

Recycler Publishing & Events Ltd, Terms & Conditions for Sponsors & Exhibitors at Conferences

1. Definitions - 'Organisers' means Recycler Publishing & Events Ltd (RPE) or their designated representatives. 'Sponsor' and 'Exhibitor' includes any person, firm or company, corporation, institution, association or committee to whom space is allocated. 'Venue' refers to the location where the conference is being held.
2. Applications - Applications for Sponsorship or Exhibition space at RPE conferences should be made on the official booking form. Both are allocated on a strictly 'first-come, first-served' basis
3. Payments - An invoice will be issued on receipt of the booking form and payment should be made in accordance with the terms thereon. If the event is within 30 days of the stand or sponsorship package being booked, full payment will be required with the booking.
4. Cancellations - Exhibitors wishing to cancel a booking must do so in writing to RPE. Receipt of such will be confirmed in writing by return. RPE incurs considerable costs prior to the conference including marketing, promotion and administration expenses, so the following charges for cancellations will apply: a) 25% of total cost if cancelled up to 16 weeks prior to the event; b) 60% of total cost if cancelled between 16 and 8 weeks prior to the event; c) The full cost of the booking is payable for cancellations within 8 weeks of the event.
5. Bankruptcy - In the event of a Exhibitor or Sponsor becoming bankrupt, or going into liquidation, or having an administrator or receiver appointed, or entering into a voluntary arrangement, the contract with him may be terminated at the option of RPE and the full contract price will be due and payable with immediate effect.
6. Sub-Letting or Shared Stands - An exhibitor may only sub-let or share a stand with the prior written consent of RPE.
7. Prohibition of transfer - Sponsors may not assign or share or grant licences of any part of the Sponsorship. Nor may any cards, advert, or printed matter of firms who are not bona fide Sponsors be exhibited in or distributed from, any area of the Conference.
8. Registration of Staff - Staff from Sponsors and Exhibitors who wish to attend the conference sessions must register as full conference delegates, unless a specific prior arrangement has been made with the Organisers.
9. Amendment of Site Plan - Every endeavour is made to preserve the published layout of the conference area and exhibitions. Should it be necessary to revise the layout for any purpose, the Organiser reserves the right to transfer an Exhibitor to an alternative suitable site.
10. Stand Building - Standard exhibition sites for conferences are 3m width x 2m depth, unless otherwise stated. Included with the space is a table with 2 chairs. Electrical supply and additional furniture may be hired at additional cost to the Exhibitor. Exhibitors must abide by the set-up and breakdown times as stated by the Organiser. Exhibition stands should be manned during all refreshment breaks and events scheduled in the Exhibition area. Under no circumstances can a stand be broken down until after the close of the conference.
11. Liabilities - While the Organisers shall endeavour to protect property at the Conference, it must be understood that the management of the Venue, the Organisers and any Official Contractor cannot accept liability for loss or damage sustained, occasioned by any cause whatsoever. Exhibitors and Sponsors agree to indemnify and hold RPE harmless against any and all loss, liability, damage, costs, expense, claims, proceedings and actions arising out of any

negligent act or omission of Exhibitor or Exhibitor's Employees; including any breach of these terms and conditions by Exhibitor or Exhibitor's Employees. RPE's maximum liability shall not exceed the amount paid by the Exhibitor or Sponsor in connection with the Contract.

12. Insurance - Exhibitors and sponsors are responsible for arranging appropriate insurance cover in connection with their attendance at the conference, including prevention, postponement or abandonment. RPE can not be held liable for any loss, liability or damage to personal property.

13. Fire & Safety - Exhibitors and Sponsors must comply with any reasonable instructions given by any authority regarding fire precautions and safety. All decorations, displays and exhibits, together with incidental fittings, must conform fully to the regulations and requirements of local authorities, and must be non-flammable or treated for fire prevention by an approved method.

14. Alterations & Disclaimer - RPE reserves the right to make alterations to the conference programme, venue and timings at any time. In the unlikely event of the programme being cancelled by RPE, a full refund will be made. Liability will be limited to the amount of the fee paid by the sponsor or exhibitor. Whilst the Organisers will make every effort to secure a high level of attendance of delegates to the conference, no guarantee of delegate numbers can be given and no discounts or refunds are available if delegate numbers do not reach the projected levels.

15. Cancellation of the Conference - In the event of it being found necessary for whatever reason that the Conference and Exhibition shall be postponed, abandoned or altered in any way in whole or in part, or if the Organisers find it necessary to change the dates of the Event, the Organisers shall not be liable for any expenditure, damage or loss incurred by the Sponsor. In the event of cancellation the Sponsor will be refunded any monies paid. If by re-arrangement or postponement of the period of the Event, or any other reasonable manner, the event can take place, the contract between the Organisers and the Sponsors shall remain in force.

16. Information and Copyright - Information supplied by the Organisers in relation to any conference is accurate to the best of their knowledge and belief, but shall not constitute any warranty or representation. Any inaccuracy, mistakes or omission in such information shall not entitle the Sponsor or Exhibitor to cancel his contract. All information and data relating to the event is the copyright of the Organiser and cannot be passed on to any third party for any purpose. Lists and information relating to participants may only be used in relation to the Sponsor's presence at the event.

17. Websites & Links - The conference and associated RPE websites may link to other websites and networking tools, provided for the convenience of the users. The contents of these websites are maintained by their owners, for which RPE takes no responsibility; neither can responsibility be taken for contents of any website linking to this website.

If you have any questions about these Terms & Conditions, please contact - The Events Manager, Recycler Publishing & Events Ltd, Wittas House, Two Rivers Estate, Station Lane, Witney, OX28 4BH, United Kingdom. events@therecycler.com T +44 1993 899800 F +44 1993 226899