



## EWEA OFFSHORE 2011

### EXHIBITION POLICIES

#### **1. GENERAL REGULATIONS**

- 1.1 The European Wind Energy Association (EWEA) asbl / vzw (registered in Belgium, BE 0476 915 445) is the organiser of the event and alone is empowered to accept or reject applications and to allocate stands. Its decisions are final.
- 1.2 The signed exhibition contract constitutes a legally binding contract for the exhibitor. All stands are confirmed in writing and the position allocated is definitive. The organiser reserves the right to change the allocation of stand in case of unforeseen and/or unavoidable circumstances, beyond its control.
- 1.3 Reselling of stand space is strictly forbidden without the prior authorisation of EWEA Management. In all cases the resell price must not exceed the prices stated in the EWEA OFFSHORE 2011 event publications (leaflets, websites etc).
- 1.4 This document is subject to change without notice. The latest, binding version of Exhibition policies is available on the exhibition pages of [www.ewea.org/offshore2011](http://www.ewea.org/offshore2011)

#### **2. PAYMENT TERMS AND CONDITIONS**

- 2.1 The advance payment of 50% of the total price of the stand and taxes (if applicable) is invoiced upon receipt of the signed exhibition contract and the payment must be made within the 30 days of the date of invoice.
- 2.2 The remaining amount due, 50% of the total price of the stand and taxes (if applicable), will be invoiced in May 2011, and is to be paid within 30 days of the date of invoice or a minimum of 30 days prior to the event, whatever comes first. Only those exhibitors who have made this payment can be allotted a definitive stand.
- 2.3 After the 30 days an additional 5% on the amount still due will be surcharged as a penalty and an interest of 0.75 % per month will be added to the total amount still due.
- 2.4 Any bank charges are to be paid by the exhibitors.
- 2.5 In case of non-payment by the dates specified on the invoice, EWEA reserves the right to reallocate the reserved stand. The exhibitors, however, remain bound by their registration contract and have to pay the totality of the amounts foreseen.
- 2.6 Stands will only be placed at the disposal of participants when they have fulfilled all the obligations as stipulated in the contract.
- 2.7 Any change of the stand type (space only/full service stand) as from 6 months before the event will involve additional administrative costs of 150 EUR.





### 3. REDUCTION OR CANCELLATION OF SPACE

#### 3.1 Reduction of reserved space until 30 September 2010

Exhibitors reducing the size of their stand until **30 September 2010** will automatically be charged 45 EUR per sqm of reduced space to cover administrative costs. This fee will be invoiced.

#### 3.2 Reduction of reserved space after 30 September 2010

No reduction of space will be accepted after **30 September 2010** and the totality of the price of the reserved sqm is due.

#### 3.3 Cancellation

Withdrawal must be made by registered post to the management of EWEA. For cancellations made before **30 September 2010**, 50% of the invoiced amount for the stand will be payable. For cancellations after **30 September 2010** the exhibitor has to pay the full amount as for the original rented space. These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be. Cancellation fees will be invoiced.

### 4. BANKRUPTCY OR LIQUIDATION

In case the exhibitor becomes bankrupt or enters into liquidation other than for the purpose of reconstruction or amalgamation, or has a receiver appointed, the organiser shall be at liberty to terminate immediately the contract with the exhibitor, to cancel the allocation of exhibition space to the exhibitor and to forfeit all sums paid by the exhibitor.

### 5. NATIONAL PAVILIONS AND CO-EXHIBITORS

#### 5.1 National Pavilions

Wind energy associations, national governments or agencies can organise a national pavilion to host companies from their country. The following rules apply for a national pavilion:

- 5.1.1 The organiser of a pavilion is responsible for organising the stand e.g. payment, stand construction, correspondence with its co-exhibitors etc.





- 5.1.2 The organiser of a pavilion will be charged 250 EUR per each co-exhibitor – to cover administration costs and the company description in the exhibition catalogue.
- 5.1.3 There will be one global invoice for the total space rented upon receipt of the exhibition contract.
- 5.1.4 There will be one global invoice for the co-exhibitors fee 3 months prior to the event.
- 5.1.5 The resell price charged by the organiser of a pavilion must in no way exceed the prices stated in the EWEA OFFSHORE 2011 event publications (leaflets, websites etc).

## **5.2 Co- Exhibitors**

An Exhibitor can host other companies on the same stand surface. The following rules apply for these co-exhibitors:

- 5.2.1 An exhibition contract needs to be submitted for each co-exhibitor.
- 5.2.2 The exhibitor will be charged 250 EUR for each co-exhibitor to cover administration costs and the company description in the exhibition catalogue.
- 5.2.3 Notwithstanding the 250 EUR fee noted above, and unless they are part of a National Pavilion, co-exhibitors who are not EWEA members must pay the non-member rate for the sqm used of the main stand and need to provide this figure upon registration.

## **6. EXHIBITION RULES**

- 6.1 Advertising on site is only possible through the channels offered by the organiser.
- 6.2 All information relating to the constructing, fitting and dismantling of stands will be sent to each exhibitor in the form of a link to an on-line exhibitor manual, which includes order forms for technical installations (water, telephone, electricity, furniture etc) to be sent to the nominated sub-contractors. These installations are at the expense of the exhibitor, as are the related costs for consumption and use. Each space only exhibitor is responsible for passing the information from the exhibitor manual to their stand constructor. All exhibitors, stand constructors and other suppliers must adhere to the rules and regulations within the exhibitor manual.
- 6.3 The exact timetable of move in/move out days will be given in the exhibitor manual and must be followed by the exhibitors. Extension of build up, breakdown days beyond those fixed by EWEA will be at an additional charge to the Exhibitor and depend entirely on the availability of the venue.
- 6.4 The setting-up of stands (structure + design) must be pre-approved by the exhibition organisation that ensures that the local regulations are respected. The setting up of stands (structure and decoration)





must be executed with materials that are not easily flammable and which do not give off harmful gases under the effect of heat.

- 6.5 Any fittings or decoration inside a shell scheme stand should not exceed the height of the walls (2.50 m). Any space only exhibitor wishing to build a complex stand or a stand over 2.50 m will need to inform the organisers and submit stand plans according to the details provided in the exhibitor manual.
- 6.6 Any installations or decorative elements that could affect another exhibitor in any way are prohibited. For any walling facing an aisle that may be 4m or over in height - it will be necessary to step the walling back by a minimum of 1 metre into the stand. This is to avoid obstructing the view of neighboring stands.
- 6.7 Noisy publicity of any kind, in particular the use of loudspeakers, is prohibited.
- 6.8 Publicity may only be handed out on the exhibitor's own stand.
- 6.9 No part of the stand may exceed the given stand limits. The exhibitor is responsible for organising his stand so that all exhibits can be examined and demonstrated within the stand limits.
- 6.10 Any parts or exhibits exceeding the dimensions of the stand limits may be removed from the exhibition area by the organisers at the expense of the exhibitor.
- 6.11 The exhibitor undertakes to keep his stand open throughout the duration of the exhibition. He also undertakes not to remove any exhibits or dismantle his stand before the end of the exhibition.
- 6.12 In all matters, the organiser's decision is final.

## 7. MEETING ROOMS

- 7.1 The organiser may provide meeting rooms to be rented by the exhibitors. These rooms are rented at an additional charge, and depending on availability.
- 7.2 Any additional meeting room services, such as catering, rental of AV equipment, flowers etc. are to be arranged and covered by the exhibitor, and using the indicated suppliers.
- 7.3 For cancellations made before 21 October 2011, 50% of the invoiced amount for the meeting room will be payable.
- 7.4 For cancellations after 21 October 2011, the full invoiced amount for the meeting room is due.
- 7.5 These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be.
- 7.6 Cancellation fees will be invoiced





## 8. OUTSIDE EXHIBITION

- 8.1 The organiser may provide outside space to be rented by the exhibitors for outside exhibition. The outside space can be booked at an additional charge, and depending on availability.
- 8.2 The outside exhibit requirements need to be approved by the organiser. Any significant changes from submitted and approved request can result in onsite changes of branding or, in extreme situations, dismantling the exhibit on the cost of exhibitor.
- 8.3 EWEA is not responsible for providing security to any outdoor displays nor is liable for any personal injury related to the outdoor exhibit. It is in the interest of exhibitor to apply all safety regulations.
- 8.4 In case of adverse weather or any other unforeseen circumstances, EWEA might have to ask outside exhibitors to remove all their exhibits. EWEA will not be held responsible for these extreme situations.
- 8.5 Any additional services, such as power connection, equipment, security etc. are to be covered by the exhibitor, and using the indicated suppliers.
- 8.6 For cancellations made before 21 October 2011, 50% of the invoiced amount for the outside exhibition space will be payable.
- 8.7 For cancellations after 21 October 2011, the full invoiced amount for the outside exhibition space is due.
- 8.8 These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be.
- 8.9 Cancellation fees will be invoiced.

## 9. INSURANCE

Exhibitors must be insured by an insurance company covering public liability, stand material and the goods exhibited, whether these goods or material be their own or a third party's property. Subject to article 10.2.1 below, by way of their participation, exhibitors automatically relinquish all claims, in the event of an accident or damage against:

- The European Wind Energy Association asbl /vzw
- Amsterdam RAI
- The exhibitors at the exhibition, the Exhibition visitors and the Conference participants
- The directors, representatives, managers and officials appointed by these persons or bodies.

## 10. CIVIL LIABILITY

### 10.1 Of the exhibitor:

The exhibitor is responsible for any damage to a third-party, caused either by himself or by his employees or his material.





Subject to article 10.2.1 below, the exhibiting company and its representative confirm that the European Wind Energy Association asbl/vzw in no way takes responsibility for loss, injury or damage to items or persons, whatever the cause may be, before, during, or after the EWEA OFFSHORE 2011 conference and exhibition in Amsterdam, The Netherlands, 29 November – 1 December 2011.

## 10.2 Of the organiser:

10.2.1 The European Wind Energy Association asbl/vzw is responsible under civil law in its capacity as organiser of the exhibition and any other related events it organises. This liability shall however in no case extend to the damage caused to visitors, exhibitors or rented goods by third parties, unless in the event of death or injury exclusively caused by EWEA's negligence.

10.2.2 Amsterdam RAI is responsible for its civil liability in its capacity as owner of the premises and of fixed or temporary installations used for the exhibition, as well as for the management of the concerns and handling of the activities it administers directly.

10.2.3 Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of "force majeure" prevent the exhibition from being held, or limit its size or modify its nature. Should it not be possible for the exhibition to open, all rental fees shall remain the property of the organiser up to a sum corresponding to the amounts for which he is already committed.

11. The organiser reserves the right to modify at any time the provisions of the present regulations.

12. In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties agree that they will be subject to Belgian law and that the commercial courts of Brussels will be competent, without prejudice to EWEA's right to initiate proceedings under the laws and before the courts of the exhibitor's registered office in the event any sums are due by the exhibitor to the European Wind Energy Association asbl/vzw.

