

	<p>8-10 NOVEMBER 2020 EICC EDINBURGH, UK</p> <p>FEDERATION OF infection societies hosted by </p>
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By returning this booking form, you are accepting the terms and conditions stated below. If you have any questions about this please talk to us before returning the form.

SECTION 1: Please indicate your choice of stand(s) and/or partnership package

1 st choice		2 nd choice		3 rd choice		Please indicate your stand type <i>If not completed you will automatically be allocated shell scheme</i>	Cost of stand	
Stand no.	sqm	Stand no.	sqm	Stand no.	sqm			
						shell scheme	space only	£ +VAT

I would like to proceed with the following partnership opportunities:
Cost: £ +VAT

SECTION 2: Contact details of person to receive all further exhibition information

Company name:

First name: Last name:

Job title: Phone no.:

Email:

Section 3: Payment

Invoice address:

City & Postcode: Email (if different from above):

Payment details – tick appropriate box

CHEQUE
Made payable to HIS Conference

INVOICE
A copy of your Purchase Order (PO) paperwork must accompany this booking form in order for it to be processed.
BACS payment to HIS Conference Account No. 11790401 Sort code: 83-51-00

Expected payment date: _____
Please email remittance advice to remittance@fitwise.co.uk.

SECTION 4: Terms and conditions of booking

Definitions
 In these regulations the term “Exhibition” in all cases refers to the exhibition being held in conjunction with the FIS HIS. The term “Exhibitor” includes any person, firm, company, association, organisation and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the exhibition. The term “Organisers” means Fitwise Management Ltd on behalf of the Conference Organising Group of FIS HIS. The term “Premises” refers to the Edinburgh International Conference Centre.

Payment
 Payment must be made in full within 30 days or prior to the event, whichever is sooner. Failure to pay will result in your company being refused entry to the event and you will still be liable for the full cost of your stand and any ensuing costs. Invoices not paid within 30 day net will incur an 8.5% charge.

For all stand and sponsorship bookings, a 5% early booking discount will apply. 50% payment is due on completion of the booking form. Early bird closes on the 31st December 2019.

There will be a 65% deposit required for those that book after the early bird date has passed.

Cancellations
 Refunds for stands, which are cancelled, will only be made in the event of the exhibition being sold out. Every effort will be made to re-sell all stand space.

Applications for and allocation of stand space
 Applications for stand space must be made on the form provided which should be returned to the address stated as soon as possible. Acknowledgement of the booking and a VAT invoice will be sent to you within 7 working days. Attention will be paid to the order in which forms have been received when allocating space. Notification of stand(s) allocated will be circulated to exhibitors as soon as possible after the booking date. The organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An exhibitor may not, except by express written permission of the organisers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principals. The display or acknowledgement or credit or advertisement indicating membership of any organisation, society or trade association is not allowed except by express written permission of the organisers. The organisers retain the right to alter the layout of the exhibition if it is deemed to be in the best interests of the exhibition. Exhibitors should note, however, that every effort will be made to maintain the published exhibition plan layout.

Bankruptcy or liquidation
 In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the exhibitor under contract shall be forfeit.

Sub-letting
 Sub-letting or licensing the use of stand space is not permitted, neither may the products or service of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the exhibitor is the United Kingdom selling agent for such products or firms, or express written permission has been obtained from the organisers.

Occupation of stand space
 The Exhibitor, his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of an exhibitor failing to take possession of his stand the organisers have the right to re-let the stand and all monies paid shall be forfeit. Provisional timings are stated in the prospectus.

Exhibitors technical manual
 Further technical information concerning the exhibition together with order forms for all ancillary services available to exhibitors will be forwarded to exhibitors. This will include specific guidance and any relevant restrictions relating to the event and build including access and build times. You are strongly advised to refrain from confirming design and build plans until you have received and read the information thoroughly. Once released, the technical manual will supersede any information stated within the prospectus.

General conditions
 The organisers are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own stands. The decision of the organisers is final and decisive on any question not covered in the foregoing regulations. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the organisers may occupy the premises and with policies of insurance affected by the organisers.

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

Liability
 Whilst the organiser will endeavour to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises, the organising group and the organisers cannot accept liability for any 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 as a result. 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 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 damaged incurred by an exhibitor or exhibition contractor resultant upon such change. Nor shall the organisers be liable for any expenditure, loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.

For official use		Stand allocated	
Date processed		Date Conf letter sent	
Date Invoice sent		Date Payment	