

Stand Drawings

A stand visual, elevation and plan drawings as well as 2 sets of amended drawings following changes are included in our price. All other drawings due to further changes following a revised specification, change to stand location or dimension will be invoiced separately.

Please note that additional visuals will be produced only if there is structural change to the stand.

Graphics

Graphics prices do not include production of artwork.

Provision of logos, fonts (if required) and print ready artwork is the client's responsibility and this must be sent to Platform Europe at the latest 6 weeks prior to the show opening (unless otherwise agreed).

Platform Europe reserve the right to exclude graphics from the schedule if artwork is not received by the deadline stated or in accordance with the Artwork Requirements Document. This document will be issued on confirmation of contract, but will be available beforehand on request.

Copyright

The copyright of all drawings and designs produced by Platform Europe shall remain the property of Platform Europe.

Rental of Construction Materials, Display Aids & Furniture

Unless expressly stated in the quote to the contrary, our quotation includes all construction elements and items stated in the specification on a rental basis and for one event only. A refit cost may be stated in the quotation separately.

Custom Built Stands

All custom built stands are priced on a rental basis only. The duration of the rental contract is to be agreed individually with the exhibitor. Once the contract has expired the client is to advise Platform Europe in writing if they wish to dispose of the complete stand or purchase certain elements of the stand for which a purchase price is to be agreed with Platform Europe. These elements will be packed at a cost to the client, for client organised courier collection from our workshop. Platform Europe reserves the right to invoice a disposal charge if necessary.

Inclusive Services

Transport of all materials, preliminary stand cleaning (i.e. before but not during the show) and liaison with fair authorities are included in the quotation.

Storage

Graphics and custom built items will not be stored for future use unless agreed individually with the client. This will be quoted on request.

Client Arrival On-site

The stand will be completed sufficiently to receive your exhibits by a date and time to be agreed, generally no earlier than 3 days prior to show opening. Non-construction items, e.g. graphics, furniture and other hired equipment will continue to be delivered and installed up to and including the pre-open day.

Clients must arrive on the stand no later than 1400hrs on the pre-open day

Clients should ensure that travel arrangements are appropriate to meet this requirement. Any work, whether new or remedial, requested after 1600hrs on the pre-open day may incur a late working surcharge.

Price Validity / Order Deadline

See individual quotation.

Extras

No allowance has been made for any additional graphic panels, bullet points, light-boxes, hanging banners & AV equipment which are not stated in the quotation schedule, even if they are shown on the visual or drawings. **Please read your quotation carefully.**

Payment Terms

Our standard payment terms are as below , unless stated otherwise in the quotation.

For main stand build and extras (excluding stand cleaning and fire extinguisher hire):

50% payment on order

25% payment six weeks prior to event

25% payment on event opening day

100% payment six weeks prior to event - stand cleaning and fire extinguishers.

By signing the contract the client is bound by these payment terms. Other payment terms (i.e. purchasing conditions) are not applicable.

Please ensure that your Accounts Department is made aware of the terms agreed.

Invoices will be raised in advance. They will be dated with the payment due date, unless specifically requested otherwise - in advance.

Accounts outstanding by more than 2 weeks may result in the project to be halted. In such cases, work will only resume once the account is brought fully up to date.

Cancellation Charge

If an order is cancelled after written acceptance of our quotation, a cancellation charge will apply as follows:

- Up to 4 weeks prior to stand construction - 20% of overall value
- Between 4 weeks and up to beginning of stand construction - 50% of overall value
- At beginning of stand construction - 100% of overall value

Late Orders and On-site Order Charges

Orders received late will be subject to a surcharge:

- 3 weeks or less before build up begins - **20% surcharge**
- After build up has commenced - **30% surcharge.**
- All late orders and orders on-site are subject to availability.

VAT Ruling

All prices quoted are Net of VAT.

Under new legislation, for events after January 1st 2011, VAT will be charged to UK companies at the current rate.

For companies outside the UK, the Reverse Charge procedure will apply. VAT will not be charged on provision that the client is able to verify that they are VAT registered in their own country.

Bank Details

Payment is acceptable via BACS or a cheque.

Banking details will be on the invoices, and sent out with contracts.

Please send remittance advice by fax or email, and advise us if the payment will come from a different company name/department.

Insurance & Liability

Our company and all our contractors on-site are fully insured and covered for risks from the undertaking of this contract, **during the build up period up to the hand-over of the stand and during the dismantling periods**. The cover includes transport & damage of all stand materials as well as third party injury cover. Please note that insurance of **all** stand-fitting items, Audio Visual Equipment, furniture, plants, etc. are the **client's responsibility from hand-over of the stand to completion of the show** and need to be returned to Platform Europe after the event in the original condition. Damage or loss will be liable to charge.

I confirm that I have read and agree to these terms & conditions.

Signed:

Name:

Date:

Company:

Event: