

EXHIBITION BOOKING FORM

Company name: _____

Invoicing Address: _____

Name of Stand: _____
(For Fascia and Catalogue)

Telephone: _____ Fax: _____

Contact Name: _____ Direct Tel: _____

Job Title: _____ Website: _____

Email: _____ Member: Non-Member:

Total amount payable: _____ Deposit (€500) _____

Purchase Order Number _____

We have read, understood and agree to abide by all the terms and conditions governing this exhibition. Acceptance of this application by the Irish Franchise Association constitutes a contract.

Authorised by _____

Date: _____ Name (please print): _____

Stand Booking Procedure

Stand Number you wish to book: _____ Option 1: Option 2: Option 3:

Please complete this booking form and fax to + 353 1 8134575 or scan the booking form and email it to: expo@irishfranchiseassociation.com or or post to: Tom Shanahan, Irish Franchise Association, Kandoy House, 2 Fairview Strand, Dublin 3.



A full invoice will be issued upon receipt of completed booking form and a deposit of €500. The remainder will be required 30 days before the commencement of the show.

Payment can be made by cheque, Credit Card, or Bank transfer

Cheque Please make cheque payable to: Irish Franchise Exhibition Services Ltd

Credit Card Credit card Type (Visa / Mastercard)

Name on credit card

Credit card number

Expiry Date / CVV (security code)

Bank Transfer

Please transfer funds to: Irish Franchise Exhibition Services Ltd Ulster Bank, Dorset St, Dublin 1
Sort Code: 98 50 90 Account Number: 10471087 • IBAN: IE07ULSB98509010471087 • Swift Code: ULSBIE2D

EXHIBITION REGULATIONS AND CONDITIONS

SPACE BOOKING

Completing this booking form is a firm commitment on the part of the Exhibitor to take part in the Exhibition. However, in exceptional circumstances the organisers will be prepared to consider cancellation of their contract with any exhibitor, but only if the following conditions are complied with:

- a. That the request for cancellation is submitted by registered post
- b. That the request is received at least six weeks prior to the opening of the Exhibition.
- c. That the Organisers are able to re-let the cancelled space in its entirety.
- d. That the reason given for the request for cancellation is, in the opinion of the Organisers, well founded.

SUB-LETTING

No Exhibitor will be allowed to sub-let any space allotted to them unless consent in writing from the Organisers has been previously obtained.

SELLING AND ADVERTISING

Giving away goods, samples, advertising material or selling, except on Exhibitor's own stands, is prohibited.

ERECTION OF STANDS & DISPLAY

No Exhibitor will be permitted to erect their display goods in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces or gangways, or to occasion inconvenience or otherwise affect the display of other Exhibitors. No Exhibitor shall display their exhibits in such a manner as to endanger visitors or other exhibitors passing near to or entering on to their stand.

DANGEROUS MATERIAL

The following are excluded from the Exhibition: explosives, detonating or fulminating compounds, and all dangerous or harmful substances including primings, fireworks, matches, etc., Primings, fireworks, matches and similar objects can only be exhibited in the form of limitations and on condition that they contain no inflammable matter. Only goods described at the time of application may be displayed on stands, and any goods not approved by the Organisers must be removed from the building.

LIMITATION OF LIABILITY

The Organisers will not be responsible for the safety of any exhibit or property of any Exhibitor, its staff, contractors or agents or any other persons, or for the loss or damage or destruction to the same, by theft, fire or other cause whatsoever, or for any loss or damage whatsoever sustained by and Exhibitor by reason of any defect in the building, fire, storm, tempest, lightning, national emergency, labour disputes, strikes, lockout, civil disturbances, explosion, inevitable accident, force majeure or any other cause not within the control of the Organisers, or for any other loss or damage whatsoever, or if by reason of the happenings of any such events the opening of the Exhibition is prevented, postponed or abandoned or the building becomes wholly or partially unavailable for the holding of the Exhibition or if the Exhibitor suffers any other damage whatsoever. As the Organisers will accept no responsibility for any loss or damage suffered by the Exhibitor, Exhibitors should cover themselves by insurance in respect thereof. The Exhibitor shall be responsible for any loss, damage or other liability caused by themselves, their employees, sub-contractors, agents or the equipment, samples or display equipment on their stand, to third parties, and must arrange public liability insurance to cover their participation in the exhibition in this regard with an indemnity of €2,000,000. Furthermore Exhibitors must provide the Organisers with sight of said Insurance Certificate on request.

FIRE PRECAUTIONS AND SAFETY REGULATIONS

All materials used for building, decorating or covering stands must be of non-flammable materials. Exhibitors must comply with any reasonable instructions given by the Organisers, or the owners of the Exhibition Halls, or any Local or other Authority. Notwithstanding anything in these Regulations the Exhibitor shall in all respects comply with the Local Authority, Fire and Police, and Landlord regulations relating to Exhibitions and the Exhibition premises.

STAND FITTING

Exhibitors may not fix any exhibits, literature of products to the stand-fitting provided, except through the use of the approved fixing equipment provided. Any damage caused by exhibitors to stand-fitting, furniture, carpet or other hired items will be the responsibility of the exhibitor. Exhibitors are particularly reminded not to fix literature to the stand-fitting by means of double sided tape or double sided adhesive pads. Blue tac is acceptable.

OPENING, CLOSING AND STAFFING OF STANDS

Exhibitors must take occupation of their respective spaces not later than twenty-four hours before the opening day of the Exhibition as stated in the official brochures for the Exhibition. The Exhibitor shall, during the continuance of the Exhibition, keep their stand and exhibits attended by a competent and adequate staff, and shall keep their stand adequately stocked with their exhibits and display material properly arranged and on view during the opening hours of the Exhibition. In the event of any Exhibitor or their representative or employee conducting or having conducted themselves upon the Exhibition premises in such a manner as may be considered by the Organisers or any of their duly authorised officers to be objectionable or likely to cause obstruction they shall be liable, at the discretion of such officers, to be expelled forthwith from the Exhibition and shall not be permitted to return during the remainder of the Exhibition. The Organisers reserve the right to stop the demonstration, display or the running of machine or engine which by causing noise, vibration, smell, smoke or any of them may be considered a nuisance. At the request of the Organisers the Exhibitors shall stop the use of microphones, amplifiers, musical instruments, tape players, radios, loud-speakers, film equipment or any of them. The Exhibitor shall, at their own expense, keep and maintain their stand in a good and clean condition to the satisfaction of the Organisers. No cartons or rubbish may be deposited in the gangways later than one hour before the official opening of the Exhibition. Exhibitors must deposit all rubbish (in cartons or containers whenever possible) in the gangways at the closure of the Exhibition for the day, after visitors have left the Exhibition Hall.

GENERAL

Should unforeseen circumstances arise the Organisers reserve the right to postpone the Exhibition to another date or transfer it to another site/venue without affecting the Exhibitor's liability under the contract. The Organisers reserve the right to alter the Exhibition plan and the Exhibitor's site without incurring any liability to the Exhibitor thereby. Nothing in the Exhibition may be photographed, drawn, written or copied without written permission from the Organisers. Exhibitors shall be responsible for the removal and storage of their own packing case and packing material. Where storage facilities are provided, neither the organisers, stand-fitting contractors nor venue take any responsibility with regard to these items or for any consequential loss which might occur. Where payment for stand space rental, stand-fitting or other services is not received by the agreed date, interest on overdue accounts shall be charged at 1.5% per month or part thereof from the date of the exhibition until payment is received. Any payment made less than one week before an exhibition opens must be by way of bank draft.

JURISDICTION

This agreement shall be deemed to have been made in the Republic of Ireland and shall be construed with the laws of Ireland