



## EXHIBITION TERMS & CONDITIONS

NO-DIG ROAD SHOW 2008

---

Tuesday 26 February 2008 - Livingston FC  
Tuesday 1 April 2008 – Ramada Hotel, Belfast  
Thursday 3 April 2008 – Ballsbridge Court Hotel, Dublin

---

1. Timetable
  - Exhibition Build-up 0730 – 0900
  - Exhibition Open 0915 – 1600
  - Exhibition Dismantling 1600 – 1700
  - N.B: Exhibitors are not permitted to dismantle displays before 1600.*
2. Payment: The rent of stand space is payable in full to the Organisers within 14 days of receiving an invoice.
3. Displays:
  - 3.1 Exhibitors must provide their own free standing exhibition display panels for graphic displays.
  - 3.2 All display material must be located within the confines of the allocated space and should under no circumstances encroach onto adjacent stands or into gangways.
  - 3.3 All exhibitors must comply with the requirements of the Landlords.
  - 3.4 All display materials must be non-flammable.
  - 3.5 Each exhibitor is responsible for the removal from the exhibition and storage of empty cartons not required on your stand. Empty cases and packing must not be stored on or behind stands.
4. Exhibition Layout: Should it be necessary to revise the layout of the Exhibition for any purpose, the organisers reserve the right to transfer an exhibitor to an alternative site.
5. Advertising Matter: Under no circumstances will Exhibitors be permitted to distribute advertising and printed material from anywhere other than the allocated stand space. The Organisers reserve the right to prohibit as unsuitable or as annoying to visitors or other participants a) any display feature or advertising material b) any sales method or demonstration.
6. Damage: Exhibitors are not permitted to fix any graphics, notices, or material to any part of the venue or its walls. Any damage caused by Exhibitors' staff to the building, fixtures and fittings and property belonging to the venue will be charged to the Exhibitor.
7. Insurance: It is the Exhibitor's responsibility to ensure that public liability and contents insurance extends to transport between the venue and the space occupied during the event.
8. Conduct: Exhibitors and their staff must carry on business and conduct themselves in a manner not objectionable to other Exhibitors, visitors or the Organisers.
9. Cancellation: Cancellations of stand space made up to 30 days prior to each event will be subject to 20% administration charge.