



**IMPORTANT**

**EQUIPMENT POSITION DIAGRAM**

This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered. If you have not ordered a platform floor pipes may be visible on your stand, please indicate where you would like your piping to run.

Please circle the scale to which you have drawn your stand  
**BACK OF STAND**

1 square = 1m                      1 square = 2m

If you do not complete this diagram items will be placed at our discretion. Subsequent change will be subject to a £25 charge.


W/W = Water and Waste

SINK = Sink

PIPING = Piping

Space only

Shell Scheme

Do you have a platform

(If not please indicate where pipes should run)

Additional Information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FRONT OF STAND**

COMPANY NAME \_\_\_\_\_ STAND NO \_\_\_\_\_

**TERMS & CONDITIONS**

- Our quoted prices are based on the current costs of materials and labour. We reserve the right to pass on any increases in same which occur prior to the completion of any work.
- Orders and delivery dates are accepted subject to our being able to secure the necessary labour and materials. We accept no responsibility for non or part completion due to any cause beyond our control.
- The customer shall make payment of the agreed contract price in full at the time of placing the order. This shall also apply to additions to or amendments of the order. Time shall be of the essence and the company will not process any orders unless and until this condition is satisfied.
- If by reason of force majeure, labour difficulties or shortage of materials, or any cause outside our control, the company during the whole or part the duration of the exhibition, the company's liability shall be limited to the return of a corresponding proportion of the charges paid and payable by the customer for such goods and services and the company shall nor be liable for any loss of profit or consequential costs.
- If any customers, for whatever reason, fails to pay any account once it has fallen due, we reserve the right to recover our goods and to suspend delivery of further products or the execution of further work to the company or any associated company, without prejudice to our right to recover any loss sustained.
- All goods, materials, plant machinery supplied by us, shall be on hire unless otherwise stated. The period of hire will be the tenancy period of the exhibition unless otherwise stated. We shall enter the Exhibition premises to collect and to remove the items on hire as soon as permitted after the close by the exhibition organisers. All such goods etc. shall be entirely at the customer's risk from delivery or installation at the exhibition premises (as appropriate) until collection by the Company and customer shall reimburse us for any loss or damage to same whilst on hire.
- We do not exclude our liability in respect of death, or personal injury of any party resulting from negligence of ourselves, our servants or agents (but not of our sub-contractors, if any).
  - We do not exclude our liability for loss of, or damage to the exhibits or property of the customer where this has directly been caused by our negligence, provide that any claim in this respect is made in writing within 7 days of the incident.
  - Any claim resulting from (b) shall be limited to the amount of any loss of or diminution in value of the goods, and the Company shall not be liable for any consequential cost or any loss of profit.
- Save as expressly provided in these conditions, the customer shall indemnify us against all actions, claims and demands whatsoever, arising from any loss or damage of whatsoever nature suffered by any party as a result of our conduct in completing the contract or complying with any exhibition conditions.
- The customer shall comply with all conditions imposed by the Organisers or Promoters of the Exhibition and shall be solely responsible for obtaining written consent from these parties for any modification or waiver of said conditions.
- We are not responsible for any injury, or damage to property or any loss or damage direct or indirect and of whatever nature caused or arising out of:
  - delay or failure to deliver goods or materials or to carry out work from causes outside our control
  - failure or defect in any goods or materials, plant or fitting not manufacturing by us.
- We reserve the right to charge on to the customer any additional costs in association with the contract due to alterations incurred at the behest of the customer, the exhibition promoter or the safety Officer after the date of the order
- All quotations, designs, drawings, plans and models prepared by us remain our property and copyright
- Unless otherwise agreed in writing, these terms and conditions apply to all contracts entered into by us to the exclusion of any terms and conditions contained in the customer's order which conflict or purport to modify, and to the exclusion of any conditions or warranties implied by common law or statute.
- Orders received or amended later than the return date shown on the order form will not be carried out until after completion or orders received prior to this date. Late orders will be subject to standard prices and will be carried out in the order in which they are received and will only be accepted on this basis.
- COMPLAINTS: Complaints with regard to the services provided must be submitted in writing during the open periods of the exhibition. This will ensure that they are fully investigated on site. No liability for claims can be accepted unless this condition is complied with.
- CANCELLATION: Cancellation of orders must be submitted in writing. Where written cancellation is received later than one week prior to the start of build-up, the service ordered will be charged at the full rate as the work is prepared in advance.
- The contract shall in all respect be governed by and construed and interpreted in accordance with laws of England and the customer agrees to submit itself to the non-exclusive jurisdiction of the English Courts.