

TERMS & CONDITIONS OF BOOKING A STAND

The Exhibitor – is the name of the company buying the stand space and whose name appears on the booking form.

The Organiser – is The Physiological Society.

Your completed and signed booking form constitutes a contract with The Physiological Society. Once you have signed a booking form you are committed and are bound by our payment terms and our terms and conditions set out below. In the event of a dispute, the Organiser's decision will be final.

Charges & Payment Terms:

Upon receipt of your signed booking form an invoice will be issued which will be due for payment within 30 days of the date of issue. Your space will not be guaranteed until full payment has been received. Value Added Tax (VAT) is chargeable in addition to all specified charges for all bookings UK or Overseas.

Stand Definition

- i) Table Stand – includes the space you have reserved, one table and two chairs.
Each space will have access to power and, where possible, an internet connection.

Additional electrics, furniture etc., is not included (unless otherwise agreed in writing with the Organiser) and is the responsibility of the Exhibitor.

Cancellation of Stand:

On receipt of your signed booking form you will be liable for the following cancellation charges:

Stand cancelled up to one calendar month before the meeting	25% of total fee
Stand cancelled between one calendar month and two weeks before the meeting	50% of total fee
Stand cancelled less than two weeks before the meeting	100% of total fee

If we are able to re-let the space that you have cancelled, we will refund the total amount paid to date.

Cancellation or Postponement of Exhibition

In the event of the venue or stand or part thereof becoming unavailable beyond the control of The Organiser, or should it become necessary to cancel or postpone the exhibition, The Organiser shall not be responsible for any direct or indirect financial loss to The Exhibitor.

The Organiser reserves the right to arrange for the exhibition to be held on alternative dates as near as practicable to the dates originally indicated and wherever it reasonably considers to be suitable, in which event this contract will remain valid provided that a stand, which in the reasonable opinion of The Organiser is comparable in size and position to the original stand space, is made available to The Exhibitor.

If, in the opinion of The Organiser it is not practicable to rearrange the place and time for holding the exhibition, The Organiser reserves the right to cancel the exhibition. If the exhibition is cancelled, monies due or already received from The Exhibitor will be applied by The Organiser in discharge of expenses incurred in connection with the promotion and/or proposed holding of the exhibition. Any balance will be returned to exhibitors (pro rata to the amount paid by each exhibitor). In such circumstances The Organiser shall not have any other or further liability to The Exhibitor arising out of this contract or the cancellation of the exhibition.

Responsibilities of The Exhibitor

- i. The Exhibitor **must observe and comply with all Terms and Conditions**, and must assume responsibility for any acts performed by its employees, whether regular employees or contracted parties, and to safeguard The Organiser, your employees and the attending delegates from injury. All Exhibitors should be aware that they are responsible for all visitors, contractors and employees on their stand in accordance with the Health and Safety at Work Act 1974. Any other information regarding the technical details of a specific exhibition will be forwarded to The Exhibitor.
- ii. The Exhibitor agrees and accepts that they will read these details and be bound by any regulations and they shall be deemed to form part of the contract between The Exhibitor and The Organiser.
- iii. All Exhibitors must complete and return the Health & Safety Declaration that will be forwarded to them on receipt of payment, or they will not be permitted to participate at the event.
- iv. All Exhibitors are wholly responsible for ensuring the timely delivery and collection of all exhibition material. The Organiser accepts no responsibility for exhibition material at any time.
- v. All exhibition material left on site will be entirely at the risk of the Exhibitor. The Organiser accepts no responsibility for lost, stolen or damaged goods.

Sub-Letting of Space

No stand shall be sub-let by the exhibitor who has contracted to buy it, to other interested parties, unless it is with the prior consent and approval of the organisers. Any exhibitor who sub-lets their stand without the prior consent of the organisers will be banned from exhibiting at any future events.
Please contact us for further information on any of the above.

David G Bennett 0207 269 5712, dbennett@physoc.org