



Exhibitors Booking Form

To secure your stand at Demo Expo 2019, please complete and return this form to:

NFDC, Resurgam House, Paradise, Hemel Hempstead, Herts, HP2 4TF

Email: Bryony@demolition-nfdc.com

- Stand Allocations will be made on a 1st come, 1st Served Basis.
- All bookings must be accompanied with a **20% deposit of the total**.
- Any Outside Stand Bookings must be accompanied with an **additional £1,000 returnable Damage Deposit plus VAT**.
- All balances must be paid in full by **Friday 31st May 2019**.
- Payments can be made either by cheque payable to NFDC
or BACS payment to HSBC Bank Account No: 81575430 | Sort Code: 40-24-07

Company Name _____

Address _____

Postcode _____ Contact Number _____

Booking Contact Name _____

Contact Email Address _____

Purchase Order Number (if applicable) _____

Stand Type	Cost per stand ex VAT	Quantity Required
Marque Inside Stand (2.5m x 2.5m)	Member: £950 Non-Member: £1,500	
Small Outside Stand (10m x 10m)	Member: £2,200 Non-Member: £3,500	
Large Outside Stand (20m x 20m)	Member: £3,300 Non-Member: £5,000	

I have read and understood the attached Terms and Conditions.

Signed: _____

Name: _____

Date: _____

Demo Expo 2019

Terms and Conditions

1 Definitions

In these terms and conditions, the term "Exhibitor" includes all employees or agents of such, the term "Organisers" means– The National Federation of Demolition Contractors Limited and the Institute of Demolition Engineers and its employees and contractors assigned to Demo Expo 2109 and the term "Exhibition" means Demo Expo 2019.

2 Duration of exhibition

The Exhibition will be open from 09.00 – 17.00 on Thursday 4th and Friday 5th July 2019 and from 10.00 – 16.00 on Saturday 6th July 2019. As a condition of exhibiting, stands must not be dismantled/broken down before 16.00 on Saturday 6th July 2019.

3 Equipment permitted

Demo Expo 2019 is open to materials, machinery, appliances, apparatus, equipment and ancillary services related to building and civil engineering construction as approved by the Organisers. No second-hand or re-manufactured machinery or equipment may be exhibited without the written permission of the Organisers. All exhibits must comply with all relevant current EEC legislation and carry the relevant CE marking, unless otherwise approved in writing in advance by the Organisers. Exhibitors must keep available on their stands any documentation for machinery displayed or demonstrated which is required by law to be provided to purchasers at the time of sale.

4 Weight limit and restrictions

On all stands and demonstration areas, there is a weight limit of 10 tonnes per m² static loading. No digging or crushing is permitted at the event.

5 Demonstrations

Demo Expo 2019 is a working demonstration show and Exhibitors may experience an element of noise or dust.

(a) Participants must demonstrate or exhibit only in allotted areas and must not operate over the walkways. Health and Safety legislation governing the operation of contractors' plant must be strictly observed.

(b) Exhibitors must notify and seek permission from the organisers for all demonstration stand areas. Exhibitors are responsible for supplying appropriate crowd barriers which must remain in position.

(c) Appropriate PPE and safety control must be organised for working demonstration areas in line with health and safety exhibitor advice.

6 Stand space booking term

Exhibitors must confirm their booking with a signed booking form and appropriate deposit. Space will be allocated in order of receipt of booking forms. The Organisers' decision on space application is final. In submitting a signed booking form, the Exhibitor agrees to be bound by all the Rules, Regulations and Details as set out in the Demo Expo Exhibitor Information Pack. The Exhibitors' Information Pack will include those matters that are commercially reasonable and necessary for the efficient management of the event and for the collective benefit of all Exhibitors and Visitors.

7 Balance of payment /Payment schedule

Terms of payment are as follows: 20% deposit with bookings and the balancing 80% by no later than Friday 31st May 2019. Payment must be received in full before any allocated space is occupied.

A separate £1000 (plus VAT) returnable Damage Deposit is also payable for all external exhibitors upon booking. Providing no damages are incurred, Damage Deposits will be returned to exhibitors 21 days after the conclusion of the event.

All balances must be paid in full by Friday 31st May 2019.

8 Completion and setting up of exhibits

All stands and their exhibits must be completed by 17.00 on Wednesday 3rd July 2019.

(a) Deliveries must be made in accordance with the Organisers instructions.

(b) No heavy deliveries above 7.5-tonne will be permitted on Wednesday 3rd July 2019 under any circumstances. This includes articulated vehicles, low loaders or any vehicle with more than two axles.

9 Clearance of stands and demonstration space at the end of the show

Exhibits must not be removed and displays must not be dismantled either partially or totally, before 16.00 on Saturday 6th July 2019.

(a) All exhibits and display material must be removed as soon as possible after this time and at the latest by 16.00 on Wednesday 10th July 2019.

(b) All exhibitors are responsible for leaving their space as clear as they found it and instructing all contractors and suppliers to remove their rubbish and fill holes. Failure to do so, by the declared deadline, will incur a charge for clearance, reparation and storage, appropriately deducted from the Damage Deposit. All exhibits, hospitality units and materials must be completely removed from the site by 16.00 on Wednesday 10th July 2019.

10 Sub-letting

(a) Exhibitors may not sub-let or grant licences in respect of the whole or any part of the space allotted to them without the express written permission of the Organisers.

(b) Exhibitors are not allowed to use or display third parties' products in any way, on their stand unless those third parties are Exhibitors with their own stand space in their own right at the show or the Exhibitor is an official dealer of the third parties' product/s or if the Exhibitor is a hire company for the product. Third parties include associated companies of the Exhibitor.

The Organisers reserve the right to refuse access or demand the removal of any product.

11 Protection of exhibits

All exhibits must be properly protected so as to comply with current Health and Safety Executive legislation, Demo Expo Safety Officers and HSE Officers will be on-site to enforce compliance. The Organisers shall be indemnified by the Exhibitor against any claim or action on account of any injury or damage being caused or occasioned by an exhibit or to any person or persons whatsoever.

12 Insurance liability - Responsibilities

(a) Every participating Exhibitor(s) 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 and including any legal costs and expenses and any compensation costs disbursements paid by the Organisers on advice of Counsel to compromise or settle any such claims.

(b) Notwithstanding the indemnity hereby given, the participating exhibitor undertakes to arrange the appropriate insurance with a level and extent of cover that shall be approved by the Organisers (including without limitation, normal product and public liability and employee liability insurance) and shall on demand produce to the Organisers a copy of the policy and evidence that it is in force and the insurers are not entitled to exercise subrogation rights against the Organisers.

(c) It is the participating Exhibitor(s) responsibility to effect insurance on their own exhibits and property.

(d) Loss, damage, injury or death: The Organisers do not accept any responsibility from any cause whatsoever for damage to stands or loss of any property or vehicles on any stand or anywhere else in the Exhibition or in the course of its delivery or removal, or injury or death to any individuals howsoever caused.

13 Insolvency

In the event of an Exhibitor (being an individual) becoming bankrupt or making any arrangement or composition with his or her creditors or where the Exhibitor is a Company or partnership suffering the service of a Winding Up petition or Winding Up Order or is passing a Winding Up resolution or Notice of Dissolution otherwise than for the sole purpose of amalgamation or reconstruction then in the event the Organisers may by written notice to the Exhibitor determine the contract and all monies paid by the Exhibitor shall be forfeited to the Organisers who may at their discretion re-let or otherwise deal with the defaulting Exhibitor's site.

14 Abandonment, Postponement or Interruption of exhibition

If for any reason beyond the control and not resulting from any act or default of the Organisers it shall become impracticable to hold the Exhibition or necessary to interrupt it or close it prematurely, the Organisers may take such action as they deem necessary giving such notice to Exhibitor(s) as is possible. In any such cases the decision of the Organisers shall be final and the Exhibitor(s) shall not be entitled to any compensation or to the return of any monies paid or deposited. If the Exhibition be abandoned, interrupted or prematurely closed for any reason other than the above or in circumstances such as shall enable the Organisers to reclaim the rent paid for the use of the premises, then the Exhibitor(s) shall be entitled to the return of all deposits and other monies paid to the Organisers but to no other compensation.

15 Advertising matter

Under no circumstances will Exhibitors be allowed to distribute advertising and printed material from anywhere other than their stand, nor in any such manner as to cause annoyance or disturbance to other Exhibitors. In the event of complaints, the matter shall be referred to the Organisers for the decision. Exhibits or other devices which emit sound must be operated and controlled so that there is no disturbance to other Exhibitors and/or Visitors. The flying of gas or air filled balloons is subject to written permission of the Organisers and written clearance and approval of the CAA. Any company, organisation or individual who wishes to sponsor any aspect of the Exhibition must be an Exhibitor or clearly demonstrate to the Organisers an equivalent contribution to the Exhibition. The Organisers reserve the right to prohibit as unsuitable or as annoying to visitors or other participants:

(a) Any display features or advertising material – unless as part of a sponsorship package.

(b) Any sales method or demonstration.

16 Exhibition services

The Organisers undertake to make all reasonable attempts to provide necessary services for the smooth operation of the Exhibition but accept no responsibility for breakdown or failure of such services or for any delays during the delivery and collection periods.

17 Storage & Waste

While 'domestic rubbish' will be collected by the appointed contractor the Exhibitor will be responsible for the disposal or storage on non-domestic rubbish. 'Domestic rubbish' is defined as that which can be collected manually by one person using an ATV. The Exhibitor shall also be responsible for the removal from the Exhibition site and storage of all crates and empty cartons not required on his stand.

18 Admission

On the dates of Thursday 4th and Friday 5th July 2019 (Trade Show Days) Admission to the Exhibition will be restricted to the persons who, in the opinion of the Organisers, have a legitimate, professional interest in the subject of the Exhibition. The Organisers reserve the right to refuse admission to any person or persons to the Exhibition without assigning any reason. Children under 16 years of age are prohibited from attending the Exhibition but as long as each child is accompanied throughout by an adult or in an organised school party there will be no age restriction during the period 08.30 - 16.00 on Saturday 6th July 2019. Nobody under the age of 16 years will be allowed on site during build-up or break-down periods. Dogs are permitted to attend the event but must be kept on a leash at all times.

19 Right of rejection

Exhibits are admitted to the Exhibition, and shall remain there, solely on strict compliance with these Terms and Conditions and any other Rules, Regulations or Directives as set out in the Exhibitor Manual. The Organisers reserve the right to prohibit in whole or in part, and reject any Exhibitor or his representatives in the case of failure to comply with these Terms and Conditions and all site Rules and Regulations as specified in the Exhibitor Manual. There shall be no return of payment if such rejection or prohibition is deemed necessary by the Organisers. If the deposit is not received within ten working days of the application, the Organisers reserve the right to reject the application.

20 Cancellation of space

(a) A request for cancellation of space by an Exhibitor must be submitted in writing and sent by registered delivery to the Organisers.

(b) The Exhibitor agrees that the Organisers shall retain (or if no deposit is paid, shall be entitled to claim from the Exhibitor) 20% of the space charge if notice of the cancellation is received before or on Thursday 30th May 2019 and 100% of the space charge if notice of the cancellation is received after Thursday 30th May 2019.

21. Data Protection

The Organisers will take all reasonable measures to ensure that personal information is kept confidential and protected against unauthorised use. Any personal Data that is provided to us shall be processed in accordance with the Organiser's Privacy Notice.

Each Exhibitor shall co-operate with us in the event of any request by a Data Subject to enforce any rights under the Data Protection Laws, any complaint, or investigation by the Information Commissioners Office or any other regulatory body or supervisory authority.

Each Exhibitor warrants that:

- they will at all times comply with applicable Data Protection Laws in respect of any Personal Data provided
- they have appropriate technical and organisational measures within their organisation, including but not limited to measures which protect against the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Personal Data
- any Personal Data provided to the Organiser will be lawfully obtained, compliant with the Data Protection Laws

References within this section to Data Protection Laws shall mean the EU Regulation 2016/679 (General Data Protection Regulation) and any data protection legislation applicable from time to time in England and Wales and use herein of 'Personal Data', and 'Data Subject' have the respective meanings defined therein.