

Please return this form in CAPITAL LETTERS and return to the address or fax at the top of this page.

Company Name:	
Contact Name:	
Postal Address:	
Telephone:	
Email Address:	
Website Address:	
Business Description: Up to 25 words	

I confirm that I would like to attend the South East Business Show to be held at Copthorne Hotel on Friday 30<sup>th</sup> September 2016. I have read and abide by the fee of £299+vat and the accompanying terms and conditions.

Signed:	
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Print Name:	
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Date:	
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**Please make cheques payable to JIK Software Ltd. All invoices must be paid in full before the date of the event to gain entry.**

# Terms and Conditions

## 1. Interpretation

- 1.1. In this Agreement:
    - 1.1.1. "Agreement" means these terms, any terms set out on the Booking Form and any Schedules to this Agreement as the same may be amended modified or supplemented from time to time in accordance with these provisions;
    - 1.1.2. "Booking Period" means the day or the times detailed on the Booking Form within which the Company has agreed to provide the Exhibitor with use of the Exhibition and with the Services as;
    - 1.1.3. "Booking Form" means the sheet to which this Agreement are appended or on which this Agreement are printed;
    - 1.1.4. "Charges" means the charges shown on the Booking Form which shall be a sum equivalent to the greater of the agreed charge per Space;
    - 1.1.5. "the Company" means JIK Software Ltd registered in England under company number 5106315;
    - 1.1.6. "Exhibition" means the exhibition organised by the Company as detailed on the Booking Form;
    - 1.1.7. "Exhibitor" means the person or corporation named on the Booking Form for whom the Company has agreed to provide the Services under this Agreement;
    - 1.1.8. "Services" means the provision of the Space at the Exhibition, use of the facilities and the services more particularly set out in the Schedule;
    - 1.1.9. "Site" means the premises or location used for the Exhibition;
    - 1.1.10. "Special Terms" means any additional or key terms that are set out on the Booking Form;
    - 1.1.11. "Space" means the stand or stands booked by the Exhibitor as detailed on the completed Booking Form.
  - 1.2. The headings in this Agreement are for convenience only and shall not affect their interpretation.
  - 1.3. The use of any gender includes the others. The use of the singular includes the plural and vice versa.
  - 1.4. The use of the word 'including' is only intended to illustrate particular examples, and its use and the use of such examples are not intended to limit in any way whatsoever the interpretation or construction of this Agreement or any other words in this Agreement.
  - 1.5. An obligation of a party not to do something includes an obligation not to permit or authorise the doing of it.
- ## 2. The Service
- 2.1. The Company shall provide the Services to the Exhibitor subject to this Agreement. No agent, employee or servant of the Company has any authority to vary in any way this Agreement. Any changes or additions to the services or this Agreement must be agreed in writing by duly authorised representatives of the Company and the Exhibitor.
  - 2.2. The Services may include the provision of any equipment or facilities, which are detailed on the Booking Form.
  - 2.3. The Company is entitled to require that the Exhibitor complete, sign and return a credit application form before it provides the Services.
  - 2.4. Further details about the Exhibition and the Services and advice or recommendations about its provisions or utilisation, which are not set out on the Booking Form may be made available on request.
  - 2.5. The Company may at any time without notifying the Exhibitor make any changes to the Services, which are necessary to comply with any statutory requirements, which do not materially affect the nature or quality of the Service.
  - 2.6. The Company may subcontract any part of the Services to third parties.
  - 2.7. The Company reserves the right upon giving at least three weeks' notice to the exhibitor prior to the start date of the exhibition set out on the booking form to move the exhibition to a new date within the same week as the date on the booking form and also to change the closing times on each day of the Exhibition.
- ## 3. The Exhibitor's obligations
- The Exhibitor undertakes with the Company:

- 3.1. to use the Exhibition only for the business described on the Booking Form;
  - 3.2. not to use the Exhibition or any part of it for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance to the Company or the owner or occupier of any neighbouring property;
  - 3.3. not to do anything which might invalidate any insurance maintained by the Company in respect of the Exhibition or might increase the insurance premium payable for the Exhibition;
  - 3.4. not to bring on to the Exhibition Site or any part of it any animals without the prior consent of the Company;
  - 3.5. to observe all applicable statutes relating to the use of the Exhibition;
  - 3.6. at its own cost comply with all requirements of the Health & Safety Executive in relation to any features of any event organised by the Exhibitor which are special or unique to the Exhibitor's booking or any equipment brought to the Exhibition by the Exhibitor;
  - 3.7. to pay to the Company the cost of making good all damage to the Exhibition Site suffered during the Booking Period (fair wear and tear and damage caused by any risk covered by the Company's insurance and damage by the Company's agents, servants and subcontractors excepted);
  - 3.8. at the end of Booking Period to remove all the Exhibitor's goods and other materials from the Site and hand back the Space cleared and in the same condition as it was at the beginning of the Exhibition;
  - 3.9. to indemnify the Company against any costs, damages or liability incurred by the Company if it is in breach of clause 3.8;
  - 3.10. not to park on or obstruct the access ways giving access to the Site;
  - 3.11. to produce to the Company not less than 30 days before the commencement of the Booking Period details of all equipment, signs and items to be suspended from or affixed to the roof, walls or other structural parts of the Site;
  - 3.12. not to affix or suspend any of the items detailed in the notice sent to the Company pursuant to 3.11 without the Company's written permission;
  - 3.13. not to play any music on the Site without the Company's prior written consent and to ensure that the music levels do not exceed the level agreed with the Company;
  - 3.14. not to sublet the Space or any part of it;
  - 3.15. vacate the space within half an hour of the closure of the Exhibition;
  - 3.16. to ensure that its guests, servants, agents, licensees, customers only smoke in the designated area at the Site and the Exhibitor further acknowledges that it may be liable, at the Company's sole discretion to pay additional charges of £500 if the term is breached repeatedly;
  - 3.17. to seek the Company's express written permission if access to the Exhibition is required earlier than one hour before the Booking Period commences or after the Exhibition has been closed for thirty minutes;
  - 3.18. ensure that its guests, servants, agents, licensees, customers comply with this Agreement.
- ## 4. Charges
- 4.1. Subject to any further terms agreed, the Exhibitor shall pay the Charges quoted on the Booking Form and any additional sums, which, in the Company's sole discretion, are required as a result of the Exhibitor's instructions or lack of instructions, or any other cause consequent on the Exhibitor's actions or inactions.
  - 4.2. All Charges quoted to the Exhibitor for the provision of the Service and for use of the Site are exclusive of any value added tax for which the Exhibitor shall be additionally liable at the applicable rate from time to time.
  - 4.3. The Charges and any additional sums payable shall be paid by the Exhibitor without any setoff or other deduction within 30 days of the date of the Company's invoice or at such other date agreed with the Company and noted on the Booking Form. This clause shall continue to apply if the Exhibitor has instructed the Company on behalf of a third

party and the Exhibitor is awaiting payment from that third party.

- 4.4. If payments are not made on the due date, the Company shall be entitled, without limiting any other rights it may have, to charge interest on the outstanding amount (both before and after any judgment) at the rate of 5% until the outstanding amount is paid in full.
- 4.5. In the event of the Company, its employees or subcontractors being prevented or delayed from carrying out the Service by the Exhibitor and/or its servants or agents the Company reserves the right to charge for any losses incurred.
- 4.6. If the Company is entitled to terminate this Agreement as a result of a breach by the Exhibitor, the Exhibitor shall pay the full outstanding balance of the Charges within 7 clear days of being given written notice asking it to do so.
- 4.7. The Exhibitor shall reimburse the Company any reasonable costs and expenses (including legal and administration costs and expenses) incurred by the Company which result from the Exhibitor's breach of this Agreement, including the cost of pursuing and collecting any money owed.

#### 5. **Confirmations**

- 5.1. The Exhibitor will be bound by this Agreement as soon as the Company receives the signed Booking Form.
- 5.2. Notwithstanding clause 5.1 the Company may regard all bookings as provisional until it receives 100% of the Charges from the Exhibitor. The Exhibitor acknowledges that if 100% of the Charges have not been received by the Company seven days before the Exhibition then the Company reserves the right to cancel the Agreement, with the Exhibitor still liable for 100% of the Charges.

#### 6. **Warranties and liability**

- 6.1. The Company's aggregate liability to the Exhibitor for any occurrence or series of occurrences of loss or damage whatsoever or howsoever caused arising directly or indirectly in connection with this Agreement shall be limited to the Charges.
- 6.2. Notwithstanding the generality of clause 4.1, the Company expressly excludes liability for loss of profit, business, revenue, goodwill or anticipated savings or other economic loss or damage which may arise in respect of equipment or property belonging to the Exhibitor or any third party engaged by it.
- 6.3. In the event that any exclusion or limitation contained in this Agreement shall be held to be invalid for any reason and the Company becomes liable for loss or damage that may lawfully be limited, such liability shall be limited to £2m.
- 6.4. The Company does not exclude nor limit liability for death or personal injury to the extent only that the same arises as a result of the negligence of the Company, its employees, agents or authorised representatives.
- 6.5. The Company shall not be liable for any loss, damage, costs, expenses or other claims for compensation arising from the Exhibitor making use of the Services, the Exhibition or the Site for any purpose not disclosed to the Company or arising from the Exhibitor allowing a third party to make use of the Services or the Exhibition or the Site without the Company's prior written permission.

#### 7. **Termination or cancellation**

- 7.1. This Agreement may be cancelled or terminated by the Exhibitor in writing to the address given on the booking form.
  - 7.1.1. Cancellations made within 28 days prior to the date of the Exhibition are liable to 100% of the booking fee.
  - 7.1.2. Cancellations made within 60 days prior to the date of the Exhibition are liable to 75% of the booking fee.
- 7.2. The Company reserves the right to cancel all agreements and/or opt to postpone the Exhibition or relocate to an alternative site.

#### 8. **Reduction in the Space**

If the Exhibitor wishes to reduce the size of the space booked then the Exhibitor must notify the Company in writing. The Company may in its sole discretion reallocate the space in question and reserves the right to apply prorate the cancellation charges contained in clause 8.

#### 9. **Allocation of Space**

The Company will use all its reasonable endeavours to allocate to the Exhibitor the Space which it has ordered however it is acknowledged by both parties that the

Company may allocate an alternative space to the Exhibitor for whatever reason if the Company considers that such a change is in the best interest of the Exhibition.

#### 10. **General**

- 10.1. This Agreement constitutes the entire agreement between the parties, supersedes any previous agreement or understanding and may not be varied except in writing between the parties as specified in condition 2.1. All other terms and conditions, express or implied by statute or otherwise, are excluded to the fullest extent permitted by law.
- 10.2. Any notice required or permitted to be given by either party to the other under this Agreement shall be in writing (excluding text messaging via the mobile phone network) addressed to the other party at its registered office or principal place of business or such other address as may at the relevant time have been notified pursuant to this provision to the party giving the notice.
- 10.3. No failure or delay by either party in exercising any of its rights under the contract shall be deemed to be a waiver of that right and no waiver by either party of any breach of contract by the other shall be considered as a waiver of any subsequent breach of the same or any other provision.
- 10.4. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of this Agreement and the remainder of the provision in question shall not be affected.
- 10.5. The Exhibitor is not entitled to transfer or assign the benefit of this Agreement to any other party nor is it allowed to sublet the space.
- 10.6. Both parties shall keep confidential the terms of this Agreement and all information concerning the business or affairs of the other which they obtain or receive from the other in connection with this Agreement.
- 10.7. A person who is not a party to this Agreement has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement but this does not affect any right or remedy of a third party which exists or is available apart from the Act.
- 10.8. If the Company is prevented or delayed from performing its obligations by force majeure then it shall be excused from performing its obligations for so long as such cause or prevention shall continue and may terminate the Agreement. For the avoidance of doubt force majeure shall be deemed to be any cause affecting performance of this contract arising from or attributable to acts, events, omissions or accidents beyond the reasonable control of such party and inter alia including the following: acts of god, war, riot, strike, lock out or other labour dispute, fire, flood, storm (electrical or otherwise), drought, legislation, the inability to secure labour, (whether of the foregoing class or not).
- 10.9. English law shall apply to this contract and the parties agree to submit to the nonexclusive Jurisdiction of the English courts.
- 10.10. If the booking is made by one party on behalf of another then both such parties shall be jointly and severally liable in relation to the obligations of the Exhibitor