

# **RULES & REGULATIONS**

## **1. DEFINITIONS**

In these Rules & Regulations, the following expressions shall, unless the context otherwise requires, have the following meanings

- "Show" means French Property Exhibition.
- "Exhibitor" means any person to whom space at this Show shall have been allotted under contract and shall include all staff, employees and agents of such person.
- "The Organisers" means Archant Life and/or others appointed by them to organise the Show together with their agents, servants, and workmen.
- "Exhibit" means any article so described by the Exhibitor and permitted by the Organisers to be exhibited.
- "Stand" means the area allotted to the Exhibitor by the Organisers under the contract.
- "Shell Scheme" means that part of the stand is to be constructed by the Organisers for the Exhibitor conforming to the relevant specifications for its type as set out in the Exhibitor's Manual.
- "Contract" means the Space Booking Form entered into between the Organisers and the Exhibitor in which these Rules and Regulations are incorporated.
- "Owner" means the proprietor of the Halls in which the Show is to take place, together with its agents, servants and workmen.
- "Hall" means Level 3, Olympia Conference Centre, London or part thereof, in which the Show is to take place.
- "Regulations" means the regulations of the Owner in force.

## **2. ALLOCATION OF SPACE AND SITING**

- Allocation of stands and their siting will be carried out by the Organisers, who will endeavour to meet any justified wish to change the site. Should the Exhibitor wish to change site at a later date, he will be fully liable for the stand allocated to him initially, if this area cannot otherwise be let.
- The Organisers shall be entitled, if necessary and even if other arrangements have already been confirmed, to allocate to an Exhibitor space sited in a different location and to alter the size and shape of the stand allocated, and shall likewise be entitled to alter the position of or to close entrances to and exits from the Hall and to rearrange the layout of unoccupied areas and to undertake other structural alterations.
- The Organisers shall not be liable to the Exhibitor for any consequences arising from the siting or the surroundings of his stand.
- The Organisers reserve the right to alter the layout, plans and positions of stands if, in their opinion, this is desirable from the point of view of the Exhibition as a whole.

## **3. SUB-LETTING OF SPACE**

- The Exhibitor shall be entitled to a revocable sub-licence from the Organisers to occupy the stand and the space for the purpose of displaying exhibits for the duration of the contract.
- The Exhibitor shall not assign or create any further sub-licence in the whole or part of the sub-licence without the written consent of the Organisers.
- The Exhibitor shall permit the Organisers and the Owner access to the stand and space at all times.
- The Organisers reserve the right to have masked or removed from the Hall any product or sign violating these Regulations.

## **4. PUBLIC AND OTHER LIABILITY**

- Although all reasonable precautions will be taken, the Organiser is not responsible for the safety of any exhibit or other property of the Exhibitor or other person, or for the loss, damage or destruction by any cause of any property or for the death or injury sustained by an Exhibitor or any other person unless such death or injury arises from the negligence of the Organiser, its agents or servants. The Exhibitor hereby accepts liability for all acts or omissions by himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organiser and keep it indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which be taken or made against the Organiser or incurred or become payable by it arising thereof, including any claims arising out of the supply by the Exhibitor's samples of any kind whatsoever, whether such samples be sold or given away free, and including any legal costs and disbursements (on an indemnity Basis) paid by the Organiser on the advice of counsel to settle any such claim. The Exhibitor shall take out and maintain insurance with an insurance company and with a level and extent of cover approved by the Organiser (including, without limitation, normal product and public liability and employee liability insurance) and shall

on demand produce to the Organiser a copy of the policy and evidence that it is in force and that the insurers are not entitled to exercise subrogation rights against the Organiser.

- Notwithstanding anything herein contained, in no circumstances shall the liability of the Organiser to the Exhibitor hereunder or otherwise arising out of or in connection with the Exhibition, and whether in contract, in tort or otherwise, exceed the total amount paid by the Exhibitor for the stand space booked by him. This limitation shall not apply in respect of any liability of the Organiser arising out of death or personal injury as a consequence of the negligence of the Organiser, its agents or servants.
- An Exhibitor shall produce certificates of insurance to the Organisers if demanded. Exhibitors may wish to take insurance for losses and wasted expenditure in the event of the Exhibition being abandoned or curtailed.

## **5. DILAPIDATIONS**

- The Exhibitor is responsible for the cost of restoring or renewing any case of serious dilapidation to the Exhibition Hall or any part thereof. The Organisers will inspect every site before erection and after demolition of the stands. Dilapidation includes (by way of examples only) marks caused by or to paint, bolt, screw, nail holes, etc. In his own interest, the Exhibitor should satisfy himself as to the condition of his site both before erection and after clearance. No painting or sawing is allowed on site. The Exhibitor will be responsible for any damage to the floor coverings and will be charged for replacement and / or repair.

## **6. SHELL SCHEME AND ANCILLARY SERVICES**

- The Exhibitor shall be entitled (subject as hereinafter provided) to the Shell Scheme of the type and size specified in the Exhibitor's Manual.
- The Shell Scheme will consist of the Velcro Compatible Fabric System as detailed below.
  - (i) Woven fabric walls as specified in the official show contractors brochure
  - (ii) Stand carpeting
  - (iii) Stand cleaning
  - (iv) Nameboard and fascia
- The Contract does not include provision by the Organisers of any of the following services: special connections for water, waste, gas or other utilities, interior fitments and displays, additional sign-writing, insurance of exhibits, labour for offloading, provision of night sheets, floral decoration, telephones, electrical connections and installations other than those included in the specified Shell Scheme.

## **7. SPACE ONLY STANDS**

- All stands and other temporary structures, including signs erected shall conform to the requirements of the Olympia Conference Centre Rules and Regulations, the relevant local authority. Please refer to the Show Timetable for information.
- The height of stands is limited to a maximum of 4m for central stands and 2.5m for perimeter stands including graphics & cladding of any columns. The design of the stand must be such that it can be safely erected and dismantled within the limited times. Please check the maximum height allowance in your area of the hall if you are in any doubt regarding height restrictions.
- Organisers of group stands are responsible for ensuring that all Exhibitors on their stand are fully aware of and agree to abide with these Rules & Regulations.

## **CONSTRUCTION AND ERECTION OF STAND**

The following terms and conditions shall apply to the construction, erection and maintenance of the stand:

- The Shell Scheme shall be constructed by a contractor nominated by the Organisers;
- The Exhibitor shall be responsible for constructing the interior of the stand and for that purpose may employ his own contractor or the contractor nominated by the Organisers;
- The construction, display and decoration of the interior of the stand shall comply in all respects with these Regulations and with the Health and Safety at Work Act and the Working Time Directive;
- The construction, form and framework of the interior shall be confined to the stand and the space, and be substantially and firmly erected of materials of suitable strength approved by the Organisers, and all parts shall be properly covered and all materials fire-proofed;
- The Exhibitor shall ensure that the interior of the stand is constructed in such a way as to not obstruct the light or impede the uninterrupted view along gangways or cause any projection of the same or affect the displays of other Exhibitors;
- All exhibits shall be kept within the stand area and Exhibitors will ensure that at all times all of their exhibits are displayed within the stand area that they have booked. This also applies to stand structures, signs notices etc. which must be confined within the area allocated.

- No part of the stand (including exhibits, name boards, signs, corner posts and fittings) shall overhang any gangway or be allowed to hang from the roof of the Hall, without the prior written consent of the Organisers;
- Shell Schemes: walls forming office or reception areas or screens must not exceed 2.5m in height;
- Exhibitors must display their name and stand number on each open frontage of the stand. The lettering for name boards on individually built stands (Space Only) may be signwritten or "cut out". Where Shell Scheme stands are provided, the Exhibitor name will be signwritten within the Shell Scheme to a standard format.
- Any items attached to any part of the stand (including fascia) must be done so in an appropriate manner. If in the opinion of the Exhibition Health and Safety officer or Organiser it is not deemed to be safe it must be removed.

## **10. BUILDING WORKS, SUSPENDED FITTINGS, AND FIXINGS**

- Any fixings or attachments to or penetration of the fabric, structure or floors of the building is not permitted.
- The suspension of stand fittings for exhibition stands from the structure of the Hall roof or from the walls, columns or any other part of any building on the Premises will not be permitted. Banners are not permitted.

## **11. GENERAL OBLIGATIONS OF THE EXHIBITOR**

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

- To occupy the stand and the space, to complete all interior fitting works, remove all rubbish and have all exhibits in position by 0930 on Friday 24<sup>th</sup> September 2010.
- to have the stand and all exhibits open to view and the stand adequately staffed continuously during the Open Hours of the Show;
- NOT to dismantle the stand or fitting or remove any exhibit from the stand before 1700 on Sunday 26<sup>th</sup> September 2010.
- 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;
- not to sell from stock held on the stand without prior written agreement from the Organisers;
- not to exhibit or advertise any article, thing or other matter which is in the opinion of the Organisers of an obscene or objectionable nature;
- not to distribute by way of throwing into any crowd any give-aways of any description;
- where a stand consists of two or more frontages to arrange exhibits on each frontage;
- 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;
- not to 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 Owner or his appointed catering contractor;
- 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;
- 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;
- to comply strictly with all relevant Acts, Regulations, or Bye-Laws of any government or statutory body, or any local authority and with these Regulations;
- not without the prior written consent of the Organisers display goods of which the Exhibitor is not the manufacturer or the wholesale distributor or which are second-hand, government or other surplus stock;
- keep all entrances, exits, gangways, pass doors and passages clear and unobstructed;
- Not to store boxes or merchandise in open sight on a stand, but use a purpose built storage room or use Schenkers to store stock.
- 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.
- remove immediately upon demand any exhibit which in the opinion of the Organisers is outside the scope of the Exhibition;
- remove immediately upon demand any machinery or exhibit if insurance has not been or cannot be effected or is in the opinion of the Organisers not sufficient;
- to keep readily available at all times all consents, permissions and authorities issued by the Organisers required under these Rules & Regulations together with all policies of insurance and produce any or all of the same to the Organisers on demand;
- 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.

## **12. ELECTRICAL**

Alternative means of escape and adequately maintained general and safety lighting, with exit notices illuminated by both primary and secondary lighting systems, shall be provided to any stand, enclosure or structure where considered necessary by the authorities.

The preparation, assembly, erection, maintenance and dismantling of electrical equipment shall be carried out in accordance with the Olympia, London Rules and Regulations. All those working on electrical installations on stands must be appropriately qualified and documentary proof of this must be provided upon request by the Organisers. The official electrical Contractors to the exhibition must be used for all connections to the Hall mains supply, at the expense of the Exhibitor.

## **13. CARPETING**

All stand areas will be carpeted. Please ensure all possible care is taken - As you will appreciate the carpet is a high cost item and any damage caused to the Olympia floor/carpet will be chargeable to the person(s) responsible.

## **14. STAND CONTENT AND PRESENTATION**

Only goods described at the time of application may be displayed on stands and, on request by the Organiser, the exhibitor shall remove from the exhibition any goods not approved by the Organiser.

The presentation of your stand is always of paramount importance. How your merchandise is displayed within the confines of your stand can have enormous impact in drawing visitors to it. It need not cost a fortune to achieve maximum impact, and we urge all exhibitors to use a stand designer. Exhibitors can hide boxes by having a storage facility built on their stand or can contact Schenker's who specialise in storage facilities.

## **15. CONTRACTORS**

Exhibitors must notify the Organisers by 27th August 2010 of the name of any stand contractors and sub-contractors. In placing contracts for the construction of stands, Exhibitors should insist that the selected contractor or sub-contractor fulfils the following requirements:

- if an electrical contractor, he should be familiar with and comply with the Regulations for Stand Electrical Installations as issued by the National Association of Exhibition Hall owners and more fully described in the "Electrical" section of these Rules & Regulations;
- He agrees to the Rules and Regulations of The French Property Exhibition including those of Olympia, London.
- He will use in the construction, erection and decoration of the stand only those materials acceptable to these Regulations;
- He must guarantee that the stand will be finished and all litter removed before 0930 on 24th September 2010, and that he will dismantle and remove the stand together with all rubbish before 20.00 on 26th September 2010 or such other times as the Organisers decides at the close of the Exhibition.

**Absolutely no construction work or stand fitting will be allowed during the Open Hours of the Exhibition.**

## **16. COPYRIGHT**

The Organisers shall not be liable for any loss or damage suffered by the Exhibitor in respect of any infringement of copyright arising during the Show; certificates will be obtained from the Department of Trade certifying the Show for the purposes of Section 51(2) of the Patents Act 1949 and Section 6(2) of the Registered Designs Act 1949.

## **17. 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.

## **18. TERMINATION AND LIEN**

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

- any breach or non-observance by the Exhibitor of any of the terms and conditions of the contract or of these Rules & Regulations;

- 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;
- 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;
- 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 and 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.

## **19. NOTICES**

Any notice to be given by the Organisers to the Exhibitor hereunder shall be given if delivered to or sent by registered or recorded post to the address of the Exhibitor appearing on the Booking Form or to such other address as shall have been specifically notified in writing by the Exhibitor to the Organisers for the purposes of the contract or may at any time in the period after the stand construction has commenced and before the date for removal of all exhibits be given to the Exhibitors generally by being placed in a prominent position in the Hall.

## **20. TERMS & CONDITIONS**

In addition to the above your attention is drawn to the Terms & Conditions published on [www.fpeolympia.com](http://www.fpeolympia.com)