



A VITAL PART OF HARROGATE WEEK

APPLICATION & CONTRACT FOR EXHIBITION SPACE

18 - 20 January 2011

Opening Times

HALLS A, B, C, M & Q
HARROGATE INTERNATIONAL CENTRE, KINGS ROAD,
HARROGATE, NORTH YORKSHIRE, ENGLAND, HG1 5LA

18 January 2011 9am - 5pm
19 January 2011 9am - 5pm
20 January 2011 9am - 4pm

(Please tick As applicable)

FULL SHELL SCHEME HALLS A, B, C, M & Q	£189	per square metre	
SPACE ONLY HALLS A, B, C & M	£168	per square metre	
SPACE ONLY HALL Q	£189	per square metre	

COST	£
LOYALTY DISCOUNT	£
NETT	£
VAT	£
TOTAL	£

NB: Both Full Shell Scheme and Space Only includes carpet (standard colour) together with cleaning service. Alternative carpet colour can be arranged at an additional cost upon request to the British and International Golf Greenkeepers Association Limited.

A loyalty discount of £5 per square metre will be granted on stand bookings received before 28 February 2010 by the organisers to all exhibitors who exhibited at the 2010 exhibition. The granting of the discount will always be at the discretion of the organisers. This discount will be available for 2011 stand bookings only.

- Existing exhibitors will automatically be offered their present stand for 2011 immediately after the 2010 exhibition. Exhibitors wishing to re-book the same stand must do so before the 26th February 2010. Stands not re-booked after this date will become freely available on a first come, first served basis.
- An invoice will be raised for 25% deposit + VAT which must be paid by existing exhibitors by 31 March 2010. Deposits on bookings from 1st March 2010 must be paid within seven days of receipt of invoice. The 75% balance is due for payment on or before 29 October 2010. See Notes 6+7.
- PLEASE MAKE ALL CHEQUES PAYABLE TO the British and International Golf Greenkeepers Association Limited IN POUNDS STERLING.
- Applications received between 1 March 2010 & 30 September 2010 must include a deposit cheque of 25% plus VAT with this application at the prevailing rate. A VAT invoice will be issued as receipt.
- A VAT invoice will be issued for the 75% balance on 1 October 2010, which is due by 29 October 2010.
- Applications received after 1 October 2010 must include full payment plus VAT. A VAT invoice will be issued as receipt.
- Please pay particular attention to Terms and Conditions 4, 6, 7 & 21.
- Regular Standing Order Payments can be arranged. Please contact our Credit Control Department for availability.
- A 2.5% fee for Credit Card Payments will be made. An invoice will be issued.

Exhibiting Name		Stand N°	
Name of Company to be Invoiced (if different)		Square Metres	
Address 1		A/C N°	
Address 2		Tel	
Town		Fax	
County		Mobile	
Country		Email	
Postcode		Website	

I, the undersigned (please print name).....acting as the duly authorised representative of the Company named below having read and accepted the Terms and Conditions as detailed, hereby request the following space allocation:

Signature		Date	
Position		Order N°	

Please complete this form and return it to the British and International Golf Greenkeepers Association Limited, BIGGA House, Aldwark, Alne, York, YO61 1UF. Tel: 01347 833800 Fax: 01347 833802. You may wish to make a photocopy for your files.

OFFICE USE	RECEIVED	AGREED	FILEMAKER	INVOICE	WEBSITE	CONFIRMATION
DATE						
INITIALS						
AMENDS						

HOW TO BOOK A STAND

1. Select your preferred location and note the stand number. (An up to date Exhibition Plan is available to view online at www.harrogateweek.org.uk).
2. Ring Exhibition Sales on 01347 833800 about your requirements, availability and suitability of stands.
3. Upon selection, complete and return the Application and Contract for Exhibition Space Form together with the relevant payment to: the British and International Golf Greenkeepers Association Limited, BIGGA House, Aldwark, Alne, York, YO61 1UF. You may wish to make a photocopy for your files.
4. Your booking will be confirmed by the issue of a VAT invoice.
5. The setting up times, exhibiting days etc. are as listed in the Terms & Conditions overleaf.
6. All additional requirements will be detailed in the Exhibitor's Manual. This lists the official exhibition contractors and provides all other relevant exhibiting order forms and information.

NB. All payments must be made in Pounds Sterling by way of Bank Draft or cheque drawn on a London Clearing Bank and in accordance with the stipulated dates set out in the Application and Contract for Exhibition Space.

FULL SHELL STAND (IN HALLS A, B, C & M)

Comprising of **white melamine panels** 2500mm high, with top and bottom aluminium rails, aluminium posts at every 1000mm centre - actual panel showing 945mm x 2370mm. Fascia to each open side 300mm deep with nameboard detailing exhibiting company name and stand number. **Grey carpet** to stand floor.

FULL SHELL STAND (IN HALLS Q)

Built using the Click construction system, this is a modular frame structure in matt-silver anodised aluminium, 2.5m high with posts at 1m centres, each with eight channels: infill panels are finished in steel grey fabric. Depending on individual stand layout, some panels may be of smaller widths within the overall 1m grid. A fascia panel is provided on each open side. **Grey carpet** to stand floor. **Spotlights and Power Points** supplied as standard in Hall Q only based on square metre of stand space.

Area M ² up to	Spotlights 120w	Power points 500w		Area M ² up to	Spotlights 120w	Power points 500w
6	2	1		42	8	5
9	3	1		45	9	5
12	3	2		48	9	6
18	4	2		54	10	6
24	5	3		60	11	7
27	6	3		63	12	7
30	6	4		66	12	8
36	7	4		72	13	8

SPACE ONLY (IN HALLS A, B, C, M & Q)

Grey carpet to stand floor.

For size not shown on the plan, please state the combination of stand preferences.

STAND BUILD REGULATIONS

There are strict regulations governing the materials that may be used in the construction of stands as well as methods used. Please see the information supplied in the Exhibitors Manual section on the Harrogate Week website.

INTELLECTUAL PROPERTY RIGHTS

The Exhibitor will ensure that all articles, goods, advertisements, signs and any other materials exhibited by him/her complies with the law for the time being in force, is free from any offensive, obscene or defamatory matters or innuendo, does not infringe any copyright, trademark, design, patent or other right and conforms with any statutory provisions or regulations made there under. The Exhibitor will indemnify the company against all actions, costs, claims and demands in respect of any breach of the provisions of this clause arising out of or in connection with the Exhibition of the said articles, goods, signs, advertisements and any other materials.

TERMINATION AND LIEN

The organisers shall have the right to terminate the contract forthwith upon the happening of any of the following events:

1. Any breach or non-observance by the Exhibitor of any of the terms and conditions of the contract or of these Rules and Regulations.
2. If the Exhibitor commits any act of bankruptcy or is unable to pay his debts within the meaning of Section 223 of the Companies Act 1948.
3. If an order shall be made or resolution passed for the winding up of the Exhibitor and the exercise of this right shall be without prejudice to the right of the organisers to recover all monies payable under the contract or any other right or remedy of the organisers.
4. If the Exhibitor fails to pay to the organisers any sum of money owing under this or any other contract in respect of any other claim of the organisers against the Exhibitor. The organisers shall be entitled to take possession of, or exercise a lien over any exhibit, fittings, machinery, tools or other goods belonging to the Exhibitor which are situated on the stand or in the Hall and the organisers shall have the right to exercise any such lien by sale.

GENERAL OBLIGATIONS

The Exhibitor undertakes to comply strictly with the following obligations that are the conditions of the contract:

1. To occupy the stand and the space, to complete all interior fitting works, remove all rubbish and have all the exhibits in position by 09.00am 18th January 2011.
2. To have the stand and all the exhibits open to view and the stand adequately staffed continuously during the Open Hours of the show.
3. Not to dismantle the stand or fittings or remove any exhibit from the stand before 16:00 on 20th January 2011.
4. To remove exhibits, fittings, tools and all goods from Harrogate International Centre by 11:30am on the 21st January 2011.
5. To conduct business from the stand only and from no other part of the Hall and not to take buyers from the Hall to other business premises.
6. Not to sell from stock held on the stand without prior written agreement from the organisers.
7. Not to exhibit or advertise any article, thing or matter which is in the opinion of the organisers of an obscene or objectionable nature.
8. To obtain all articles of food or drink for entertaining contact Harrogate International Centres in-house catering services and ensure that all private entertaining takes place on such parts of the stand or offices as are partitioned off and not open to the public.
9. Where a stand consists of two or more frontages to arrange exhibits on each frontage.
10. Not to conduct business in such a manner as to be in the opinion of the organisers objectionable to any other Exhibitor, visitor or the organisers.
11. Not do, cause or suffer to be done on the stand anything which shall, in the opinion of the organisers, constitute a nuisance or which may be an infringement of or occasion or render possible a forfeiture of or an endorsement on any licence held by the organisers or the Hall owner or his appointed catering contractor.
12. Not to do, cause, permit or suffer to be done anything which may occasion damage, disfigurement or injury of any kind to the Hall or to the person or property of the organisers, owner or any other Exhibitor or visitor.
13. Not, without the prior written consent of the organisers, bring onto the stand or into the Hall any cinematographic apparatus, film, radio, television, gramophone, tape or any other similar apparatus for the reproduction of sound or vision.
14. To ensure that all staff employed on the stand are instructed in the use of the fire extinguishers and have the position of the nearest fire alarm.
15. To comply strictly with all relevant Acts, Regulations, or Byelaws of any government or any local authority and with these Regulations. Full copies of regulations are available from Harrogate International Centre.
16. Not without the organisers prior written consent display goods of which the Exhibitor is not the manufacturer or wholesale distributor or second-hand, government or other surplus stock.
17. Keep all entrances, exits, gangways, pass doors and passages clear and unobstructed.
18. Not to store boxes or merchandise in open sight on a stand.
19. Not to use hand written signs on the stand, all signage must be printed/silk screen etc. The organiser reserves the right to remove any hand written sign immediately.
20. Remove immediately upon demand any exhibit which in the opinion of the organisers is outside the scope of the Exhibition.
21. Remove immediately upon demand any machinery or exhibit if insurance has not been or cannot be affected or is in the opinion of the organisers not sufficient.
22. To keep readily available at all times all consents, permissions and authorities issued by the organisers required under these Rules and Regulations together with all policies of insurance and produce any or all of the same to the organisers on demand.
23. The Exhibitor shall submit full details of the installation/use of any sound amplification proposed to be used on the stand, the use of which is subject to the written consent of the organisers and must not exceed noise/decibel levels set by the organisers and Hall owners.
24. The Exhibitor shall maintain the stand and all exhibits in good repair and appearance to the satisfaction of the organisers throughout the Show and shall make all such alterations, repairs and additions as the organisers may require to the stand and shall keep the stand and exhibits clean and free from rubbish at all times.
25. Leafleting is not permitted outside of the venue or onsite outside the perimeter of your stand.
26. The Centre shall not be used for any illegal or immoral purpose and Harrogate International Centre reserves the right to remove all materials which in its' opinion may be considered offensive or obscene.

TERMS & CONDITIONS

In these regulations, the terms 'exhibitor' shall include all employees, servants and agents of any company, partnership, firm or individual to whom exhibition space has been allocated for the purpose of exhibiting. The term 'exhibition' shall mean The British and International Golf Greenkeepers Association Turf Management Exhibition and ClubHouse. The term 'organisers' shall mean the British and International Golf Greenkeepers Association Limited.

2. VENUE

The exhibition will be held in halls A, B, C, M & Q of the Harrogate International Centre, Harrogate, North Yorkshire.

3. DURATION OF EXHIBITION The exhibition will be open as follows: 9.00am-5.00pm Tuesday, January 18; 9.00am-5.00pm Wednesday, January 19; 9.00am-4.00pm Thursday, January 20, 2011.

4. APPLICATION FOR EXHIBITION SPACE

Application for exhibition space must be made directly on the official Application for Exhibition Space Form. The organisers reserve the right to refuse any application or prohibit without assigning any reason for such refusal or prohibition. Subletting of exhibition space is not allowed. The submission of an application in the manner and on the form provided together with the final allocation by the organisers and the acceptance by the exhibitor of exhibition space shall be deemed a contract in acceptance in accordance with these stated terms and conditions and shall be finally and legally binding.

5. INCLUSIVE EXHIBITION CHARGES

Please see separate details.

6. SCHEDULED PAYMENTS

As detailed in the Application for Exhibition Space Form. (Deposit payments are not refundable after exhibition space has been allocated and confirmed). Confirmation is issue of an invoice. The remaining balance must be paid as invoiced and in any case no later than the stipulated dates. Cheques and bank drafts should be made payable to the British and International Golf Greenkeepers Association Limited, in pounds sterling. New bookings made after 1 October 2010 must be paid in full with the application form. A receipted invoice will be sent by return of post.

* 7. CANCELLATION OR REDUCTION OF EXHIBITION SPACE

Exhibitors cancelling or reducing their exhibition space after allocation by the organisers are liable for payment of the total charge for their original booking. In the event of an application for exhibition space being declined by the organisers, previous deposits will be returned to the applicant. In the event of non payment by the exhibitor for their stand space, the exhibitor will not only lose their allocated stand space but will still be liable for payment of the TOTAL contract charge.

8. OCCUPATION OF EXHIBITION SPACE

The Exhibitor, his servants, agents, employees and contractors may enter the exhibition area for the purposes of erecting and preparing his exhibit(s) during the 'build-up' period, commencing Sunday 16 January 2011. Each hall will be released as and when available prior to 12 noon on Sunday 16 January until 1700 hours on Monday 17 January 2011. All stands must be complete and ready for the exhibition opening. In the event of an exhibitor failing to take possession of his allotted exhibition space, or in the event of non-payment of charges due for his exhibition space, the organisers reserve the right to recover from the exhibitor the whole total charges due as may be determined, and to re-allocate the exhibition space. The organiser's tenancy of the exhibition area terminates on Friday 21 January 2011 and all exhibits and materials etc. must be removed from the exhibition building by 11.30 hours on that day. Breakdown on Thursday 20 January will be from 4.00pm until 9.00pm. Exhibitors wishing to breakdown stands on Friday 21 January 2011 will have access to the halls from 7.00 am. Dragon Road Vehicle Park will be open from 7.00 am. Breach of this condition will result in forfeiture of your priority booking privilege at all future exhibitions organised by BIGGA.

9. INSTALLATION

(i) No exhibitor will be permitted to install his display or exhibit in such a manner as in the opinion of the organisers impedes the view along the open space or gangways.

(ii) Gangways must be kept clear and free of passage, and must not be littered or obstructed.

(iii) The exhibitor must undertake to abide by the decision of the organisers on all matters relating to the employment of labour in connection with the exhibition.

(iv) All electrical installations and connections must be carried out by the contractor appointed by the organisers.

*10. LIFTING

Exhibitors requiring a fork lift service to convey products inside the Exhibition Halls, shall use a BIGGA approved contractor complying with the relevant health and safety rules and regulations.

*11. ELECTRICAL REQUIREMENTS

Full lighting and power services will be available to the exhibitor through the official electrical contractor. A schedule of these services, together with the relevant charges, will be sent to the exhibitor once application has been made, and Exhibition Space allocated. An exhibitor may provide his own electrical fittings where such fittings are in the form of made-up units, showcases, signs, etc. complete and ready for connection to mains supply. All stand holders' own electrical equipment must be tested and proof of this will be required ie. all clients' own electrical equipment with a plug end.

12. STAND CLEANING

The organisers will ensure that stands are maintained in a clean and orderly state and will also be responsible for the cleaning and sweeping of gangways.

13. SECURITY

Security staff will be on duty throughout the period of the show. For the purposes of security, exhibitor lapel badges will be supplied. Badges must be worn at all times by the exhibitors and their staff whilst in the exhibition area.

14. FIRE PRECAUTIONS

In accordance with the fire requirements, all materials used in construction work, displays, etc. must be effectively fireproofed, or made of non-flammable materials. All electrical wires and cables must stay clear of the floor. The exhibitor must comply with any reasonable instructions given by the organisers to avoid the risk of fire.

* 15. DAMAGE TO EXHIBITION BUILDING

No nails, screws or other fixtures may be driven into any part of the exhibition building, including floors, nor may any part of the stand/building be disfigured in any way. Should such damage occur, the exhibitor responsible shall be liable for any reparation charges incurred. The existing carpeting must be protected at all times.

16. LIABILITY

Whilst the organisers will endeavour to protect exhibitors' property while on display at the exhibition, it must be clearly understood that the organisers and the exhibition contractors cannot accept liability for loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the organisers against all claims and expenses arising therefrom. In the event of it being necessary, for any reason whatsoever, for the exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the organisers find it necessary to change the dates of the exhibition, the organisers shall not be liable for any expenditure, loss or damage incurred by the exhibitors and shall be entitled to retain such part of all monies paid by the exhibitors as the organisers consider necessary to cover expenses incurred in connection with the exhibition. The organisers shall further not be liable for any loss which the exhibitor or exhibitor contractor may incur owing to the intervention of any authority which prevents or restricts the use of premises or any part thereof in any manner whatsoever.

17. INSURANCE

Exhibitors are reminded of the need to consult their Insurance Company or insurance brokers to cover themselves fully against all risks at the exhibition.

18. THE EXHIBITORS MANUAL

The Exhibitors Manual giving further information concerning the exhibition is available online at www.harrogateweek.org.uk.

19. ALTERATIONS TO TERMS AND CONDITIONS

The organisers undertake not to alter or amend this schedule without prior reference to any exhibitors likely to be affected by any proposed alterations or amendment and any proposed alteration or amendment shall only be put into operation with the approval of the exhibitors so affected. Should any question arise which is not provided for within the terms of this schedule, the organisers undertake to give their fullest sympathetic consideration to the interest of the exhibitor, but their decision must be accepted as final where the needs of the correct conduct of the Exhibition make an immediate decision imperative, subject always to the proviso that matters in dispute may be referred to any independent arbitrator at the request of either side.

20. GENERAL CONDITIONS

The organisers will be responsible for the control of the Exhibition areas. Exhibitors are responsible for the supervision of their stands. The decision of the organisers is final and decisive on any question not covered in the foregoing regulations.

21. LOYALTY DISCOUNT

A loyalty discount of £5 per square metre will be granted on stand bookings received before 26 February 2010 by the organisers to all exhibitors who exhibited at the 2010 exhibition. The granting of the discount will always be at the discretion of the organisers. This discount will be available for 2011 stand bookings only.

*Please take particular notice of items marked **