EXHIBITION SPACE APPLICATION FORM

Please fill this form out using block capitals and return to the PESGB office by one of the following methods:

Email events@pesgb.org.uk
Post PETEX 2018, 7th floor, 12-16 Addiscombe Road, CR0 0XT
Fax +44 (0)20 7408 2050

Please keep a copy of this form for your records

Company Details

Company Name:			
Company Name to appear on Exhibitors List (and fascia board) if different from above:			
Address:			
Town:		County:	
Country:		Postcode:	
Main Contact Name:		Position:	
Telephone:		Email:	
Alternative Contact Name:		Position:	
Telephone:		Email:	
Company Website			

Booth Information

Please refer to the floor plan for booth locations

Booth Type required Please put ✓ in the correct box		Location 1st choice	Location 2nd choice	Location 3rd choice	Location 4th choice
Space					
Shell					
All-Inc					
Size of Booth Required (sqm)		_____ **Sqm**			

We accept all terms and cancellation clauses mentioned in the Terms and Conditions. (Please tick box) ☐

Signed: (If completing the form digitally please type full name)	
Print Name:	
Date:	

Costs & Payment Schedule

We require a 10% deposit within 14 days of space being allocated and invoice received.
We will request 20% payment in March 2018.
The final 70% payment is due by May 31st 2018.

Booth Type	Cost (excluding VAT)	FULL PAYMENT (inc VAT @ 20%)
Space only	£305 per sqm	£366 per sqm
* Shell scheme	£360 per sqm	£432 per sqm

**All inclusive (max size 24 sqm for other prices contact the office)	4 sqm	£1820.50	£2184.60
	6 sqm	£2643.30	£3171.96
	9 sqm	£3839.00	£4606.80
	12 sqm	£5214.00	£6256.80

* Shell scheme includes: hire of space, booth walls, carpet, *stand cleaning*, electrics, lighting and fascia board (standard style: white text on red background, for uniformity this must not be changed).

**An all inclusive stand includes same as shell plus the addition of a basic furniture package (chairs, table and lockable cupboard.

Complimentary Registration

There is one full complimentary registration for every 6sqm of exhibition booth space booked.
Please ensure technical support staff, etc, are included in your complimentary allocation as no further complimentary registrations will be available.

Earlybird Discount

If full payment is received by 31 December 2017, a 10% discount will be awarded.
If full payment is received by 31 March 2018, a 5% discount will be awarded.
These discounts will be provided by means of a credit note issued after receipt of full payment and can be exchanged for other services if required.

Payment can be made by cheque, credit card or bank wire transfer:

Bank details for wire transfer:	The Royal Bank of Scotland, 28 Cavendish Square, London, W1M 0DB				
A/C Name:	Business Current Account	**Sort Code:**	16-00-30	**A/C No:**	10056011
IBAN No:	GB 85 RBOS 16003010056011		**Swift or BIC Code:**	RBOSGB2L	

Please instruct your bank to cover all charges or obtain a bankers draft for the sterling equivalent
Cheques should be made payable to PETEX Ltd

If paying by credit card, please enter card details below – **NB: we cannot accept AMEX or Diners**

Name on Card

Card Type ☐ Maestro ☐ Visa Debit ☐ Mastercard ☐ Visa

Card Number

Start date Expiry Date Issue No

Amount £ Security No

Address Card is registered to (including Post Code)

Signature Date

Purchase Order

If you have any problems completing this form or have any questions please contact the PESGB office on +44 (0)20 7408 2000.

EXHIBITOR TERMS AND CONDITIONS

Exhibition booth rental shall be payable to PETEX Ltd as follows:

Initial **10%** on booth allocation. This is a non-refundable deposit.
20% when requested by invoice by 31st March 2018.
Final **70%** by 31st May 2018.

Contracts after 31st May 2018 must be accompanied by full payment (100%), requested by invoice after allocation.

Exhibitors will not be included on the floorplan until payment of the deposit is received.

If any of the above stage payments is fourteen days or more in arrears (whether demanded or not) the contract may at any time thereafter be terminated forthwith by notice in writing from PETEX Ltd to the exhibitor. In such events all rentals paid shall be forfeited and the balance of the rental shall become due and payable forthwith. PETEX Ltd reserves the right to cancel or terminate this contract at any time and to withhold possession of exhibition space if the exhibitor fails to perform any condition of this contract or fails to abide by the rules and regulations for exhibitors at Olympia, London and in such events all rentals paid shall be forfeited and the balance of the rental shall become due and payable forthwith.

For any cancellations made by the Lessee before 12 September 2018, exhibit space rental fees paid hereunder by the exhibitor and received by PETEX Ltd will be refunded by PETEX Ltd only provided the cancelled space(s) can be resold and all other exhibition space in all the exhibition areas within Olympia, London rented by PETEX Ltd are also sold. Any such refunds will be subject to a 10% administrative charge. Cancellations received by PETEX Ltd after 12 September but before 12 October 2018 will be refunded 50% of the cost of the space booked, provided the cancelled space can be resold and all other exhibition space in the exhibition area within Olympia, London is also sold. All refunds will be processed within 90 days after January 2019. No monies will be refunded for cancellations received by PETEX Ltd after 12 October 2018. All cancellations made by the exhibitor must be in writing.

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

Apart from shell and all inclusive stands the rental does not include services and utilities ie. it does not include electrical mains, spotlights, cleaning, powerpoints, furniture, telephones, compressed air, water, etc. All such equipment and services is available directly for hire from the exhibition contractors. All charges for such rental will be charged to and must be paid directly by the exhibitor to the exhibition contractors.

The exhibitor will indemnify the organisers and PETEX Ltd, PETEX 2018 and PETEX Ltd subcontractors hereinafter known as PETEX 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, stand and accessories.

Exhibitors will also be required to abide by all the rules and regulations relating to PETEX Ltd occupancy, i.e., hours and tenancy at Olympia, London and to make good any costs relating to additional hours required for their particular stand occupancy, over and above the regulations specified in the Online Exhibitor Manual.

PETEX, the exhibition venue, or any PESGB staff member will not be liable for any consequential or indirect losses arising out of theft, damage caused by fire, accident, flood, weather, accident or any other cause.

Exhibitors are responsible for their own insurance and third party liability minimum insurance cover of two million pounds sterling will be required as stated in the online Exhibitor Manual. Exhibitors must be able to present a copy of valid insurance documents at the commencement of PETEX if requested by PETEX Ltd, one of the PESGB staff or the appointed HSE person.

The exhibitor agrees to adhere to and be bound by all applicable fire and building codes and regulations stipulated by the venue, local Council and by the organisers or PETEX Ltd as specified in the Online Exhibitor Manual.

Exhibitors may not sublet, subdivide or reassign stands without the express written permission of PETEX Ltd. Any exhibitor requests to sublet, subdivide or reassign must be put in writing to PETEX Ltd, 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 PETEX Ltd. Exhibitors may not use their stand for any purpose which is deemed unsuitable by the venue, organisers or PETEX Ltd.

The exhibitor agrees to be bound by this agreement, and the rules and regulations for exhibiting at Olympia, London, which will be listed in the Exhibitor Manual.