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Institute of Education  
University of London

# Exhibitor Terms and Conditions

IOE Confucius Institute for Schools 10<sup>th</sup> Annual Chinese Conference, 17 & 18 May 2013

## 1. Definitions

In these Terms and Conditions, the term EXHIBITOR means any company, firm or person who has made an application for and who has been allocated space in the exhibition, or any Agent, Representative or Employee of the Exhibitor. The term EXHIBITION refers to the events detailed herein. The term ORGANISERS refers to the IOE Confucius Institute for Schools or its lawful assigns in respect of the organisation of the exhibition.

## 2. Applications for space

Applications for space must be made on the Exhibition Booking Form on the understanding that the Terms and Conditions contained herein fully apply.

## 3. Cancellation of exhibition space

In the event that an Exhibitor wishes to cancel their space booking after acceptance by the Organisers, the Organisers reserve the right (but without the obligation to do so) to apply the following cancellation charges:

- Less than two months (60 days) before the exhibition date - 25% of the total booking cost
- Less than one month (30 days) before the exhibition date - 50% of the total booking cost
- Less than two weeks (14 days) before the exhibition date - 100% of the total booking cost

## 4. Space not occupied

Every Exhibitor must occupy the space allotted to them by

registration opening time on the day of the Exhibition. Any Exhibitor failing to do so will be deemed to have cancelled their booking. In this event, the Terms and Conditions relating to cancellation will apply unless alternative arrangements have been agreed in writing with the Organisers prior to the Exhibition.

## 5. Information and conditionality

Information supplied by the Organisers in relation to the Exhibition is accurate to the best of their knowledge and belief but shall not constitute any warranty or representation by the Organisers and any inaccuracy or omission shall not entitle the Exhibitor to cancel their space booking.

## 6. Exhibitor insurance

The Organisers are not responsible for the safety or any exhibit or other property of the Exhibitor or other person, or for the loss, damage or destruction by theft, fire or any cause; or for the loss, damage or injury sustained by an Exhibitor or other person. This is whether by reason of any default in the Exhibition building, caused by fire, storm, tempest, lightning, explosion, national emergency, war, labour disputes, strikes, lock-outs, civil disturbances, inevitable accident, force majeure or for any other cause not within the direct control of the organisers. No responsibility can be accepted for any consequences of prevention, postponement or abandonment of the Exhibition. Exhibitors should secure their own insurance to cover all liabilities and risks. All electrical equipment constituting

part of an exhibit will have undergone a PAT regime and be labelled accordingly.

## 7. Allocation of space

Exhibition spaces are allocated on a first come, first served basis. The Organisers reserve the right to alter the floor plan of the Exhibition where necessary.

## 8. Opening hours

The Exhibitor's representatives will abide by the directions and Exhibition opening hours as stated in the final instructions and will not commence to dismantle any exhibit until after the official closing time, unless alternative arrangements have been agreed in writing with the Organisers prior to the event.

## 9. Exhibitor liability

Exhibitors will indemnify the Organisers against any loss or expense arising directly or indirectly out of any act or omission on the part of the Exhibitors themselves, their servants or their agents.

## 10. Use of the IOE logo and brand

Exhibitors wishing to use the Institute of Education (IOE) logo, brand or any sub-brand must have written permission in advance from the IOE department with which the Exhibitor is connected, or the IOE Marketing Department. In all cases, any material using the IOE logo should be approved by the IOE Marketing Department in terms of the use of the logo.