

**8th PESGB/HGS Conference on
African E & P****Terms and Conditions**

Booth rental contracts/booking forms must be accompanied by full payment, made payable to PESGB.

If payment is fourteen days in arrears (whether demanded or not) the contract may at any time thereafter be terminated forthwith by notice in writing from PESGB to the exhibitor. The PESGB reserves the right to cancel or terminate this contract at any time and to withhold possession of exhibition booth space if the Lessee fails to perform any condition of this contract or fails to abide by the rules and regulations for exhibitors at the Queen Elizabeth II Conference Centre (QEII CC).

For any cancellations made by the Lessee, before 7 August 2009, exhibit space rental fees paid hereunder by the Lessee will be refunded by PESGB only provided the cancelled space(s) can be resold and all other exhibition space in all the exhibition area within QEII CC rented by PESGB are also sold. Refunds will be processed after the event less a 10% administrative charge. Cancellations received after 7 August 2009 but before 28 August 2009 a 50% penalty charge will be applied. Cancellations received after 28 August 2009 the Lessee shall forfeit full cost of booth payment.

PESGB will attempt to place exhibitors in their preferred positions, but reserves the right to change stand locations or specifications at any time.

Apart from the items listed on the booth booking form, the shell scheme booths do not include any additional electrics, furniture, telephones, compressed air, water, etc. All such equipment and services are available for hire, please contact Graham Harman in the first instance. All charges for such rental will be charged to and must be paid directly by the exhibitor.

The exhibitor will indemnify the organisers and PESGB against all costs, claims, demands, actions, expenses, damages, penalties or proceedings, arising out of or in any way connected with, the exhibitor's occupancy and use of the exhibition premises or any part thereof including without limitation loss of life, personal injury and damage to property. Exhibitors will be required to meet the cost of making good any damage to floors, walls, structures, shell, booth and accessories.

Exhibitors will also be required to abide by all the rules and regulations relating to PESGB occupancy i.e. hours and tenancy at QEII CC and to make good any costs relating to additional hours required for their particular booth occupancy.

PESGB, and PESGB subcontractors, the exhibition venue, or any staff member will not be held responsible for the safety of the property of the exhibitor, including any stand fittings or fixtures or furniture, etc. from theft, damage caused by fire, accident, flood, weather, accident or any other cause. PESGB and the contractors and subcontractors of PESGB will not be liable for any consequential or indirect losses howsoever arising and from any cause whatsoever.

Exhibitors are responsible for their own insurance and third party liability minimum insurance cover will be required.

The exhibitor agrees to adhere to and be bound by all applicable fire and building codes and regulations stipulated by the venue, local Council or PESGB.

Exhibitors may not sublet, subdivide or reassign booths without the express written permission of PESGB. Any exhibitor requests regarding subletting, subdividing or reassigning booths must be put in writing to PESGB, with at least one month's notice of such a proposed action. If permission is granted, only the prime exhibitor's company name will appear on the shell scheme fascia board.

Exhibitors may not engage in any promotional activity outside the confines of their own rented areas without prior written permission from PESGB. Exhibitors may not use their booth for any purpose which is deemed unsuitable by the venue, organisers or PESGB.

The exhibitor agrees to be bound by this agreement, and the rules and regulations for exhibiting at QEII CC.

VAT Registration Number 539 2064 43 – Registered Charity Number 1085619