



# European Road Infrastructure Congress

18th - 20th October 2016 | Leeds 

# #ERICLeeds2016

EUROPEAN ROAD INFRASTRUCTURE CONGRESS 2016

18 – 20 OCTOBER 2016 | LEEDS

[@ERICLeeds16](https://twitter.com/ERICLeeds16)



# THE 2016 EUROPEAN ROAD INFRASTRUCTURE CONGRESS

The City of Leeds, a city at the heart of the Northern Powerhouse Corridor in the UK has been chosen as the host for the 1<sup>st</sup> European Road Infrastructure Congress on 18<sup>th</sup> – 20<sup>th</sup> October 2016.

The Congress will be held at the Royal Armouries Museum, located just minutes from the heart of the city, it provides a cultural experience, as well as being the largest conference venue of its type in the north of England.

At a time when the UK Government is taking the lead in adopting innovative management and financing models for the delivery of road infrastructure, and with the establishment of Highways England as an independent body with a ring-fenced multi-annual budget, the 2016 event will bring together policy makers, academics, research institutes, road authorities and industry representatives from across the continent to explore the following congress objectives.

## CONGRESS OBJECTIVES

- To explore how both the UK and Europe can improve their delivery models, in a way that enables road authorities to have better solutions.
- To provide industry with incentives for innovation, road users with a better experience and to optimise use of public resources.
- To promote road safety in view of the recent slowing of fatality reduction figures across the UK and the EU.
- To evaluate how the main players involved in the road infrastructure sector can work better together in order to identify practical solutions that enables Europe to achieve its target of 50% cut in road fatalities.
- To review the adaptation of road infrastructure in view of innovations in vehicle technologies, and the road infrastructure itself, as the roads of the future will differ significantly from those of today.
- To examine the challenges posed by road automation for the road infrastructure sector and the role of roads in the future European socio-economic model.

## WEBSITE

The Congress Website is <http://www.eric2016.eu/index.php>

The website contains all the relevant conference information as well as a link to register.



# CONFERENCE PROGRAMME

## OPENING CEREMONY

The opening ceremony will be held in Royal Armouries Hall – this will be a welcome from the ERF President to the Congress. It will also feature VIP speakers who will set the tone for the event and introduce the themes of the Congress and the topics for presentation and discussion over the 3 days.

## CONFERENCE PROGRAMME

An extensive programme has been planned with many speakers from across Europe as well as industry leaders from the UK. There will be three streams of talks on the above themes and more interactive seminars, with plenty of time between sessions to visit the exhibition hall for networking.

## CIVIC RECEPTION

On the Tuesday evening there will be a civic reception of up to 250 people held in the grand setting of the Leeds Civic Hall. It is the ideal opportunity to entertain clients and potential clients in an impressive space, and to network with key industry figures.

## GALA DINNER

A celebratory gala dinner will take place on Wednesday evening, in recognition of the success of the Congress. There will be a pre-dinner drinks reception with medieval entertainment in one of the museum's galleries, followed by a prestigious formal dinner with after dinner speaker/entertainment.

## CLOSING CEREMONY

Again taking place in the Royal Armouries Hall, the closing ceremony will sum up the events of the previous 3 days and provide inspiration for all participants to follow up all the contacts made, lessons learnt and the opportunities discovered at ERIC 2016.



# SPONSORSHIP

The Congress will host an extensive exhibition with an adjacent area for live demonstrations of the latest technological advances ultimately benefiting the sector.

As the largest European Road Infrastructure event in 2016, the Congress provides the opportunity for industry experts and political leaders to discuss current issues affecting the industry. There are over 60 formal sessions across the three days and more informal events which include a civic reception at Leeds Civic Hall, one of the most historic buildings in the city. Leeds looks forward to welcoming delegates from both Europe and across the world, showcasing the latest developments in the highways sector, against the backdrop of one of England's most iconic industrial cities.

## BENEFITS TO SPONSORS

- A strong profile of attendees at ERIC 2016 is anticipated. They will vary from established and recognisable organisations, government bodies to new players and rising stars within the industry. This allows the congress to give sponsors and exhibitors an unrivalled engagement opportunity, with the sector from across the continent.
- Whether debuting a new product or simply reinforcing market position, the Congress gives exhibitors and sponsors the opportunity to enhance their brand recognition to prospective new clients, and to demonstrate their USPs against competitors to the target market.
- The Congress allows you to improve your market share, and increase your return on investment.



# PACKAGES

## PLATINUM

**1 AVAILABLE £50 000**

- Inclusive stand space 24m<sup>2</sup>
- Website listing with logo
- Sponsorship of Show Guide
- Full page advert in Show Guide
- 20 x 3-Day Delegate places
- Attendance for 20 people at Civic Reception
- 1 piece of literature in delegate bags
- Copy of delegate list subject to conditions
- Logo on name badge lanyard
- Screens advert (production by Sponsor)



## GOLD

~~3~~ **3 AVAILABLE £20 000**

- Inclusive stand space 18m<sup>2</sup>
- Website listing with logo
- Full page advert in Show Guide,
- 10 x 3-Day Delegate Places
- Attendance for 10 people at Civic Reception
- 1 piece of literature in delegate bags
- Copy of delegate list subject to conditions
- Screens advert (production by Sponsor)

## SILVER

~~2~~ **2 AVAILABLE £15 000**

- Inclusive stand space 12m<sup>2</sup>
- Website listing with logo
- Full page advert in Show Guide,
- 5 x 3-Day Delegate places for 3 days
- Attendance for 5 people at Civic Reception
- 1 piece of literature in delegate bags
- Copy of delegate list subject to conditions
- Screens advert (production by Sponsor)

## BRONZE

~~10~~ **10 AVAILABLE £5 000**

- Inclusive stand space 8m<sup>2</sup>
- Website listing
- Half page advert in Show Guide
- 2 x 3-Day Delegate places
- Attendance for 2 people at Civic Reception
- 1 piece of literature in delegate bags
- Screens advert (production by Sponsor)



# SPONSORSHIP EXTRAS

**Extra personnel on stand** 1-Day Delegate rate - capped at 10 people at this price (£65)

**Vehicle** to be on display in central square (£750)

**Civic Reception extra spaces** subject to availability (£50)

**Spaces at Gala or RSMA Dinner** Table of 10 (£850) Individual Places (£85)

**Electrics** LED lighting extra cost for shell schemes - 2m x 2m (£45) 3m x 2m (£55) 3m x 3m (£75)

**Furniture** Furniture for stand as per separate brochure (POA)

**Advert upgrades** For example from half page to full page – as per cost difference within main price list Eg. Cost of ½ page to full page (£400)

**Scanner** Delegate data capture scanner hire with reports issued during event on request and final report at the end of the event (£350)

# ADDITIONAL

## SPONSORSHIP OPPORTUNITIES

**Sole Sponsorship of Civic Reception (Tuesday evening)** Joint branding with ERIC at Civic Reception (£9750)

**Royal Armouries stage sponsor - during use as plenary & during conference (not at dinners)** Joint Branding with ERIC of the boards behind the platform/speaker and on the lectern (£5750)

**Bury Suite** Joint Branding with ERIC of the boards behind the platform/speaker and on the lectern including holding slide between presentations (£3950)

**Wellington Suite** Joint Branding with ERIC of the boards behind the platform/speaker and on the lectern including holding slide between presentations (£2950)

**Gala Pre-dinner drinks and entertainment sponsor (Wednesday evening)** Pop ups and banners around the tournament rails (to be supplied by the sponsor) including 1 table for 10 at the gala dinner (£3650)

**Gala Dinner Sponsor (Wednesday evening)** Branding alongside Platinum Sponsor and ERIC at the Dinner on the main backdrop, exclusive branding on menu and seating plan including 1 table for 10 (£5950)

**Cocktail Bar sponsor (both dinners)** Branding of cocktail bar, branding on napkins; to be known as the [*insert name*] Cocktail Bar (£5250)

**RSMA pre-dinner drinks and entertainment sponsor (Thursday evening)** Pop ups in the main Street within the Royal Armouries building (to be supplied by the sponsor) including 1 table for 10 (£2350)

**RSMA Dinner Sponsor (Thursday evening)** Branding alongside Platinum Sponsor and ERIC at the Dinner on the main backdrop, exclusive branding on menu and seating plan including 1 table for 10 (£3250)

**Advertising Screens** Sponsorship of the advertisement screens (£4000)

**Takeaway drink cups** Branding on all hot drink cups provided at breaks during the conference sessions and at the beginning of the day (£3250)

**Charging Point Sponsor** Branding of the charging point and reference to it as the [*insert name*] charging point (£2000)

**Twitter Feed Sponsor** Branding on 3 Twitter feed screens around the venue (£2500)



**Show Guide Sponsor** Joint branding with ERIC on the front of the show guide and full page advert on the rear (£5950)

**Show guide advertising (excl' production)** ¼ Page/½ page/ full page/feature page (inside covers) (£400/£600/£1000/£1500)

**Show guide insert (excl' production)** Leaflets to be supplied in specified format (£1000)





# EXHIBITION SPACE

**Shell scheme 2m x 2m** Space only – includes shell scheme of the stated dimensions, carpeted, 500W socket, fluorescent strip lighting, company name board, 1 x Day Delegate admission for the 3 days of the event (£1250)

**Shell scheme 3m x 2m** Space only – includes shell scheme of the stated dimensions, carpeted, 500W socket, fluorescent strip lighting, company name board, 1 x Day Delegate admission for the 3 days of the event (£1925)

**Shell scheme 3m x 3m** Space only – includes shell scheme of the stated dimensions, carpeted, 500W socket, fluorescent strip lighting, company name board, 1 x Day Delegate admission for the 3 days of the event (£2850)

**Other larger spaces** Space only – carpeted 500W socket, 1 x Day Delegate admission for the 3 days of the event (POA)

**Extra personnel on stand** 1-Day Delegate rate (capped at 10 people at this price) (£65)

**Spaces at Gala or RSMA Dinner** Table of 10/Individual places (£850/£85)

**Electrics** LED lighting extra cost for shell schemes - 2m x 2m (£45) 3m x 2m (£55) 3m x 3m (£75)

**Furniture** Furniture for stand as per separate brochure (POA)

**Advert upgrades** For example from half page to full page – as per cost difference within main price list Eg. Cost of ½ page to full page (£400)

**Scanner** Delegate data capture scanner hire with reports issued during event on request and final report at the end of the event (£350)

## Premium Exhibition Space

A Limited number of exhibition stands are now available within the premium area of the large registration space at the entrance of the main exhibition, as part of an interactive zone with twitter screens and Conference Poster Boards. There are various exhibition sizes available at an additional 25% fee, on top of the prices stated above. If you would like to purchase one of the premium stands, please complete the below form. (POA) See page 15 for floor plan of exhibition space.

## NOTES

1. Exhibition space is sold on a first come first served basis.
2. No space is secured by any company until a contract is signed.
3. Alterations to stand and sponsorship packages and alterations to the floor plan are entirely at the organiser's discretion



# ERIC 2016 SPONSORSHIP & EXHIBITOR CONFIRMATION FORM

<b>Company Name</b>	
<b>Contact Name</b>	
<b>Contact Telephone Number</b>	
<b>Email Address</b>	
<b>Twitter handle</b>	
<b>Invoice Address</b>	
<b>PO Number (If required)</b>	
<b>Notes</b>	

Confirmation of Package Please select which package you require		Required Please tick the appropriate package
<b>SPONSORSHIP PACKAGES</b>		
<b>PLATINUM - 1 AVAILABLE</b> <ul style="list-style-type: none"> <li>• Inclusive stand space 24m2</li> <li>• Website listing with logo</li> <li>• Sponsorship of Show Guide</li> <li>• Full page advert in Show Guide</li> <li>• 20 x 3-Day Delegate places</li> <li>• Attendance for 20 people at Civic Reception</li> <li>• Sponsorship of delegate bags</li> <li>• Logo on name badge lanyards</li> <li>• Copy of delegate list subject to conditions</li> <li>• Logo on name badge lanyard</li> <li>• Screens advert (production by Sponsor)</li> </ul>	<b>£50,000 + VAT</b>	

SOLD



<b>GOLD - 3 AVAILABLE</b> <ul style="list-style-type: none"> <li>• Inclusive stand space 18m<sup>2</sup></li> <li>• Website listing with logo</li> <li>• Full page advert in Show Guide,</li> <li>• 10 x 3-Day Delegate Places</li> <li>• Attendance for 10 people at Civic Reception</li> <li>• 1 piece of literature in delegate bags</li> <li>• Copy of delegate list subject to conditions</li> <li>• Screens advert (production by Sponsor)</li> </ul>	<p style="text-align: center;"><b>£20,000 + VAT</b></p>	
<b>SILVER - 2 AVAILABLE</b> <ul style="list-style-type: none"> <li>• Inclusive stand space 12m<sup>2</sup></li> <li>• Website listing with logo</li> <li>• Full page advert in Show Guide,</li> <li>• 5 x 3-Day Delegate places for 3 days</li> <li>• Attendance for 5 people at Civic Reception</li> <li>• 1 piece of literature in delegate bags</li> <li>• Copy of delegate list subject to conditions</li> <li>• Screens advert (production by Sponsor)</li> </ul>	<p style="text-align: center;"><b>£15,000 + VAT</b></p>	
<b>BRONZE – 0 AVAILABLE</b> <ul style="list-style-type: none"> <li>• Inclusive stand space 8m<sup>2</sup></li> <li>• Website listing</li> <li>• Half page advert in Show Guide</li> <li>• 2 x 3-Day Delegate places</li> <li>• Attendance for 2 people at Civic Reception</li> <li>• 1 piece of literature in delegate bags</li> <li>• Screens advert (production by sponsor)</li> </ul>	<p style="text-align: center;"><b>£5,000 + VAT</b></p>	
<b>SPONSORSHIP EXTRAS</b>		
Extra personnel on stand 1-Day Delegate rate - capped at 10 people at this price	<b>£65 + VAT</b>	
Company vehicle to be on display in central square	<b>£750 + VAT</b>	
Civic Reception extra spaces subject to availability	<b>£50 + VAT</b>	
Spaces at Gala or RSMA Dinner Table of 10/Individual places	<b>£850/£85 + VAT</b>	
Electrics LED lighting extra cost for shell schemes - 2m x 2m/3m x 2m/3m x 3m	<b>£45/£55/£75 + VAT</b>	
Advert upgrades For example from half page to full page – as per cost difference within main price list Eg. Cost of ½ page to full page (£400)	<b>POA</b>	
Scanner Delegate data capture scanner hire with reports issued during event on request and final report at the end of the event	<b>£350 + VAT</b>	
<b>ADDITIONAL SPONSORSHIP OPPORTUNITIES</b>		
Sole Sponsorship of Civic Reception (Tuesday evening) Joint branding with ERIC at Civic Reception	<b>£9750 + VAT</b>	
Royal Armouries stage sponsor - during use as plenary & during conference (not at dinners) Joint		



Branding with ERIC of the boards behind the platform/speaker and on the lectern	<b>£5750 + VAT</b>	
Bury Suite Joint Branding with ERIC of the boards behind the platform/speaker and on the lectern including holding slide between presentations	<b>£3950 + VAT</b>	
Wellington Suite Joint Branding with ERIC of the boards behind the platform/speaker and on the lectern including holding slide between presentations	<b>£2950 + VAT</b>	
Gala Pre-dinner drinks and entertainment sponsor (Wednesday evening) Pop ups and banners around the tournament rails (to be supplied by the sponsor) including 1 table for 10 at gala dinner	<b>£3650 + VAT</b>	
Gala Dinner Sponsor (Wednesday evening) Branding alongside Platinum Sponsor and ERIC at the Dinner on the main backdrop, exclusive branding on menu and seating plan including 1 table for 10	<b>£5950 + VAT</b>	
Cocktail Bar sponsor (both dinners) Branding on cocktail bar (a wrap with production included) branding on napkins; to be known as the [insert name] Cocktail Bar	<b>£5250 + VAT</b>	
RSMA pre-dinner drinks and entertainment sponsor (Thursday evening) Pop ups in the main Street within the Royal Armouries building (to be supplied by the sponsor) including 1 table for 10	<b>£2350 + VAT</b>	
RSMA Dinner Sponsor (Thursday evening) Branding alongside Platinum Sponsor and ERIC at the Dinner on the main backdrop, exclusive branding on menu and seating plan including 1 table for 10	<b>£3250 + VAT</b>	
Advertising Screens Sponsorship of the advertisement screens	<b>£4000 + VAT</b>	
Takeaway drink cups Branding on all hot drink cups provided at breaks during the conference sessions and at the beginning of the day	<b>£3250 + VAT</b>	
Charging Point Sponsor Branding of the charging point and reference to it as the [insert name] charging point	<b>£2000 + VAT</b>	
Twitter Feed Sponsor Branding on 3 Twitter feed screens around the venue	<b>£2500 + VAT</b>	
Show Guide Sponsor Joint branding with ERIC on the front of the show guide and full page advert on the rear	<b>£5950 + VAT</b>	
Show guide advertising (excl' production) ¼ Page/½ page/ full page/feature page (inside covers)	<b>£400/£600/ £1000/£1500 + VAT</b>	
Show guide insert (excl' production) Leaflets to be supplied in specified format	<b>£1000 + VAT</b>	
<b>EXHIBITION SPACE</b>		
Shell scheme 2m x 2m Space only – includes shell scheme of the stated dimensions, carpeted, 500W socket, fluorescent strip lighting, company name	<b>£1250 + VAT</b>	



board, 1 x Day Delegate admission for the 3 days of the event		
Shell scheme 3m x 2m Space only – includes shell scheme of the stated dimensions, carpeted, 500W socket, fluorescent strip lighting, company name board, 1 x Day Delegate admission for the 3 days of the event	<b>£1925 + VAT</b>	
Shell scheme 3m x 3m Space only – includes shell scheme of the stated dimensions, carpeted, 500W socket, fluorescent strip lighting, company name board, 1 x Day Delegate admission for the 3 days of the event	<b>£2850 + VAT</b>	
Other larger spaces Space only – carpeted 500W socket, 1 x Day Delegate admission for the 3 days of the event	<b>POA</b>	
Extra personnel on stand 1-Day Delegate rate (capped at 10 people at this price)	<b>£65 + VAT</b>	
Spaces at Gala or RSMA Dinner Table of 10/Individual places	<b>£850/£85 + VAT</b>	
Electrics LED lighting extra cost for shell schemes - 2m x 2m/3m x 2m/3m x 3m	<b>£45/£55/£75 + VAT</b>	
Advert upgrades For example from half page to full page – as per cost difference within main price list Eg. Cost of ½ page to full page (£400)	<b>POA</b>	
Scanner Delegate data capture scanner hire with reports issued during event on request and final report at the end of the event	<b>£350 + VAT</b>	

### PREMIUM EXHIBITION SPACE NOW RELEASED

A Limited number of exhibition stands are now available within the premium area of the large registration space at the entrance of the main exhibition, as part of an interactive zone with twitter screens and Conference Poster Boards. . There are various exhibition sizes available at an additional 25% fee, on top of the prices stated above. If you would like to purchase one of the premium stands, please state below your stand size preference.

### STAND DETAILS

Free Standing Curve	
Pop up Display (how many)	
Other	



Furniture is not included as part of your stand package, if you require any furniture please see the attached brochure, and list here any items you require.	
Additional requirements & requests	

Once completed please send to [eric2016@inanyevent-uk.com](mailto:eric2016@inanyevent-uk.com) or call 01275 266 002 if you have any questions.

Terms and Conditions:

- Please note all rates are subject to VAT at 20%
- On submission of this signed form, you will be sent confirmation with an invoice within 2 working days.
- Once you have received confirmation, then you will be liable for a cancellation fee in accordance with the contract.
- All payments must be received in order to confirm your stand space – see the attached contract

I confirm the above details are correct, and will adhere to the above terms and conditions as stated above and below:

Name:

Signature:

Date:



# New Dock Hall



European Road Infrastructure Congress  
18 - 20 October 2016 | Leeds

## Registration



# European Road Infrastructure Congress

## Terms of Contract to Sponsor and/or Exhibit

### 1. DEFINITIONS

In these Terms of Contract the term:

“The Exhibition” means **ERIC 2016**

“Organiser” means **Road Safety Markings Association.**

“The Premises” means **RAI Leeds**

“The Landlords” means **RAI Leeds**

“Exhibitor” means any person, firm or company who has made application for and who has been granted space in the Exhibition or who has been granted a Sponsorship package.

### 2. GENERAL

- a. The Exhibitor or Sponsorship fee does not include travel to or from the Function venue or any additional expenses incurred whilst at the event.
- b. The Exhibitor shall not procure that any persons attending the event to bring food, wine, beer or spirits into the Premises for consumption in the Premises unless the prior written consent of the Organiser has been obtained and
- j. will apply to all transferred bookings.

### 3. ALLOTMENT OF SPACE

When the space has been offered each Exhibitor is required to give a formal acceptance of the area allotted and the terms and conditions contained in the Rules and Regulations forming part of the contract between the Organiser and the Exhibitor.

### 4. EXHIBITS

Exhibitors may not display any materials in addition to, or in place of, those described on the Contract to Exhibit, except with express permission of the Organiser.

### 5. CANCELLATION OF SPACE

- a. In the event that an Exhibitor either wishes to cancel his space booking after acceptance by the Organiser or fails to meet any of the payment obligations (whether as to the amounts or dates of payment) detailed on the Contract to Exhibit then the Organiser reserves the right (but without being obliged to do so and without prejudice to any other right or remedy available to the Organiser) to apply the following cancellation charges and to reallocate such space. Cancellation occurring:
  - i. Between application and 5th August 2016: cancellation charge of 55% of total cost plus VAT.
  - ii. On or after 6th August and before the Exhibition, cancellation charge of 100% of total cost plus VAT.
- b. All cancellation requests must be submitted in writing to Accounts Department, Road Safety Markings Association, Unit 35, Corringham Road, Gainsborough, DN21 1QB.
- c. If the Exhibitor wishes to cancel then written notice must be forwarded to, and received by, the Organiser by Recorded Delivery post not later than the dates referred to in Item 6.a above.
- d. For the avoidance of doubt the Organiser shall not be obliged to accept the Exhibitor's notice of cancellation.

any additional charges agreed, which will be paid by the Exhibitor.

- c. The Exhibitor must ensure that a full risk assessment has been completed prior to the event. Failure to do so will result in the Exhibitor being refused entry.
- d. All orders must be submitted with a Purchase Order Number.
- e. Balances due must be paid within 14 days of the invoice issue date.
- f. No bookings are treated as confirmed until payment has been received in full and no spaces may be taken up at the Exhibition or at any other part of the event until payment has been received in full.
- g. In exceptional circumstances it may be necessary for reasons beyond the control of the Organiser to alter the content, venue, or the date and timing of the Exhibition. To the extent permitted by law there will be no associated liability whatsoever to the Organiser. All Exhibitors will be notified in advance of such changes.
- h. In the event that this Exhibition is cancelled by the Organiser for any reason within the control of RSMA, a full refund of monies paid will be paid to you within 8 weeks, with no additional liability whatsoever to the Organiser.
- i. If the Exhibition is postponed for reasons beyond the direct control of the Organiser, your booking will be transferred to a revised date for the conference. The terms listed here
- e. Notwithstanding that, the Organisers may resell or reallocate the cancelled stand space (or the space by which it is reduced)
- f. After payment of the cancellation charges the Organisers shall be under no obligation to reimburse all or any part of such cancellation charges.

### 6. REDUCTION OF SPACE

Where an Exhibitor wishes to reduce the size of his space booking after acceptance by the Organiser then written notice of such wish must be forwarded to, and received by, the Organiser. The Organiser reserves the right to apply the scale of cancellation charges to the total cost according to the amount by which the original stand area is reduced. The Organiser may resell or reallocate the space in question. There shall be no obligation on the Organiser to accept notification of reduction.

### 7. RELOCATION

Should it be necessary to revise the layout of the Exhibition for any purpose the Organiser reserves the right to transfer any Exhibitor to an alternate location.

### 8. BANKRUPTCY

In the event of the Exhibitor becoming bankrupt, committing any act of bankruptcy, going into liquidation, having a Receiver or Administrator appointed in respect of any of its assets then the Organiser reserves the right to terminate the contract with the Exhibitor and the Rules and Regulations relating to Cancellation shall apply.

### 9. PROHIBITION OF TRANSFER

The Exhibitor may not assign, sub-let or grant licences in respect of the whole or any part of the space allotted to them without the express permission of the Organiser.

### 10. VAT

Under VAT legislation, the supply of Exhibition services is deemed to be provided in the location where the Exhibition takes place. Accordingly, VAT (at the rate applicable in the country where the Exhibition takes place) will be added to the cost of the stand, irrespective of the Exhibitor's place of





domicile. Exhibitors from outside the country where the Exhibition takes place may be entitled to make a claim to the local tax authorities for a refund of any VAT paid.

#### 11. PAYMENT OF SPACE

Where a non-refundable deposit is specified overleaf, representing a percentage of the value of the space and shall stand applied for **must be forwarded with the signed Contract to Exhibit**. The balance of the total cost is due and payable at least eight weeks before the opening of the Exhibition. Where payment is not made in accordance with the Rules and Regulations, the deposit will be forfeited and the space will be re-allocated. Any loss incurred by the Organiser by reason of such non-payment must be paid by the defaulting applicant.

#### 12. PROMOTION AND REPRESENTATION

Whilst the Organiser shall use its reasonable endeavours to organise and promote the Exhibition in such manner as they consider appropriate the Organiser reserves the right to amend or vary the manner or methods of such organisation and promotion and therefore any statements made by, or on behalf of, the Organiser as to audience projections or methods of timing of promotion shall constitute only general indications of the Organiser's promotion and organising strategy and shall not amount to any representation or warranty.

#### 13. POSTPONEMENT OR ABANDONMENT

- a. In the event of the abandonment, postponement or limitation of the Exhibition, any limitation of the use of the premises or any part thereof, or any failure of the services provided therein, an Exhibitor or his agents or contractors shall have no claim against the Organiser in respect of any resulting loss or damage and the Exhibitor's liabilities shall not be affected.
- b. The Organiser shall reserve the right to alter the layout of the Exhibition to reduce the space allotted. Any exhibitor whose stand area is affected by such alteration or reduction will not be liable to make any further payment or be entitled to any compensation and the Exhibitor will not be entitled to withdraw from the exhibition.
- c. The Organiser accepts no responsibility if delivery of goods and materials or execution of work is held up or prevented by any cause beyond their control, including without prejudice the generality of the foregoing.
  - i. Strike, lock-out, labour disturbance or restriction.

- ii. Failure by the Exhibitor, his agents or contractors to give instructions or supply the necessary drawing in due time.

- d. If for any reason whatsoever beyond the reasonable control of the Organiser, including without prejudice to the generality of the foregoing trade union action, the Organiser decides that in the interest of the Exhibition as a whole an Exhibitor's stand must be closed down or certain items removed from it, the Exhibitor or his agents or his contractors shall close down or remove the same and shall have no claim against the Organiser in respect of any resulting loss or damage and the Exhibitor's liabilities shall not be affected.

#### 14. EXHIBITORS' LIABILITIES

- a. The Exhibitor hereby accepts liability for all acts of omissions by itself, its servants, contractors, agents and visitors and undertakes to indemnify the Organiser and keep them indemnified against all liability in respect thereof and against all actions, claims, demands, costs and expenses whatsoever which may be made against the Organiser including any legal costs and expenses and any compensation costs and disbursements paid by the Organiser on the advice of Counsel to compromise or settle any such claims.
- b. Notwithstanding the indemnity hereby given, the Exhibitor undertakes to arrange appropriate third party liability insurance and employer's liability for a minimum of £10 million.

#### 15. INSURANCE LIABILITY

Neither the Organiser nor the Landlords will be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for the loss or damage of, or destruction to same, by theft or fire, or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reasons of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour dispute, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Organiser whether ejusdem generis or not for any loss or damage occasioned if by reason of the happenings or any such event, the opening of the Exhibition. The Exhibitor agrees and undertakes to ensure in their full replacement value the contents of his stand and all associated ancillary equipment and materials.



# European Road Infrastructure Congress

## Exhibition Rules and Regulations

### General:

#### 1. AMENDMENT OF RULES

The Organiser reserves the right to waive, alter, add to, or amend any of these Rules and Regulations. Should any question arise, whether provided for in these Conditions or not, the decision of the Organiser shall be final. No alteration, addition, amendment or waiver to or of these Rules and Regulations shall operate to release any Exhibitor from his contract. The descriptive headings to these Rules and Regulations are merely for reference and do not form part of the Contract between parties.

#### 2. APPLICATION OF RULES AND REGULATIONS

- a. Each Exhibitor is bound in all respects by these Rules and Regulations and in addition shall be bound by and comply with and be deemed to have full knowledge of the regulations of the Landlords for the use of the Exhibition premises or of the plant in connection therewith by the Exhibitors and others that are in force at the time of the Exhibition. These Regulations may be inspected at the offices of the Landlords or at the Organiser's offices.
- b. Each Exhibitor must bring to the notice of all agents or contractors employed by him such of the provision of these Rules and Regulations as may affect such agents and contractors, and any claim arising from the failure of the exhibitor to give such notice shall be the sole responsibility of the exhibitor concerned.
- c. Should any question arise whether provided for in these Rules and Regulations or not the decision of the Organiser shall be final.
- d. The Contract to Sponsor/Exhibit is subject to and does not vary these Rules and Regulations.

#### 3. DURATION OF EXHIBITION

Details of Exhibition hours are given in the Organiser's Exhibition Pack during these times stands must be manned by Exhibitors' staff.

#### 4. SPACE OCCUPANCY

- a. A site may be occupied only by the Exhibitor to whom it has been allotted and by his accredited agents as approved by the Organiser.
  - i. No Exhibitor may sub-let his space or any part thereof.
  - ii. No Exhibitor may permit any non-exhibiting firm or its agents or representatives, to use for any purpose whatsoever any space allotted to the Exhibitor.
- b. An allotted space must be adequately occupied by the Exhibitor to whom it is allotted. The Organiser reserves the right to take over and clear at the Exhibitor's expense the stand fittings and exhibits from the whole or any part of a space which they regard as being unsuitably or inadequately occupied. Any payment made or due in respect of such space will be forfeited, and the expense of filling the space will be payable by the Exhibitor.
- c. An Exhibitor's occupancy of a site does not preclude the right of access on to the site by representatives of the Organiser or any other competent authority.
- d. Each Exhibitor exhibits entirely at his own risk. The Organiser is not liable for any loss or damage to persons or property, which the Exhibitor, agents or contractors may sustain from any, cause whatsoever (Exhibitors are recommended to insure themselves against contingencies).

#### 5. SPACE NOT OCCUPIED

The Exhibitor must occupy the space allotted to him by show opening time on the first day of the Exhibition. Any Exhibitor failing to do so will be deemed to have cancelled his space booking. In this event the Rules and Regulations relating to Cancellation will apply and the Organiser may resell or reallocate such space.

#### 6. CANCELLATION OR DEFAULT BY THE EXHIBITOR

- a. An Exhibitor is not at liberty to cancel without penalty or withdraw his application for space once it has been allotted. Cancellation charges as stated in the Terms of Contract to Exhibit will apply.
- b. If the Exhibitor shall fail to pay any sum due to the Organiser or shall contravene or fail to observe any of the requirements of the Rules and Regulations, the Organiser reserves the right to revoke his allotment of space and to remove and exclude the exhibitor, his agents and property at his expense from the Exhibition premises and to re-allot the space. Such action from the Organiser shall not prejudice any other remedy which they shall have against the Exhibitor nor reduce the amount paid or owing by him.

#### 7. OTHER EXHIBITORS

Whilst the Organiser shall act in good faith, the name of any Exhibitor which may appear on any floor plan or stand number or any statement made by or on behalf of the Organiser that any Exhibitor is booked to attend any Exhibition provisionally or otherwise shall not constitute any warranty representation or undertaking by the Organiser that any such Exhibitor shall attend any Exhibition or attend at any particular location.

#### 8. RIGHT OF REJECTION

Exhibits are admitted to the Exhibition, and shall remain there, solely on strict compliance of the Rules and Regulations. The Organiser reserve the right to prohibit in whole or in part and reject any Exhibitor or his representatives in the case of failure to comply with the Rules and Regulations. There shall be no return of payment if the Organiser deems such rejection or prohibition necessary.

#### 9. ATTENDANCE

The Exhibitor acknowledges that the Organisers shall not be held responsible for the failure of all or any other contracted exhibitors to attend the Exhibition or the failure of any number of attendees to attend the Exhibition for any reason beyond the reasonable control of the Organisers.

#### 10. STAND INSTALLATION

- a. The arrival, installation, erection and removal of stand fittings and exhibits must conform to the timetable, or to specific directions by the Organiser.
- b. Vehicle exhibitors must advise the organisers of the size of their vehicle before their application can be accepted and must bring their vehicles into the Premises exactly at the time decided by the Organiser.
- c. If during the installation period an Exhibitor's site is not occupied as required in the Exhibition timetable the Organiser may treat the space as inadequately occupied or in default.
- d. During the Exhibition period, exhibits or materials may be brought onto or removed from stands, and maintenance or repair work carried out, only when the premises are closed to visitors and then only subject to the permission of the Organiser.
- e. The Exhibitor hereby acknowledges that the Organisers have appointed official shell scheme stand contractors and where directed by the organisers the Exhibitor must use the same for the construction of the exhibitor's stand. However an Exhibitor may be permitted to appoint

another contractor recognised by the Organisers' for interior work to the shell scheme subject to the Organisers' written consent being obtained. A dimensioned drawing and full details of the Organisers' shell stand will be provided to each Exhibitor. No Exhibitor will be permitted to erect any display goods in such a manner as in the opinion of the Organisers' obstruct the light or impede the view along the open space or gangways or to occasion inconvenience or otherwise effect the display of other exhibitors.

#### 11. STAND DISMANTLING

- a. Exhibitors may not remove any exhibits or stands from the Exhibition until 15 minutes after the Exhibition finally closes to visitors.
- b. Any property remaining after the end of the dismantling period may be removed and sold or otherwise disposed of by the Organiser at the expense of the Exhibitor.
- c. Each Exhibitor must arrange and pay for the conveyance of goods to and from his site in the Exhibition, for their reception and installation and subsequent removal and disposal.
- d. Each Exhibitor must remove from the site all stand construction material and debris. Failure to do so will incur charges that will be re-allocated to the Exhibitor concerned.

#### 12. ADMISSION TO EXHIBITION PREMISES

- a. Exhibitors must obtain from the Organiser the necessary passes to admit their executives, representatives and workmen during the installation, Exhibition and dismantling periods.
- b. Contractors must also obtain similar passes direct from the Organiser.
- c. Any persons bringing goods into or removing goods from the Exhibition premises shall be in possession of evidence of their authority for doing so.
- d. The Organiser reserves the right to refuse entry or to expel any person at any times, notwithstanding that person's possession of an official pass or ticket.
- e. Drivers of vehicles entering the Exhibition premises must obey the instructions of the Organiser at all times and should ascertain from the Organiser the maximum loads or heights permitted before entering the Premises.

#### 13. CONTRACTORS

- a. The Organiser will notify Exhibitors of the official contractors, appointed for catering, electrical work, floral decorations, furniture, lifting, photography, plumbing, shipping and forwarding, stand cleaning and telephone installations.
- b. Space only Exhibitors must submit the names and addresses of stand fitting contractors they propose to employ to the Organisers at least six weeks before the Exhibition opening.
- c. The Organiser reserves the right to refuse admission to the Exhibition premises to any contractor or sub-contractor not previously approved by them

#### 14. EXHIBITS PERMITTED

- a. The Exhibition is open for the display of services and products.
- b. Exhibitors may display only exhibits manufactured by themselves or by an associated or subsidiary company or by a company for which they are the wholesalers, agents or distributors.

- c. During the open period of the Exhibition Exhibitors may not mount a competitive exhibition of sales within 5 miles of the premises unless for normal trading purposes from their own agent's premises.
- d. The Organiser reserves the right at their sole discretion to refuse and if necessary remove at the exhibitor's expense any exhibit which they consider to be in breach of these Rules and Regulations, determined to the proper and smooth running of the exhibition or for which there is insufficient accommodation or which in the opinion of the Organisers or of the Landlords is likely to be dangerous or detrimental to the fabric of the premises.

#### 15. DISPLAY OF EXHIBITS

- a. All exhibits must be on view at all times that the Exhibition is open to visitors. The Organiser reserves the right to remove the cover of any exhibit not uncovered during this period, and shall not be responsible for any loss or damage caused in so doing.
- b. There must be a competent representative of the Exhibitor in charge of exhibits at all times that the Exhibition is open to visitors.
- c. The Organiser reserves the right to prohibit as unsuitable or as annoying to visitors or other Exhibitors any display feature or advertising material, or any sales method or demonstration which is causing offence.

#### 16. STAND DESIGN (SPACE-ONLY EXHIBITORS)

- a. Each Space Only Exhibitor shall submit **1 copy of their stand to the Organiser for approval at least 5 weeks before the Exhibition is due to open.**
- b. This plan must show the ground plan and elevation of stand fitting and is to be drawn to a scale of 1:50. It should describe materials to be used in construction and include the location of back projectors, display features, signs and exhibits. The Organiser will retain the plans submitted.
- c. Special permission from the Organiser is required for the following:
  - i. exhibits in motions;
  - ii. any elevated platform of over 0.6 meters above floor level;
  - iii. any walled enclosure (other than a small office);
  - iv. any arrangement of a seated audience;
  - v. any unusual form of roof or of stand arrangement.

Applications for such permission must be submitted to the Organisers and be accompanied by full details in writing and plans in triplicate at least 6 weeks before the Exhibition opens.

- d. The Organisers reserve the right to order the alteration or removal at the exhibitor's expense of any stand.
  - i. That has not received their prior written approval.
  - ii. That differs from the plans that received approval.
  - iii. That contravenes these Rules and Regulations
- e. Exhibitors occupying Shell Stands must keep to the general and safety regulations etc. but need not submit designs of their interiors.

#### 17. GENERAL STAND REQUIREMENTS

- a. **Height:** Stand fittings and structure must not exceed 2.5m in height without permission from the Organiser, which will not normally be withheld provided that structures do not interfere with the structure of the premises or obstruct the view of other stands. Any space only stands above 4m will be classed as a complex structure and will need



structural approval from a structural engineer and a fee will apply. The Organiser advises to keep stand builds below 4m to avoid additional expense.

**b. Boundaries:**

- i. No part of any stand or exhibit may overhang any gangway or exceed the allotted boundaries of a site.
- ii. Exhibitors must make their stand fitting contractors responsible for confirming the accuracy of the marking out of the site boundaries.
- iii. Exhibition space not provided with shell stands should be clearly defined and the exhibits arranged inside the stand boundary.
- iv. front of all partitions down to 2.5m, structures or signs to the satisfaction of the Organiser.

**d. Open Frontages:**

- i. All stands in the Exhibition irrespective of the height must have at least one third of each frontage either open or fitted with approved transparent material extending vertically from the platform to the underside of the fascia. The design of the remaining two thirds is subject to the approval of the Organisers.
- ii. Stands not exceeding 2.5m in height may erect partitions etc. on the perimeter of the stand. Stands exceeding 2.5m in height must set back all partitions 0.5m from the perimeter of the stand.

**e. Signs and Fascias:**

- i. There is a no rigging policy at the Exhibition.
- ii. The standard shell scheme will provide for the Exhibitor's company name and stand number only to be painted on the fascia to a standard design. If exhibitors wish to have special signwriting, arrangements should be made directly with the appointed shell scheme Contractors at the exhibitors own expense.
- iii. Exhibitors must include their stand letter and numbers on the fascia unless they occupy a site with standard shell, when it is provided.
- iv. The Organiser reserves the right to prohibit flashlights, spotlights, etc. which are causing annoyance.

**f. Access to Services:** Wherever electric or other service boxes or outlets exist, suitable traps or panels must be provided in the floor or walls of the stand to give access to such services at any time.

**18. ELECTRICS AND FITTINGS**

- a. All electrical work on site MUST be carried out by the appointed contractor, and no other electrical contractor will be allowed to work in the Exhibition area. Only the authorised electrical contractor may make connections into the permanent distribution boxes and the Organisers or the authorised electrical contractor will charge the exhibitor the cost. However, exhibitors with open sites may employ their own contractors to install pre-wired stand fitting, but connection to the Hall's supply must be carried out by the appointed contractor.
- b. Exhibitors may use only electricity for all lighting purposes. The use of other forms of power is prohibited except where such use is first approved in writing by the Organisers.

iv. Floor coverings shall be properly secured or weighted along the edges.

**c. Walls:** Exhibitors reserving a portion of a site but not using the standard shell scheme are responsible for providing partition walls between their own stand and others on the block and must conform to the following regulations:

- i. All partition walls must be contained within the allotted boundaries of the site;
- ii. All dividing walls must be 2.5m high unless an alternative height is given prior approval by the Organiser.
- iii. Exhibitors must cover or decorate the back and

c. All electrical installations must comply with the regulations and requirements currently in force of the institution of Electrical competent authority. Exhibitors requiring supply other than as shown above should supply in writing to the Organiser.

**19. FIRE PRECAUTIONS**

- a. All materials used for building, decorating or covering stands must be on non-flammable material. Exhibitors will adhere to all Fire and Safety Regulations that affect the Exhibition. Aisles and fire exits must be kept clear of exhibits.
- b. Each Exhibitor must ensure that there is at least one person his stand, whenever the Exhibition is open to visitors, who knows how to use the fire extinguishers and know the location of the nearest fire alarm within the Exhibition premises.
- c. Additional fire protection must be provided wherever required by the Organiser or any other competent authority.
- d. No petrol, spirit or other liquid or vapour with a flash point lower than 130 degrees Fahrenheit (54 Celsius) and nothing of an explosive or dangerous nature is to be brought within the premises.
- e. No Exhibitor may do or permit anything that would vitiate or affect the fire or other insurance policies or licences covering the Exhibition and the Exhibition premises

**20. EXHIBITS IN MOTION**

- a. Exhibitors may not operate any mobile or moving equipment or exhibits without prior written approval from the Organiser.
- b. Machinery in motion must be safely guarded at all times to the satisfaction of the Organiser.
- c. The Organisers reserve the right to prohibit the operation of machinery and of demonstrations which in their opinion, are causing or may cause annoyance to other exhibitors or to visitors.

**21. STORAGE**

The Exhibitor shall be responsible for the removal from the Exhibition premises and storage of all crates and empty cartons not required on his stand.

**22. GAS, WATER AND WASTE SERVICES**

- a. Gas and water services or waste connections are not available.

**23. CONDUCT OF EXHIBITORS AND REPRESENTATIVES**

- a. **Annoyance/Disturbance:** The Organiser reserves the right to stop any activity on the part of an Exhibitor that may cause annoyance or disturbance to other Exhibitors or



visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere in the Exhibition.

- b. **Microphones:** The use of microphones is permitted but the volume must not be such as to cause any annoyance to other Exhibitors. The Organiser reserves the right to prohibit their use if in the Organisers' opinion an annoyance is being caused.
- c. **Gangway:** Any encroachment upon gangways and passages shall be deemed to be a breach of contract and articles or goods found therein during the period of the Exhibition may be removed by the Organiser or their agents and the Organiser shall not be responsible for any loss thereto occasioned by such removal.
- d. **Publicity Material:** Any publicity material shall be displayed and/or given away **only from the Exhibitor's**

**own stand.** Exhibitors must not hand out leaflets, importune or solicit for orders in any way in the gangways or anywhere else within or outside the Premises.

#### **24. DAMAGE TO EXHIBITION PREMISES**

- a. No Exhibitor may do or cause any damage of any kind to the Exhibition premises or to any of the fixtures and property belonging to the Organiser or to the landlords or their agents.
- b. No Exhibitor may alter or interfere with the structures of the Organiser and of the Landlords.
- c. Any damage which may have been done or caused by the Exhibitor or his agents or contractors to the Exhibition premises or to any fixtures or property belonging to the Organiser or the Landlords shall immediately be made good at the Exhibitor's expense to the entire satisfaction of the Organiser or the Landlords.

