

# Exhibition Booking Form

## LCNI 2019 Conference Exhibition Booking Form

Please **complete all 8 sections**, sign and return to [LCNI@energynetworks.org](mailto:LCNI@energynetworks.org)

### 1. Exhibitor Details

Name of Company:

Contact Person:

Job Title:

Address 1:

Address 2:

Town/City:

Post Code:

Email:

Fax:

Telephone:

Mobile:

Nature of Company  
or Business:

### 2. Stand Size

Please select the type of stand you would like to book:

Stand Type	Size (m <sup>2</sup> )	Dimension (m)	Includes	Cost	Select
Raw Space	36	6 x 6	<ul style="list-style-type: none"> <li>Raw space</li> <li>4 x delegate passes</li> </ul>	£8,232 <sup>+VAT</sup>	
	25	5 x 5		£7,125 <sup>+VAT</sup>	
Shell Scheme	18	3 x 6	<ul style="list-style-type: none"> <li>Shell scheme stand</li> <li>Carpeted floor</li> <li>Company name board</li> <li>2 x spot lights</li> <li>1 x plug socket</li> <li>3 x delegate passes</li> <li>1 x trestle table</li> <li>2 x chairs</li> </ul>	£5,724 <sup>+VAT</sup>	
	9	3 x 3		£3,857 <sup>+VAT</sup>	

*For bespoke stand sizes please contact ENA Events directly.*

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## 3. Stand Location

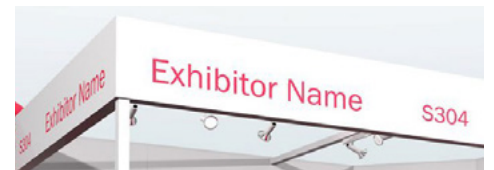
Please select your preferred stand location from the plots marked 'available' on the exhibition map.

1st Choice:

2nd Choice:

## 4. Company Name (as it will appear in printed material)

Please enter the name of your company in the boxes below as you wish it to appear on the name board and other printed materials. Maximum 32 characters (case sensitive).



example name board

## 5. Exhibitor / Delegate Passes

Please read the following section and tick the box at the bottom to acknowledge you understand.

**Three delegate passes are included with each shell scheme exhibition package and four delegate passes with each raw space exhibition package.** Delegate passes enable the holder to access both the exhibition and the conference including the Welcome Reception on 29th October and two full conference days (30th & 31st October).

Additional Delegate passes are available to purchase from the online booking site.

Cost for additional delegate passes:

Standard: £150 <sup>+VAT</sup> per person booked on or before 29th October 2019

Late: £170 <sup>+VAT</sup> per person booked on or after 30th October 2019

**Please tick here to acknowledge you have read this section:**

## 6. Inclusive Furniture

Please indicate if you would like the inclusive furniture package on your stand.

- 1 x trestle table
- 1 x black table cloth
- 2 x chairs

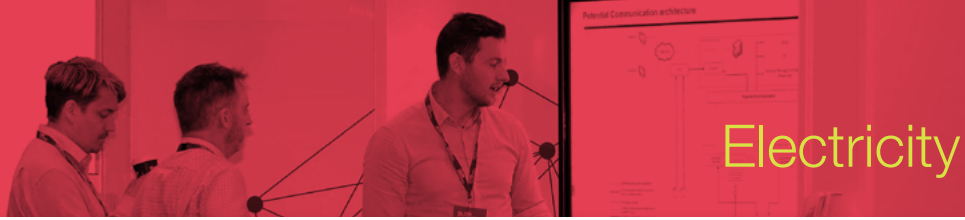
Please tick this box if you would like to have the above furniture package for your stand:

Please tick this box if you would **NOT** like to have the above furniture package for your stand:

*Please note alternative furniture packages can be purchased via the exhibition contractor, GES. Details for GES will be available in the exhibitor manual which will be provided to all exhibitors.*



example furniture package for shell scheme



# Exhibition Booking Form

## 7. Payment Information

**Stands are only confirmed upon receipt of full payment by cheque or BACS.**

Without payment, exhibition plots are held for 30 days from receipt of booking form but will need to be confirmed and paid for immediately should another exhibitor express interest in the plot.

**Total** including 20% VAT:    £

Method of Payment:            Cheque                    BACS

**Cheque:**

Enclosed is a cheque made payable to 'Energy Networks Association Limited' to the sum of:

£

**BACS:**

A BACS transaction will be made to Energy Networks Association to the sum of:

£

Reference:

Bank transfers (BACS) can be made to:

**National Westminster Bank,  
Knightsbridge Branch,  
PO BOX 603,  
186 Brompton Road,  
London SW3 1XJ**

Account no: **84554320**  
Sort code: **60-04-04**  
IBAN: **GB83 NWBK 6004 0484 5543 20**  
BIC: **NWBK GB2L**

All payments must be made in Pounds Sterling (GBP). Exhibitors based overseas must ensure payment is made in Pound Sterling and that all fees relating to the bank transaction are paid.

Invoicing address (if different to contact address)

Name of Company:

Contact Person:

Job Title:

Address 1:

Address 2:

Town/City:

Post Code:

Email:

Fax:

Telephone:

**Purchase order number:**

If you require a purchase order number to be included on your invoice please provide below:

# Exhibition Booking Form

## 8. Terms & Conditions

Please read the terms and conditions and sign the declaration on the last page of the form.

### 1. DEFINITIONS

In these Standard Terms and Conditions the word 'Exhibitor' means any company, organisation or person who has applied for space allocation in the exhibition or their agent, contractor or employee. The word 'Organiser' means Energy Networks Association Limited (ENA), or their agent, contractor or employee. The word 'Venue' means Scottish Event Campus (SEC). The word 'Event' means the Low Carbon Networks & Innovation Conference, to be held at SEC on 30-31 October 2019.

### 2. STAND BOOKINGS

Exhibitors must complete, sign and return the enclosed booking form. Provisional bookings can be held for 1 working day (24 hours), however no booking will be considered valid until a signed booking form and full payment is received. The Organiser reserves the right to refuse any bookings at any time without stating a reason. A booking is only confirmed when accepted by the Organiser in writing. Charities and academic organisations are entitled to a 25% discount on all exhibition stands. In order for a charity to qualify for this discount, they must be registered with the Charity Commission and may be asked to supply their registration number. Organisers reserve the right to request evidence of business status and to refuse discount to organisations they deem are not a charity or academic organisation.

It is the responsibility of the Exhibitor to notify the Organiser of their entitlement to a discount. Corrections are not permitted after payment is received.

### 3. PAYMENT TERMS

An invoice will be raised on receipt of a completed booking form and should be paid in full within 30 days of the invoice date. Payment can be made by using credit card, BACS or cheque. Exhibitors based overseas must ensure payment is made in Pound Sterling and that all fees relating to the bank transaction are paid. VAT is payable on all exhibition stands for both UK and international based companies.

Where the invoice amount is not paid within the prescribed time, exhibition stands may be reallocated and any loss incurred by the Organiser by such non-payment shall be claimed from the defaulting Exhibitor. Exhibitors that require longer payment terms may only be granted with express written permission from the Organisers.

### 4. CANCELLATION

All cancellations must be made in writing and are subject to a 25% administrative cost withheld from the original payment for the stand. Cancellations made within 90 days of the opening of the event will be liable to a further 50% cancellation fee. Cancellations made within 60 days of the opening of the event will be liable for payment of the total invoice amount for the original booking.

### 5. AMENDMENT OF EXHIBITION FLOOR PLAN

While every endeavour is made to retain the published plan of the exhibition, the Organiser shall be entitled to vary the layout if it believes such variation to be in the general best interests of the exhibition as a whole.

### 6. SECURITY AND INSURANCE

Neither the Organiser nor its agents, contractors or employees shall be responsible for the safety and security of the exhibit or of any other property of any Exhibitor, its agents, contractors or employees, or for the loss, damage or destruction by theft or fire, or from any other cause, to such exhibits or other property, or for loss, damage or injury sustained by any Exhibitor or any other person save where proved to be caused by the negligence or breach of duty of the Organiser. The Exhibitor shall indemnify the Organiser against any liability incurred by the Organiser, as a result of any act or omission of the Exhibitor. The Exhibitor should effect its own insurance against the risk of any loss, damage, injury or liability.

### 7. LIABILITY

The Organisers reserve the right to change the content, timing and venue of the event and of any session. If for any reason outside the control of the organisers the venue changes or if the event is cancelled, the Organisers may endeavour to reschedule the event but shall be under no obligation to make refunds, and shall have no further liability to sponsors, exhibitors or conference attendees in respect of such cancellation or rescheduling.

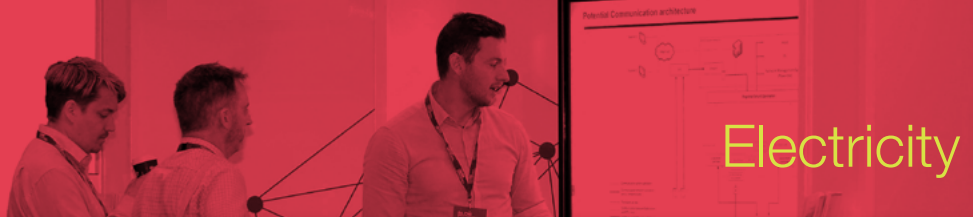
Any opinions expressed or statements made by speakers or delegates at the event are in their personal capacities and are not made or expressed on the Organisers behalf.

### 8. SUBLETTING AND SHARING OF STANDS

The Exhibitor shall neither share with, nor part with possession of the whole or any part of the stand allocated to it, another organisation, company or person without the written consent of the Organiser.

### 9. STAND FITTINGS REGULATIONS

Under no circumstances may the Exhibitor alter or add to the external structure of the exhibition stands. Further interior design fittings, lighting and decoration may be added at the Exhibitor's expense subject to the compliance with current regulations, and any requirements of the local or other authority at the time. The Exhibitor is deemed to have knowledge of such requirements and regulations and is to be bound thereby, and shall indemnify the Organiser and its contractors against any claim, action, loss or liability occasioned by any breach thereof. The Exhibitor and its contractors may not interfere with the exhibition building in any way whatsoever, and any damage caused by their acts of negligence shall require them to indemnify the Organiser and its contractors against any claim arising from such damage.



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Exhibitors must ensure their stand abides by the requirements stated in the e-Guide, Guidance for Events in UK Venues. This e-Guide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. For a copy of the latest e-Guide please visit [www.aev.org.uk/eguide](http://www.aev.org.uk/eguide).

### 10. ACCESS AND STAND DISPLAYS

An exhibitor manual will be issued to all exhibitors prior to the event. It will include information about how to order lighting, AV, furniture, graphics, etc. The Exhibitor must ensure that its stand is ready before the opening of the exhibition each day. The Exhibitor must comply with build up, breakdown and delivery times, as set out in the exhibitor manual. Late build up and early breakdown creates problems in exhibition halls, contravenes health and safety regulations and is discourteous to other exhibitors.

Exhibits are not to be removed until the exhibition is closed and the Safety Manager has advised that it is safe to do so. The Exhibitor must vacate its stand, and ensure that all exhibit items are removed from the premises, within the time specified for exhibition breakdown. It is a requirement of the venue that anyone on site during the build up and breakdown periods wear adequate PPE, which includes a high visibility vest.

The Organisers, Safety Manager and Venue staff reserve the right to refuse entry to anyone not complying with health and safety rules.

### 11. UNDESIRABLE ACTIVITIES

If it appears to the Organiser that the Exhibitor may be engaged in activities which it considers to be contrary to the best interests of the event or which appear unethical or unlawful, the Organiser may without being under any liability to refund or reduce any costs, cancel any exhibition stand booking and require the Exhibitor to vacate the event forthwith and to refuse the Exhibitor the right to participate further in the event.

### 12. PHOTOGRAPHY AND RECORDING

Official photographers will be taking photographs and filming videos at the event. Anyone attending the event consents to such photography and filming without compensation and confirms that the Organisers or its members shall be entitled to use such photographs and videos, which may include photographs and videos of visitors, for the purpose of marketing the event in the future, for exploitation in any and all media, without liability. No other photography or filming will be permitted at the event without prior written approval of the organisers.

### 13. SAMPLING CONSUMABLES

If the Exhibitor wishes to sample consumables it must ensure that it complies with sampling regulations as laid out by the Venue's contract and caterers.

Consumables may be subject to corkage fees. The Exhibitor must receive written permission from the Venue for any consumables.

### 14. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

It is the responsibility of the Exhibitor to ensure that its contractors, employees, agents, displays and exhibits comply with current legislation including the Construction (Design and Management) Regulations 2015. A stand design plan (for space only stands) and risk assessment (plus a method statement and safe system of works where applicable) must be submitted to the Organiser for approval at least one (1) month prior to the event. Site rules and fire procedures will be issued to all exhibitors prior to the event. Anyone onsite during set up and pack down must have completed the site safety induction record and follow any instructions given by the Organisers, Safety Manager or Venue staff. It is a requirement of the venue that anyone on site during the build up and breakdown periods wear adequate PPE, which includes a high visibility vest.

### 15. DISPOSAL OF WASTE

It is the responsibility of the Exhibitor to ensure that all debris and waste material arising from its own stand fitting and breakdown is completely removed from the exhibition area prior to the opening and after closing of the exhibition. Failure to comply with this procedure shall render the Exhibitor liable for the cost of clearance by the Organiser.

### 16. SPECIAL HAZARDS

Any exhibit that may be regarded as constituting a special risk or hazard must be notified to the Organiser at least one (1) month in advance of the opening of the exhibition. The Exhibitor must at its own expense, comply with any conditions or safety precautions the Organiser, Venue or local authority may impose.

### 17. DELEGATE PASSES

Each Exhibitor will receive three (3) complimentary conference delegate places as part of their shell scheme exhibition package or four (4) as part of their raw space exhibition package. If an Exhibitor wishes to bring additional staff or guests to the conference or exhibition they must register them and pay the associated fee.

Please note that lunch (during the conference) or entrance to the Gala Dinner (night of 30 October 2019) is not included in your delegate registration fee or exhibition package.

Attendance at the dinner is by pre-booked ticket only. Please refer to the event website or contact ENA's Events Team for information on how to book a ticket. Delegate capacity is limited and is allocated on a first come first served basis.

The Organiser advises Exhibitors to book any additional delegates as early as possible to avoid disappointment.

Please note conference breakout sessions are on a first come first served basis. Delegates are advised to arrive at their preferred sessions early to avoid disappointment.





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### 18. DELEGATE NUMBERS

Whilst the Organiser will make every effort to secure a high level of attendance of delegates, there can be no guarantee of delegate numbers and no discounts or refunds are available if delegate numbers do not reach the projected levels.

### 19. AGREEMENT

These Standard Terms and Conditions, together with the booking form, and any subsequent agreed variations in writing from the Organiser shall represent the entire agreement between the Organiser and the Exhibitor and shall supersede any previous agreements or representations whether written or oral.

### 20. DATA PROTECTION

The data controller is the Organiser, Energy Networks Association Limited. Information provided by you on this form will be processed by the Organiser for the purpose of organising your attendance at this event and for post event feedback. It may also be used for the promotion of other events organised by Energy Networks Association. By providing us with your postal address, email address and telephone number you agree that we may contact you by these methods. You can change this preference at any time by either contacting us by post or by following the link on a received email.

### 21. GENERAL CONDITIONS

The Organiser reserves the right to change these Standard Terms and Conditions at any time without prior notice. Any variation to these terms and conditions shall only be valid if set out by the Organiser in writing and delivered to the Exhibitor. These terms and conditions shall be governed by and construed in accordance with the laws of England and Wales. Disputes shall be exclusively subject to the jurisdiction of the courts of England and Wales.

Agreement to these terms and conditions include specific agreement to the information provided by you on behalf of your organisation being recorded and used to communicate with you about other ENA events.

You must check your invoice and booking acceptance as well as all other documents we send you carefully as soon as you receive them. If any information appearing on any document appears to be inaccurate in any way you must inform us straight away, we regret we cannot accept any liability if we are not notified of any inaccuracy in any document within 10 days of us sending it out.

### QUESTIONS

If you have any further questions please contact:

ENA Events  
Energy Networks Association  
4 More London Riverside  
LONDON SE1 2AU  
United Kingdom  
T: +44 (0) 20 7706 5117  
E: [LCNI@energynetworks.org](mailto:LCNI@energynetworks.org)  
[www.lcniconference.org](http://www.lcniconference.org)



## Declaration:

I confirm that I have read and agree to the above terms and conditions:

Name:

Title:

Signature:

Date: