

HYDRO 2016 Exhibition – Terms & Conditions

Registration and Stand Allocation

The **online registration form(s)** on the HYDRO 2016 website must be completed to order a booth or to register for the conference and exhibition. Stand allocation takes place with regard to the exhibition floor plan, see HYDRO 2016 website. In case of multiple orders the stands are allocated on a “first come first serve” base. All exhibitors have to **sign a written contract**. The signed contract has to be returned and confirms that the exhibitor/participant accepts the “Terms and Conditions”. Regulations concerning industrial and trading law must be followed, particularly those for environmental protection, fire prevention, accident prevention, company trademarks and price labelling

Exhibition Guide

Each stand is entitled to a **100 word entry in the Exhibition Guide**. Please complete and return the Exhibition Guide Entry Form by 11th September 2016. Late submission may result in omission from the guide. There are opportunities to raise your company's profile in the Exhibition Catalogue either by upgrading your standard listing to include your company's logo alongside your 100-word profile or by placing an advertisement in the Catalogue. Please contact us to discuss your requirements.

Stand Personnel / Name Badges

Each stand is entitled to **one** complimentary full delegate registration. By default this is the principal exhibitor given in the stand booking form. Up to **two** additional stand personnel can be registered at a reduced rate using the Delegate Registration Form. All other personnel must be registered as “full delegate” using the Delegate Registration Form on the HYDRO 2016 website. Names / job titles / company names will be printed on the conference name badges as registered. Exhibitors must wear their name badges at all times, also during stand build-up and breakdown.

Provisional Exhibition Timetable

Day	Date	Time	
Monday	7 Nov 2016	08:00 – 18:00	Stand build-up
		19:00 onwards	Ice Breaker Reception
Tuesday	8 Nov 2016	08:30 – 18:00	Exhibition open
Wednesday	9 Nov 2016	08:30 – 18:00	Exhibition open
Thursday	10 Nov 2016	08:30 – 15:00	Exhibition open
		15:00 – 16:00	Stand break-down

Please note that this schedule is preliminary and might be changed by the organizing committee.

What's Included

A HYDRO 2016 standard exhibition stand includes:

- Size approx. 3m x 1m x 2.5m (LWH)
- Octanorm modular system, white back and side walls, one open side
- Fascia name board on open side (max. 25 chars)
- Two chairs, one table 80cm x 80cm
- One light (150W), one electrical socket (230Vac) to power small electrical items
- Free Wi-Fi access in the whole conference building

Additional Stand Equipment

If required additional furniture or other stand equipment can be hired from the official stand contractor. Please contact the Organiser if you need any additional equipment.

Terms of Payment / Withdrawal

Exhibitors will receive an invoice for all items which have been booked. Please pay the total amount into the HYDRO 2016 bank account. The fee has to be paid within two weeks after the date of the invoice in order to assure the claim of the booked exhibition stand. The exhibition organiser is entitled to request an immediate termination of the contract, if there is a delay in payment despite reminders. In this instance, a charge of 25% of the stand rental price is to be paid to cover costs, which have already been incurred.

If an exhibitor withdraws after the formal booking of exhibition space, 25% of the rental fee must be paid as compensation. If withdrawal will be indicated later than two months before the exhibition, 50% of the rental fee and later than one month before the exhibition 100% of the rental fee must be paid. Withdrawal must be stated in writing. It is then only legally effective once the organiser has given its written consent.

Insurance

Whilst the HYDRO 2016 organising committee will take every precaution to protect your property during the event, the hotel management, the organiser and the stand contractor cannot accept liability for any loss or damage sustained during the exhibition. You will also be liable for all damage to property and for any loss or injury to third parties caused by you or your agents, contractors or employees. With booking your HYDRO 2016 exhibition stand you ensure that you are fully insured against all risks at the exhibition and have indemnified the organiser against all claims and expenses arising therefrom. Particular attention is drawn to the need for insurance against abandonment and cancellation or curtailment of HYDRO 2016 due to reasons beyond the organiser's control, damage to fixtures and fittings, personal loss and public liability.

Health & Safety

Exhibitors must ensure that all employees, contractors, sub-contractors and agents comply with the relevant regulations of health & safety at work. You will be responsible for receiving, unpacking, staging and the removal of all exhibits and goods on your stand. For safety purposes everyone in the exhibition hall during build-up and breakdown must wear appropriate personal protective equipment (PPE).

By signing the contract the exhibitor assures that

- His/her staff is trained and made aware of the potential risks on site,
- His/her exhibits, demonstrations and work practises present no risk to themselves or others,
- His/her contractor(s) has/have satisfied him/her of his/her competence to undertake all the required tasks,
- His/her organisation's HSE Policy and Risk Assessment will be made available to the Organiser if requested.

In the event of a fire or the alarm sounding you must leave the exhibition building by the nearest exit and proceed to the designated area(s). Do not stop to collect any belongings or return for any reason until you are told it is safe to do so. You should familiarise yourself and your stand personnel with the nearest fire exits on arrival. If you spot a fire you should notify any member of the hotel staff or the HYDRO 2016 team immediately.

All stand furnishings, exhibits and decorations must be manufactured from non-flammable materials or fireproofed in accordance with the current appropriate regulations. Flammable liquids, gases and/or objects may not be used or stored within the exhibition. Use of naked flames, including candles, is strictly prohibited.

All exhibits, including literature, must be kept within the boundaries of your stand and must not obstruct the aisles and gangways within the exhibition hall. Under no circumstances should any aisle, evacuation route, emergency exit or firefighting equipment be partially or fully blocked in any manner which could impede emergency access. No poster, roll-up or exhibit should be displayed in a location where – either when in position or if it were to fall down – it might impede an evacuation route or firefighting procedures or interfere with emergency lines of sight. Any items blocking such routes or equipment may be removed.

Operation of the Booth

You are responsible for the security of your stand and should not leave it unattended at any time, especially during the build-up and breakdown periods. Neither the HYDRO 2016 organiser nor the venue will accept any responsibility for any loss or damage from any cause to befall your stand or any equipment or material displayed on it. All small items and personal effects should be removed overnight and/or whenever the stand is unattended. All goods are left in the exhibition hall at your own risk.

You are responsible for keeping your stand clean and tidy and for ensuring that waste is disposed of in an appropriate and responsible manner. Aisles, gangways and surrounding areas must be kept free of rubbish and obstructions at all times. The aisles and common areas will be cleaned every evening; wherever possible the floor area of your stand will also be vacuumed free of charge. Please place any rubbish in the aisle at the end of each day. All items left in the aisles overnight will be removed, regardless of whether you intended them to be disposed of or not.

You must not glue, paint, staple, screw, nail or pin anything to the shell scheme panels or metal framework. You must not hang anything from the ceiling grid of the shell scheme.

Booths are not allowed to strike before the official end of the exhibition.

Sponsorship

Your company could benefit from a variety of HYDRO 2016 sponsorship packages. Please refer to the sponsoring information given at the HYDRO 2016 website.

User Workshops / Equipment and Boat Demos

Along with the HYDRO 2016 conference and exhibition you may run a user workshop or give live demonstrations of your equipment. Please discuss your ideas and requirements with the organising committee.

Additional Information

For all additional information like conference program, social program, travel and accommodation please visit the HYDRO 2016 website www.hydro2016.com.