registered.

Badges will be available for collection on-site at the NCRI Cancer Conference exhibitors' helpdesk outside the exhibition hall.

- Badges must be worn at all times while in the convention centre.
- The exhibiting company will be responsible for the actions of anyone authorised to receive a badge under the exhibiting company's name.
- Each representative who is issued with an exhibitor's badge must be employed by the exhibiting company or have a direct business affiliation. Only representatives who are employed by the exhibiting company and who will be working on the exhibition stand are to be registered via the online exhibitor registration link.
- Exhibitor badges will not be issued to registrants who should pay the registration fee or to representatives of leasing companies, financial institutions, suppliers, vendors or others who wish to gain admittance for the purpose of making contacts.

#### **Exhibitor accommodation**

There is a wide variety of accommodation available in and around Liverpool to suit every budget. Accommodation is not included in the exhibition package and exhibitors are advised to make their own arrangements early. For accommodation enquiries please visit <http://conference.ncri.org.uk/accommodation/>

#### **Exhibitors' liability:**

Liability to the public may arise out of the Exhibitor's activities and should be covered by insurance. Exhibitors undertake to arrange a public liability insurance policy providing cover for any/all loss/damage caused to third parties for which the Exhibitor is liable (including all regular and temporary staff). Each Exhibitor must have its own individual public liability insurance in place with a minimum cover of £2M. Insurance should be effected with the minimum delay.

## Frequently asked questions

### What is included in the exhibition package?

Exhibition stands will be equipped with a 2.4m high shell-scheme with velcro-compatible side and back panels, one company name panel/fascia, one electrical package (one 500-watt socket, two spotlights), one furniture package (one 6ft trestle table and two chairs), hall carpeting.

### When is build up?

Please refer to the exhibition build times as this is according to your stand number. See page 3 and 4.

### When is breakdown?

The exhibition break-down is scheduled for Wednesday 8 November 2017, 12.30 to 14.00 hours (exhibitors only). Contractors' breakdown will commence at 14.00 hours.

### What time will I have access to the exhibition hall?

The exhibition hall will be open to the public from 15.00 on Sunday 5<sup>th</sup> November 2017 however it is likely to be quiet until the end of the main session at 18.00 Please refer to the "Unloading" section for set-up timings for Sunday 5 November 2017.

### Are electrics included in the stand price?

Yes. Each exhibition stand comes with one 500w socket and two spotlights. Any additional requirements should be ordered directly with H2 Events (see [Appendix 4](#)). Charges apply.

### Do I need to submit design plans?

Only if you are a space only exhibitor, so in most cases the answer is no. Space only exhibitors will need to submit design plans via email to [sueharrison@h2-events.co.uk](mailto:sueharrison@h2-events.co.uk) or call +44 (0)161 477 9877.

### Do I need to complete a risk assessment?

Yes. All exhibitors must complete a risk assessment and method statement if equipment is being used within their stand. If you are only pinning graphics to the shell scheme you will still need to confirm there is no risk involved. Please email [sueharrison@h2-events.co.uk](mailto:sueharrison@h2-events.co.uk) or call +44 (0)161 477 9877 for further information. For clarification please contact H2 Events with **NCRI exhibition risk enquiry** in your subject line.

### Is there wi-fi/internet access available at the ACC?

Yes, there is free Wi-Fi available with limited bandwidth. It is sufficient for checking emails or low-level browsing. Exhibitors are advised to order a secure line for a faster reliable connection. See [Appendix 3](#) for Exhibitor IT order form or page 7 under the heading "Exhibitor service kit".

#### **How do I order catering for my stand?**

Centreplate is the preferred supplier of ACC Liverpool. Please email Lisa Hughes, [lhughes@centerplate.co.uk](mailto:lhughes@centerplate.co.uk) or call +44 (0)151 239 6023, or refer to [Appendix 5](#) for order form and their terms and conditions.

#### **Where can I hire additional furniture for my stand?**

Please contact Sue Harrison on [sueharrison@h2-events.co.uk](mailto:sueharrison@h2-events.co.uk) or +44 (0)161 477 9877  
Website: [www.h2-events.co.uk](http://www.h2-events.co.uk)

#### **How do I book an insert in the delegate bags?**

Please email [ncriconference@ncri.org.uk](mailto:ncriconference@ncri.org.uk) or call +44 (0)20 3469 6204.

#### **Can I have the delegate list before the Conference?**

A delegate list of pre-registered delegates will be available on the NCRI Cancer Conference app when it goes live a month before the event and an electronic version of it will be available after the Conference.

#### **Can I send deliveries directly to the venue?**

Yes, deliveries can only be accepted on Saturday 4 November 2017 from 08.00 to 18.00 and Sunday 5 November 2017 from 08.00 to 13.00. Deliveries outside of these hours will be refused by the venue.

#### **When can I send deliveries to DHL Trade Fairs & Events (UK) Ltd?**

DHL Trade Fairs & Events (UK) Ltd are able to accept consignments up to 30 days before the start of the exhibition. Please email [simon@dhl-exh.com](mailto:simon@dhl-exh.com) or call +44 (0)121 782 4626 quoting 2017 NCRI Cancer Conference.

#### **Is there parking at the venue?**

Yes, there are 1600 parking spaces on-site at a cost of £12 per 24 hours.

#### **Are exhibitors able to attend scientific sessions?**

Yes, exhibitors have access to all scientific sessions. However, exhibitors who have purchased trade passes will only have access to the exhibition hall.

#### **Can I hire a meeting room to host a business meeting at the Conference?**

Yes, you can, however please note we only have limited availability and charges apply. Please email [ncriconference@ncri.org.uk](mailto:ncriconference@ncri.org.uk) or call +44 (0)20 3469 5453 for further information.

#### **Are refreshments available for exhibitors?**

Yes, refreshments and lunches are available. Exhibitor's lunch is scheduled half an hour before the main lunches on Monday 6 November and Tuesday 7 November 2016. Lunch is not available on Sunday 5 November and Wednesday 8 November.

#### **Where can I book accommodation?**

There is information about accommodation options near the venue on our website

<http://conference.ncri.org.uk/>

Booking early is advisable.

#### **How do I book tickets for the Conference Social Event?**

This year's evening will take place at the Merseyside Maritime Museum and include a theatre performance of ['There is a light: BRIGHTLIGHT'](#)

Tickets include bowl food served throughout the evening, drinks and entertainment as well as exclusive access to the fascinating galleries in the Museum. Tickets cost £45 and you can pay for them at the end of the registration process by credit card.

You can book tickets for the Conference networking event when you register online or you can email [ncriconference@ncri.org.uk](mailto:ncriconference@ncri.org.uk) or call +44 (0)20 3469 5453.

#### **What are the dates for the 2018 NCRI Cancer Conference?**

The 2018 NCRI Cancer Conference will take place on 4-7 November 2018. It will be held at the [SEC Glasgow](#). NCRI Conference staff will be taking bookings for the 2018 NCRI Cancer Conference on-site.

Please visit the exhibitors' helpdesk at the Conference to secure your place.

In relation to the 2018 programme it is never too early to start suggesting sessions and we welcome your input. Please find the link here; <http://conference.ncri.org.uk/suggest-a-session/>

#### **Terms and conditions:**

#### **1. DEFINITIONS**

In these terms and conditions, the following expressions shall have the following meanings:

- a) **Contract** means the contract made between the Organiser and the Exhibitor/Sponsor comprising a Booking Form and the terms and conditions contained herein;
- b) **Event** means the NCRI event in which you are participating;
- c) **Event Charge** means the payment to be made by the Exhibitor/Sponsor for the Exhibition space at, or the sponsorship of, the Event;
- c) **Exhibitor** means the company or person, its employees and agents applying for and being granted exhibition space at the Event;
- d) **Organiser** means the National Cancer Research Institute (NCRI);
- e) **Sponsor** means the company or person, its employees and agents applying for and being granted sponsorship of the Event; and a reference to **“Exhibitor/Sponsor”** applies to both Exhibitors and Sponsors.

#### **2. APPLICATION FOR EVENT SPACE AND PAYMENT**

- a) Any person or company wishing to partake in either sponsoring the Event or exhibition at the Event must apply on the Organiser’s printed booking form. Any booking form received without a signed declaration shall be rejected.
- b) Upon receipt of a completed booking form the Organiser will confirm in writing whether or not it accepts an application. For the avoidance of doubt, the Organiser reserves the right to refuse any application without giving reasons for such decision.
- c) At the same time as the Organiser gives the confirmation referred to in 2b above it will, if it accepts an application, send an invoice for the full amount of the Event Charge.
- d) The Event Charge shall be payable in accordance with NCRI’s standard payment terms set out in the Contract/Clause 2f.
- e) For events taking place more than 30 days from invoice date, bookings over £1,000 net will only be secured upon receipt of a non-refundable deposit of 50% of the total value of the package, payable within 30 days of invoice. The balance of payment is due no less than 3 months before the commencement date of the event. For events taking place between 30-90 days of the event, payment is due within thirty days of invoice date. For events taking place less than thirty days from date of invoice, full payment is due immediately.
- f) If the Exhibitor/Sponsor fails to pay the Event Charge within the time and manner referred to above, the Organiser may, in writing, cancel the exhibition space or sponsorship of the Exhibitor/Sponsor.
- g) Value Added Tax at standard rate is chargeable on the Event Charge.

### 3. TERMS OF BUSINESS

- a) The Organiser reserves the right to alter, amend or add to any part of the Contract by serving written notice on the Exhibitor/Sponsor, but no variation, amendment or addition to the Contract proposed by the Exhibitor/Sponsor shall be effective without agreement in writing of a Director/Head of the Organiser.
- b) No alteration, amendment, addition or waiver of any term or condition of the Contract shall operate to release the Exhibitor/Sponsor from the Contract.
- c) The Exhibitor/Sponsor shall not act as the agent of the Organiser, nor shall it have the power or authority to bind or make any commitment, statement or representation on behalf of the Organiser or to pledge the credit of the Organiser in any way. The Contract is not intended to constitute a partnership between the Organiser and the Exhibitor/Sponsor and, accordingly, the Organiser and the Exhibitor/Sponsor shall be responsible for their own respective commitments under the Contract.
- d) The Exhibitor/Sponsor shall not sublet the whole or any part of the exhibition stand or space allocated to it without the prior written consent of the Organiser.
- e) The Exhibitor/Sponsor shall not assign, transfer or otherwise dispose of all or any part of its rights under the Contract.
- f) Whilst all reasonable endeavours will be made to preserve the published plan of the Event, the Organiser shall be entitled to vary the layout of the Event or change the venue of the Event if the Organiser considers it to be in the general best interests of the Event.
- g) The Exhibitor/Sponsor agrees, at all times, to abide by the rules and regulations as laid down in the Exhibitor's Handbook for the Event.
- h) Except as disclosed under Clause 3.i below, the Exhibitor/Sponsor warrants and represents to the Organiser that it has not done any act, and has not had any involvement with, or interest in, another third party, that might adversely affect the Organiser's reputation, goodwill, or otherwise may adversely affect the Event.
- i) The Exhibitor/Sponsor shall disclose to the Organiser full details of any matter (whenever occurring) that could adversely affect the Organiser's reputation, goodwill or otherwise adversely affect an Event.
- j) Except as expressly agreed in writing with the Organiser the Sponsor/Exhibitor shall acquire no ownership of or other right to use and exploit any intellectual property owned or used by the Organiser, and the Sponsor shall have no right of endorsement.

### 4. EXHIBITS

- a) All stands and their exhibits must be completed by the time stated by the Organiser, unless given prior notice to the contrary.
- b) Exhibits must not be removed and displays must not be dismantled, either partially or totally, before the closing time on the last day of the Event. All exhibits and displays material must be removed as soon as possible thereafter and, in any event, by the time given by the Organiser.
- c) The Exhibitor/Sponsor must ensure that all exhibits are properly protected so as to avoid danger to any person or persons visiting or taking part in the Event.



d) The Exhibitor/Sponsor will be required to ensure that its stand is staffed during the opening hours of the Event, and must not remove any equipment before the published closing time of any day of the Event.

e) Under no circumstances, may the Exhibitor/Sponsor alter or add to the external structure of the stands. Further interior design fittings, lighting and decoration may be added at the expense of the Exhibitor/Sponsor only if it continues to comply with all provisions of the Contract and any fire regulations or other relevant requirements of any local or other authority existing at the time of the Event (details of which the Exhibitor/Sponsor is deemed to have knowledge). In no circumstances will the total enclosure of any stand be permitted.

f) The Exhibitor/Sponsor will not, and will ensure that its employees or agents do not, interfere with the building in which the Event is held in any way whatsoever and any damage caused by the act, omissions or negligence of the Exhibitor/Sponsor, its employees or agents will be the sole responsibility of the Exhibitor/Sponsor.

g) The Exhibitor/Sponsor shall be responsible for the removal from the site of the Event, and for the storage of, all crates, empty cartons and other packaging not required on the stand. The Exhibitor/Sponsor acknowledges that the Organiser does not have either the facility or capacity to store any promotional material, crates, empty cartons or other packaging unless otherwise agreed.

h) In the Event that the Exhibitor/Sponsor requires any additional electrical fittings and/or supplies, these are to be obtained from the Organiser's electrical contractors on written application to the Organiser.

#### **5. CONDUCT OF EXHIBITOR/SPONSORS**

a) The Exhibitor/Sponsor shall not bring any animal into the Event nor permit any animal to be brought into the Event without prior written consent of the Organiser.

b) The Exhibitor/Sponsor shall not insert any nail, screw or hook into any of the walls or woodwork in the Event site.

c) The Exhibitor/Sponsor shall not bring, or permit to be brought, any petrol or similar spirit or any other explosive or combustible material into the Event site. The Exhibitor/Sponsor shall not use any oil heaters, gas heaters or any appliance using a naked flame in the Event site unless it has the prior written approval of the Organiser and all safety regulations are complied with.

d) If the Exhibitor/Sponsor wishes to bring a vehicle into the Event then it must first obtain the prior written approval of the Organiser and must ensure that, once in position, the vehicle's petrol tank is emptied to avoid combustion.

e) The Exhibitor/Sponsor shall not, without the previous written consent of the Organiser, sell or supply any meals, refreshments, tobacco, cigars or cigarettes during the Event or make any arrangements for such supply otherwise than with the Organiser. The Exhibitor/Sponsor acknowledges that the sole rights to sell and supply meals and refreshments in respect of the Event is reserved to the Organiser and the owner of the site of the Event.

f) No sweepstake, raffle or other form of lottery shall be promoted, conducted or held at the Event by the Exhibitor/Sponsor.

g) No auction or mock sale shall be promoted, conducted or held at the Event by the Exhibitor/Sponsor.

h) The Organiser reserve the right in its sole discretion to stop any activity (including the use of any promotional material) on the part of the Exhibitor/Sponsor that may cause annoyance to other exhibitors, or may be deemed inappropriate or damaging to the reputation of the Organiser, or the Event.

i) The reasonable use of any device which emits sound (including, without limitation, mobile phones) is permitted provided that such devices are operated and controlled so as not to cause any annoyance to other exhibitors or visitors to the Event. The Organiser reserves the right to prohibit the use of such devices if, in the Organiser's opinion, an annoyance is being caused.

j) The Exhibitor/Sponsor will adhere to all fire and safety regulations which affect, or apply to, the Event.

a) Aisles and fire exits must, at all times, be kept clear of exhibits.

k) The Exhibitor/Sponsor shall not, and shall procure that all necessary employees, agents and connected third parties shall not, do permit or authorise to be done, any act or omission that may adversely affect the Organiser's reputation and goodwill, or otherwise may adversely affect the Event.

#### **6. ADVERTISING MATERIAL**

a) All printed matter or advertisements of any kind intended for distribution in the Event by the Exhibitor/Sponsor may only be distributed from the Exhibitor/Sponsor's stand and under no circumstances shall such printed matter or advertisements be distributed by, or on behalf of, the Exhibitor/Sponsor in any other area of the Event site including, without limitation, in any entrance, exit or gangway.

b) No advertising matter related to events, competitions, prizes, awards or gifts may be distributed by the Exhibitor/Sponsor without the prior written approval of the Organiser.

c) The Exhibitor/Sponsor shall at all times take full responsibility for the contents of all printed matter or advertisements and the Organiser shall have no liability for the contents of any such material, whether or not subject to its prior approval.

d) The Exhibitor/Sponsor must not use any audible means of attracting the attention of visitors to the Event which is likely to be to the annoyance or inconvenience of other exhibitors or visitors to the Event.

#### **7. INDEMNITY**

a) The Exhibitor/Sponsor shall be liable for and shall indemnify the Organiser, its employees and agents against any liability, loss, costs, expenses, claims or proceedings whatsoever (whether arising under any statute or at common law or otherwise) arising out of or in connection with the acts or omission of the Exhibitor/Sponsor its agents and employees, including without limitation any breach, non-performance or non-observance of any obligation, duty or liability imposed on the Exhibitor/Sponsor either by the Contract or by operation of law provided always that this indemnity shall not apply in respect of personal injury or death to the extent due to the negligence of the Organiser or its employees.

b) Except as provided in this clause 7 and other than in respect of the negligence (causing personal injury or death), fraud or wilful misconduct of the Organiser, the Organiser shall not be liable to the Exhibitor/Sponsor in respect of any costs, expenses, claims, losses or damages incurred or suffered by the Exhibitor/Sponsor in connection with the Contract.

c) The Organiser shall not be liable to the Exhibitor/Sponsor in connection with the obligations under the Contract for any loss of profits, loss of business, revenue or profits, anticipated savings or wasted

expenditure or for any indirect or consequential loss or damage whatsoever, whether arising from negligence, breach of the Contract or howsoever (including without limitation, from the cancellation or postponement or partial cancellation or postponement of the Event).

d) The Organiser shall not be responsible for the safety of any exhibit or property belonging to the Exhibitor/Sponsor or to any other person, and shall not be liable for the loss, damage or destruction of the same by theft or fire or any other cause whatsoever except to the extent that such loss or damage is caused by the negligence of the Organiser.

#### **8. INSURANCE**

a) The Exhibitor/Sponsor shall maintain such insurance as is necessary to cover the liability of the Exhibitor/Sponsor in respect of the matters specified in clause 7 and the Contract generally.

b) The Exhibitor/Sponsor shall maintain insurance (to their full replacement value) in respect of all contents of its stand and all associated ancillary equipment and materials.

#### **9. POSTPONEMENT, ABANDONMENT AND CANCELLATION**

a) The Organiser reserves the right, at any time, to change the date or venue of the Event or to cancel the Event if it deems necessary by reason of fire, flood, extreme weather conditions, acts of war or violence, malicious damage, explosion, earthquake, strike, civil disturbance, political unrest, labour dispute, power cut or event of force majeure or any other cause beyond the Organiser's control.

b) In event of any cancellation, abandonment or postponement pursuant to a) above, the Organiser shall reimburse the Event Charge to the Exhibitor/Sponsor subject to first deducting an amount to cover the Organiser's reasonable administration costs.

c) In addition to a) above, the Organiser reserves the right to cancel or postpone the Event for commercial reasons, in which event the Organiser shall reimburse the Event Charge in full.

d) In the event of the Exhibitor/Sponsor cancelling its participation in the Event more than six months before the Event, the Organiser shall reimburse the Event Charge to the Exhibitor/Sponsor, subject to first deducting a cancellation fee of a sum equal to 20% of the Event Charge plus VAT, to cover its administration costs.

e) In the event of the Exhibitor/Sponsor cancelling its participation in the Event less than six months before the Event, the Exhibitor/Sponsor shall not be entitled to any reimbursement of the Event Charge.

f) Any cancellation by the Exhibitor/Sponsor must be made in writing to the Organiser.

g) The Organiser shall have absolute discretion to deal with any cancelled stand or sponsorship as it thinks fit.

h) In the event of any, cancellation, abandonment or postponement in accordance with this clause 9 the Exhibitor/Sponsor acknowledges that the provisions of clause 7 shall apply.

#### **10. TERMINATION**

a) The Organiser reserves the right at its sole discretion to terminate the Contract by written notice to the

Exhibitor/Sponsor following any breach of the Contract by the Exhibitor/Sponsor, or any disclosure in accordance with Clause 3.i.

b) Following termination the Exhibitor/Sponsor shall only be entitled to a refund of the Event Charge, or any part of it, provided that a replacement Exhibitor/Sponsor is found (although the Organiser is under no obligation to find or accept a replacement), and the refund shall be subject to deduction for:

(i) any non-refundable deposit

(ii) the reasonable administrative costs and expenses of the Organiser

(iii) any loss, cost or expense suffered by the Organiser as a result of using a replacement, including without limitation any shortfall in sponsorship funding.

(iv) any liability of the Exhibitor/Sponsor in relation to the indemnity under Clause 7.a.

#### **11. PHOTOGRAPHS**

The Organiser reserves all photographic rights for the Event. The Exhibitor/Sponsor may not photograph its or any other stand without first obtaining the written consent of the Organiser.

#### **12. DATA PROTECTION**

a) The Exhibitor/Sponsor shall protect all personal data concerning any delegates at the Event and others in connection with the Contract in accordance with the provisions and principals of the Data Protection Act 1998 and ensure the reliability of its employees and others within the Exhibitor/Sponsor's control and responsibility that have access to such data.

b) The Exhibition/Sponsor acknowledges that the indemnity given by it pursuant to clause 7 shall apply to any improper retention or disclosure of any personal data (as defined in the Data Protection Act 1998) by the Exhibitor/Sponsor, its employees or agents.

#### **13. STATUTORY OBLIGATIONS**

The Exhibitor/Sponsor agrees, at all times to comply with all relevant UK and EU legislation, regulations, directives, orders or byelaws in force at the time of the Event including, without limitation, all regulations in respect of health and safety at work.

#### **14. WHOLE AGREEMENT**

The Contract represents the entire understanding between the parties in relation to the subject matter hereof and (except in respect of any fraudulent misrepresentation) supersedes all agreements and representations made by either party, whether oral or written. The Contract shall prevail over any inconsistent terms and conditions relating to the subject matter of the Contract and any other agreement between the parties or referred to in correspondence or elsewhere and any conditions or stipulations to the contrary are hereby excluded and extinguished.

#### **15. NO PRIVACY**

No provision of the Contract is intended to, or does confer, upon any third party any benefit or right enforceable at the option of that third party against either the Organiser or the Exhibitor/Sponsor (including, without limitation, any right arising pursuant to the provisions of the Contracts (Rights of Third Parties) Act 1999).



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**16. GOVERNING LAW**

This Contract shall be governed by, and construed in accordance with, English Law and shall be subject to the exclusive jurisdiction of the English Courts.