# FEDERATION OF infection societies CONFERENCE 2018

**13 - 15 November 2018**

**Sage Gateshead - Newcastle**

Photo by David Tiernan Photography

# SPONSORSHIP TERMS & CONDITIONS

**www.fis2018.co.uk**

# TERMS & CONDITIONS

## Definitions

In these terms and conditions, the following expressions shall have the following meanings:

a) Conference means the Federation of Infection Societies Conference 2018, taking place at Sage Gateshead from 13th to 15th November 2018 (set-up on 12th November).

b) Exhibition refers to the exhibition being held in conjunction with the Federation of Infection Societies Conference 2018.

c) The term Exhibitor includes any person, firm, company, association, organization and its employees or agents to whom space has been allocated for the purposes of exhibiting at the exhibition.

d) Organiser means Hartley Taylor Medical Communications Ltd on behalf of the conference organizing society, British Infection Association.

e) Exhibition Package refers to the details of the benefits and related fee agreed between the Exhibitor and the Organiser.

f) Contract means the agreement made between the Exhibitor and the Organiser.

g) Exhibition Plan means the plan of the location set out in the Exhibitor Information showing each of the exhibition spaces.

h) Exhibition Space means the stand area/space allocated to the Exhibitor for the duration of the Conference.

## General Conditions

The Exhibitor has the right to attend the Federation of Infection Societies Conference. The benefits to be provided (and/or made available) to the Exhibitor by the Organiser shall be those included in the agreed Exhibition Package selected by the Exhibitor and subsequently detailed in writing in the Contract.

The Organisers are responsible for the control of the Exhibition areas. Exhibitors are responsible for control of their own stands. The decision of the Organisers is final and decisive on any question not covered in these regulations. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement and Health and Safety Regulations by which the Organisers may occupy the venue and with policies of insurance affected by the Organisers.

## Payment Terms

The Exhibitor will pay to the Organiser the fees stated in the agreed Exhibition Package and/or Contract. Payment should be made in accordance with the following terms:

a) Upon confirmation of the Exhibition Package, the Exhibitor must provide invoice instructions and a purchase order (where applicable) in order to confirm their booking.

b) Full payment should be made within 30 days of receipt of the invoice. Should the invoice date be less than 1 month before the Conference, payment will be due immediately.

c) If the Exhibitor fails to pay the fee within the agreed timescales, the Organiser may refuse entry to the Conference, however full payment of the agreed fee will still be due.

d) Value Added Tax at the standard rate is applicable to all fees.

## Cancellation

Refunds for Exhibition Packages which are cancelled will only be made in the event of the exhibition being sold out. Every effort will be made to re-sell stand spaces.

## Insurance

Exhibitors should consult their insurance company to cover themselves against all risks concerned with the Conference, in particular:

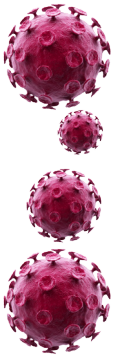
a) Abandonment: Exhibitors should note that the Organisers are not obliged to return any monies paid for space in the Exhibition in the event of cancellation or restriction of the Exhibition.

b) Stands/Fixtures: All risks on loss or damage to the Exhibitor's property, fixtures, fittings and all other property, such as personal property, whilst on the premises and in transit to and from the Exhibition.

c) Failure to Vacate: If the Exhibitor should fail to remove all property by the set deadline, due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the Sage Gateshead or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time.

d) Public Liability: Liability to the public may arise out of the Exhibitor's activities and should be covered by insurance.

FEDERATION OF infection societies CONFERENCE 2018



# TERMS & CONDITIONS

## Exhibition Space

If the Exhibition Package includes exhibition space:

a) The Organiser will use its reasonable endeavours to allocate the Exhibitor's preference, however the Organiser cannot guarantee that the Exhibitor's preference will be available. Accordingly, the Organiser reserves the right to allocate alternative exhibition space.

b) Unless otherwise authorized in writing by the Organiser, the Exhibitor shall refrain from delivering and/or installing or dismantling and/or removing its exhibit outside of the times specified in the Exhibitor Manual (to be provided in Summer 2018).

c) The Exhibitor shall keep and maintain its Exhibition Space in a safe, clean and tidy state throughout the Conference and no later than the end of the dismantling period, shall remove its exhibit in its entirety and shall leave its Exhibition Space in the condition it was in immediately before the Exhibitor's use of the same.

d) From the beginning of the Conference to the end of the Conference, all of the Exhibitor's goods, equipment, belongings and/or other materials used or kept by the Exhibitor at the Exhibition Space or in the Conference venue shall be at the sole risk of the Exhibitor and the Exhibitor shall be solely responsible for the security of the same.

e) The Organiser reserves the right at any time to make alterations to the Exhibition Plan as may be necessary in the best interests of the Exhibition as a whole and to alter the shape of the space allocated to the Exhibitor. Any such changes would not reduce the size of the allocated space. Exhibitors should note that every effort will be made to maintain the published Exhibition Plan layout.

f) Whilst the Exhibition Space allocated to the Exhibitor shall not be allocated to any other clients, it is nevertheless provided on a non-exclusive basis and such area shall remain accessible by the Organiser's authorized personnel and other parties authorized by the Organiser from time to time.

The Organiser accepts no liability for the omission of the Exhibitor's name, details or logos from the Conference advertisements, in print or online, or other documentation in the event that such documentation has been produced prior to the Exhibitor entering into the Contract or by reason of the Exhibitor's failure to provide the necessary information by the relevant deadline(s) for such inclusion specified in the Exhibition Package or otherwise indicated to the Exhibitor by the Organiser.

## Damage to Premises, Fixtures, Fittings and Shell Scheme

No nails, screws or other fixtures can be driven into any part of the Exhibition area, including floors nor may any part of the premises be damaged or disfigures in any way. Should any such damage occur, the Exhibitor concerned will be invoiced for any reparation charges incurred.

Exhibitors with shell scheme stands may not alter the external shell scheme by adding or removing any part of it. Extra display fittings and wall panels for subdivision of stands will be available to order. The only fixing method which may be used directly on shell scheme wall panels is Velcro dots and strips. No pins, staples, screws or other intrusive fixings are allowed.

## Stand Construction and Services

The Organisers will appoint official contractors to undertake the following work: shell scheme construction, electric, provision of water and waste services, furniture, flooring and all other services. No other contractor will be permitted to undertake any of this work other than one deemed appropriate by the Organisers.

## Obstruction of Gangways and Open Spaces

Exhibitors will not be permitted to display exhibits in such a manner as to obstruct, impede or project over gangways or affect the displays on neighbouring stands. Gangways must be kept clear and free for passage at all times.

## Exhibitors Technical Manual

Technical information concerning the Exhibition, together with order forms for all ancillary services available to Exhibitors, will be forwarded to Exhibitors in Summer 2018.

## Photography and Video Policies

Photographing or videotaping any of the Conference sessions is strictly prohibited.

## Force Majeure

The Organiser shall not be in breach of the Contract nor liable for any delay or failure to perform any of its obligations under the Contract if such delay or failure results from the location being unfit or unavailable for occupancy or if it becomes impossible or impractical to hold the Conference for reasons beyond the control of the Organiser (including without limitation, war, strikes, floods, governmental restrictions, power, telecommunications or internet failures, or malicious damage).