

## Exhibition Space Contract

Company ..... Marketing/Operations Person .....

..... Position .....

Address ..... Telephone .....

..... Facsimile .....

..... Email .....

### Details of Requirements

	Cost per m <sup>2</sup>	Amount
Stand No. ....	Space Only <input type="checkbox"/> BD165/US\$439	BD/US\$ .....
Dimensions .....m x .....m = .....m <sup>2</sup>	Space with Shell Scheme <input type="checkbox"/> BD175/US\$467	BD/US\$ .....
	Graphic Enhancement (Shell Scheme) <input type="checkbox"/> BD38/US\$100 (per sqm)	BD/US\$ .....
	Outside Space <input type="checkbox"/> BD116/US\$306	BD/US\$ .....
	Total	BD/US\$ .....
	VAT (5%)	BD/US\$ .....
	Total Due	BD/US\$ .....
	50% due on application (within 4 weeks of confirmation)	BD/US\$ .....
	50% due by 1st March 2020	BD/US\$ .....

**Payment Terms**

**Advertising rates in Exhibition Catalogue available on request**

### Products to be Exhibited

**Cancellation:** In the event of the Organisers agreeing to any request to cancel participation and for release from the contract, the Exhibitor will be liable for all, or part, of the cost stated in the contract in accordance with the following scale:

**Up to three (3) months prior to the Exhibition - 40% of space cost**  
**Less than three (3) months prior to the Exhibition - 100% of space cost**

In addition to this scale, the Exhibitor will be liable for any specific costs incurred on his behalf by the Organisers.

**We confirm that we have read and agree to be bound by the HCE terms and conditions shown to me and available online on the event website,** we hereby contract for the space as indicated above at such Exhibition for the purposes of exhibiting goods as described above and we undertake to be bound by and observe and perform such conditions and to pay the balance as stated above on the stand/space rental on receipt of invoice.

Signed on behalf of **Exhibitor**

Date .....

Name .....

Position .....

Signature .....

Confirmed on behalf of **Hilal Conferences & Exhibitions**

Authorised Signatory .....

Date .....

This form must be signed by a Director, Secretary or person authorised to purchase on behalf of the exhibitor:  
 Relevant copies to be returned to **Hilal Conferences & Exhibitions**.

Please make payments quoting your invoice number direct to **Hilal Conferences & Exhibitions Co. WLL, Account No. 109820100100,**  
**IBAN: BH15ALSA00109820100100 or SWIFT CODE: ALSABHBM**  
**Al Salam Bank, PO Box 18282, Manama, Kingdom of Bahrain.**  
**VAT Account No. 200011086200002**

# General Terms & Conditions

## 1. Definition

- a) These terms & conditions are an integral part of the agreement between the Organisers and the Exhibitor.
- b) Once the space contract has been signed by the Exhibitor and countersigned by the Organiser or their authorized Agent for the Space contracted, the contents will have the status of a business contract governed by these present terms & conditions.
- c) Memoranda and instructions to Exhibitors issued by the Organisers from time to time (whether by fax or email) are to be considered supplementary and not replacing these terms & conditions, nor the terms agreed on the contract form unless otherwise indicated.  
**Exhibitors are directed to visit the Exhibition website for regular updates on the Exhibition which may form an additional part of these Terms & Conditions and or which may provide updated information regarding the Exhibition relevant to the Exhibitor.**

## 2. Payment

- a) The contract is conclusive evidence of the applicant's agreement to pay the dues & charges contracted for and payment shall become due on receipt of invoice.
- b) Payments are due on the dates and schedules as mentioned on this contract. Which for the avoidance of doubt shall be consistent with the percentage due on signing and the balance to be paid no later than 9 weeks before the opening day of the exhibition, unless otherwise agreed by the Organiser.
- c) While non-payment will result in cancellation of any reserved stand, this cancellation will not release the Exhibitor from any obligations to pay any charges due under the contract.
- d) Exhibitors have no claims to any rights for any services and facilities without having duly paid the full amount contracted for.
- e) In the event the Exhibitor wishes to cancel this agreement the 50% deposited shall be considered as being non-returnable or refundable and the Exhibitor will be liable for any further penalties in accordance with the cancellation requirements below.

## 3. Allocation of Space

- a) In the event of an Exhibitor giving written notice at any time prior to the exhibition of his intention not to take possession of the space allocated to him or ceasing to hold the qualifications on the basis of which an allocation of space was made to him or in the event of the Organisers not being reasonably satisfied of the exhibitor's intention adequately to occupy the allocated space with approved exhibits, or in the event of his failing to take possession of such space by noon on the day prior to the opening of the exhibition, the Organisers may deal with such space as in its absolute discretion it thinks fit without being under any liability to refund or abate any charges paid or due hereunder.
- b) The Organisers reserve the right to alter the layout of the exhibition in any respect and at any time, on the provision that the Organisers will adjust the cost of the space of any one or more Exhibitors whose stand area is affected by such an alteration. However, the Organisers will not be liable to make any further payment or compensation and the Exhibitors will not be entitled to withdraw from their contracts because of such layout changes.

## 4. Cancellation

- a) All requests for cancellation must be made in writing and dated this date being that which shall pertain in calculating the charge payable.
- b) In the event of the Organisers agreeing to any request to cancel participation and for release from the contract, the Exhibitor will be liable for all, or part, of the cost stated in the contract in accordance with the following scale:

**Up to three (3) months prior to the Exhibition - 40% of space cost**  
**Less than three (3) months prior to the Exhibition - 100% of space cost**

In addition to this scale, the Exhibitor will be liable for any specific costs incurred on his behalf by the Organisers.

- c) The Organisers reserve the absolute right refuse participation to any Exhibitor without having to provide any reason. In the event of the Organisers exercising this right, then the total deposit money sent with the application will be refunded.

## 5. Safety, Insurance, Liabilities and Limitations

- a) The Organisers are not responsible for the safety & security of articles of any kind brought into the exhibition by the Exhibitor, their servants, agents or contractors, members of the public, or any person whatsoever.
- b) Exhibitors shall ensure that they are fully covered by insurance for all risks including public liability and comprehensive protection for the period of liability to run from the time the Exhibitor or any of his agents or contractors first enters the Exhibition halls until all the Exhibitor's exhibits and property have been removed from the venue.
- c) The Exhibitor hereby indemnifies the Organisers against any liability, claim, demand, costs, charges or expenses arising as a result of any act, omission, negligence or anything done or omitted by the Exhibitor or any of his agents or any other person or persons under the direction of the Exhibitor.
- d) The Exhibitor undertakes to arrange and provide insurance in the joint names of the Exhibitor and the Organisers against all risks for which he is responsible under these conditions and will, if so required, provide the Organisers particulars of such insurance policy and evidence of the payment of the premium.
- e) The Organiser shall not be held responsible for any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of stands, for the entry, siting or removal of exhibits, or for the failure of any services or amenities provided by the exhibition hall landlord or for the cancellation, postponement or part-time opening of the exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.
- f) Exhibitors undertake to acknowledge that they are participating on their own free will and decision and the contract entails no promise, oral or written, from the Organisers as to the amount or level of business from the exhibition and/or its success.
- g) This contract limits the liability of the Organisers and their authorised Agent only to terms as outlined in this contract to the value of the dues & charges contracted for.

## 6. Force Majeure

- a) In the event of the exhibition premises or any part or stand thereof or any facility or service appertaining to the exhibition being unavailable as a result of fire, flood, tempest or any other cause, or as a result of government intervention, strike, lock outs, labour dispute, riot or any other event or agency over which the Organisers have no control, or should the Organisers decide that owing to any such cause or event it is necessary or advisable to cancel, postpone or re-site the exhibition, the Organisers shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof.
- b) In case of premature closure or abandonment of the exhibition, the Organisers shall be entitled to deduct all sums paid by the Exhibitors or such part thereof found justified by the Organiser for incurred expenses.

## 7. Service Manual

A service manual giving information, guidance & direction to Exhibitors, designers & contractors will be issued in good time. All mandatory directions contained therein must be observed unless otherwise exempted by the Organisers in writing.

## 8. Jurisdiction

These Terms and Conditions shall be construed and governed in accordance with the Laws of Bahrain. Nothing contained in this clause shall limit the rights of the Organisers to take any suit, action or legal proceeding arising under these terms against the other party in any other court of competent jurisdiction that the Organisers may choose to adjudicate.