# **International Cheese and Dairy Expo 2024 Terms & Conditions**

### **Application for Space / Space Contract**

All exhibition space is booked on a first come first serve basis. Space is not booked until a signed booking confirmation is sent back to the organiser. Space application/contract for International Cheese and Dairy Expo becomes a binding contract when it is signed by the company applying to exhibit and the exhibition organiser, Bell Publishing Ltd.

The person signing the contract is deemed to be authorised by the company whose name appears on the contract, and such signature binds that company, its agents and contractors to observe the rules and regulations set out therein, all the requirements stated in the exhibitor manual, and any amendments which may be made to them. Breach of any of the rules and regulations will entitle the organiser to cancel the contract with the exhibitor and refuse entry to any exhibitor who is in breach of these rules and regulations.

### **Payment**

Payment for the booth rental cost is to be made according to the following schedule:

1. First instalment of 50% of total booth rental cost due with contract

2. Second instalment of 50% of total booth rental due by 2 April 2024.

### **Cancellation**

Cancellation of exhibition space:

Notification of any intention to cancel this contract must be made in writing by the exhibitor names above to International Cheese and Dairy Expo. Upon acceptance of such cancellation the following cancellation fee will be due, depending on the date that notification was received: before 2 February 2024, 25% of total stand rental cost; notification given on or between 2 February 2024 to 1st April 2024, 50% of total stand cost; on or after 2 April 2024, 100% of total stand cost.

### **Failure to exhibit**

Any Exhibitor who fails to exhibit for any reason without being released from the ‘Contract’ by the organiser shall be liable for the total cost stated in the contract as well as any costs incurred by the organiser on behalf of the Exhibitor, and any costs incurred as a result of the failure to exhibit, such as decorating or filling the space booked by the exhibitor. Any exhibitor not occupying their booth by 8:00pm on the 26th June 2024 will be deemed to have failed to exhibit, unless the organiser has received prior notification of a later arrival time.

### **Adjustment of the booth**

The organiser reserves the right to adjust the location or conformation of a booth, and to change the venue to the exhibition, if it deems it to be necessary or in the interests of the exhibition.

### **Sub-letting of Space**

Exhibitors may not assign, sublet, or apportion the whole or part of their booth without prior permission from the organiser. Exhibitors may not display or allow to be displayed the name of any non-exhibiting company on their booth or on their literature without prior permission from the organiser. Exceptions to the rule are in the names of parent, subsidiary or affiliated companies. Where a product of a non-exhibiting company is needed for the demonstration of an exhibit, the non-exhibiting company’s name should appear only in the form and size that it appears normally on the product where sold.

### **Security and Insurance**

The show organiser will not be responsible for the safety of the exhibits against theft, fire, loss, accident, or damage from any other cause, or for accidents to the exhibitors, their employees, or any other person in or about the exhibition hall, except where caused by negligence or misconduct on the part of the organiser. Insurance to cover the above risks must be placed and paid for by the exhibitor. Exhibitors and their representatives should be present at their stands or spaces always during the opening hours of the exhibition. They may not close their stand or space before the appointed time of closing.

### **Attendees/Visitors**

The organiser reserves the right to refuse entry to the exhibition to any person if it is deemed to be in the best interest of the exhibition. The exhibition is open only to persons involved in the dairy processing, food and beverage and related industries.

### **Standards of Display**

All booths shall be decorated and run in a manner suited to a trade and professional event of the highest standard. Exhibitors’ representatives wearing distinctive costumes or carrying banners or signs must remain within their own booth. The organiser reserves the right to require the removal of any display material of booth personnel which it deems to be against the interest of the exhibition.

### **Safety for demonstrating equipment**

An exhibitor demonstrating equipment must consider the safety conditions under which the product will be demonstrated, for example, it must be securely installed, moving parts must be adequately guarded, and starting devices isolated to prevent operation by any unauthorised person.

### **Sales Activities / Literature Distribution**

All sales activities must be confined to the exhibitor’s own booth. Literature may only be distributed within the boundaries of the exhibitors own booth and must relate only to the products and services available directly from the exhibitor. Literature distribution and sales activities may not be conducted outside the premises within the immediate vicinity of the exhibition hall.

### **Video and Audio Equipment**

Video and audio equipment may only be used for demonstration or explanation of an exhibitor’s product or services. The operation of television sets and radios to receive outside broadcasts is not permitted.

### **Film & Audio Visual Demonstrations**

Playing and/or showing any copyright materials as part of a display must only be done with the permission of the legal owners.

### **Noise**

In the interest of their fellow exhibitors, exhibitors are requested to minimise the noise from their booth. Exhibitors are encouraged to demonstrate machinery on their booth, but noisy machinery that hinders normal conversation or that would normally require the use of ear protectors may only run at intervals each day, not continuously. All engines of any type must have a silencer/muffler. Noise from audio visual equipment must be kept at a reasonable level. If intermittent loud noises are expected exhibitors should advise the organiser

in advance. The organiser reserves the right to require the lowering of noise from a booth at its discretion.

### **Outside Activities**

Exhibitors may not arrange, promote, sponsor, or lend their name to activities inside or outside the exhibit hall that in any way conflict with the interests of the exhibition by taking visitors away from the exhibit hall during the exhibition open hours, except with prior permission from the organiser. Facilities can be made available by the organiser for exhibitors wishing to make presentations or entertain within the hall during the exhibition.

### **Signage**

All signs must be within the boundaries of the Exhibitor’s booth, and hung no higher than the height limitations of the booth. Hand-written posters and signs are not permitted. Flexible banners are not encouraged, and if used must be fastened at each corner to create a taut structure. Exhibitors are asked to mount signage and graphics on lightweight board or use other rigid means of presentation.

### **Photography or Filming**

Photographs or video footage of exhibits may only be taken with the permission of the exhibitors concerned. General show photographs or videos may only be taken with the written permission of the organiser. The Venue reserves the right to photograph and record through any media of any Event for its date file and publicity purposes.

### **Food and Beverages**

All food and beverage distribution, including alcoholic beverages, within the exhibition hall must be arranged through the official caterer.

### **Removal of Waste**

During the build-up and break-down days of the exhibition, the aisles of the hall must be kept clear. Painting and sawing can only be carried out at certain designated areas outside the exhibition hall. The hall is cleaned every day after the

show.

### **Dismantling / Movement of Exhibits**

No stands may be dismantled or prepared for packing in any way before the close of the show on the final day. No stand materials may be moved in or out of the hall during the exhibition open hours. Exhibitors needing to move materials in or out of the hall outside exhibition hours but during the show open days must inform the organiser in advance. Any extra staffing or other cost incurred may be charged to the exhibitor concerned. At the end the show exhibitors or their contractors must complete the dismantling and removal of their display within the move out period, leaving the facility in good order. Any materials left at the end of the move out period may be moved by the organiser and the cost of removal and storage charged to the exhibitor.

### **Dilapidation**

Exhibitors are responsible for the cost of making any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors, or any person employed or engaged on their behalf.

### **Exhibition Name and Logo**

All rights in the titles, Dairy Industries International, Dairy Industries Expo, together with their logos and associated graphics, are and shall remain the property of the organiser. Exhibiting companies are at liberty to use the show title and logo to help publicise their presence at the show, but such license will be forfeited by any exhibitor in breach of the rules and regulations of the exhibition. The show title and logo may not be used by anyone in any manner that is deemed by the organiser to conflict with the exhibition as a whole.

### **Force Majeure**

The exhibition may be postponed, shortened, or extended due to any cause whatsoever outside the control of the organiser. In such an event, the organiser shall not be responsible for any loss sustained by the exhibitor, directly or indirectly attributable to the elements of nature, force majeure, or orders and directives imposed by any government authority, and fees paid by the exhibitor, in full or any part thereof, are refundable at the sole discretion of the organiser.

### **Reporting Problems on Site**

Any problems or issues arising on site, other than problems between exhibitors and their appointed agents or contractors, should be reported by the exhibitor to the organiser’s office where they will be recorded and dealt with as quickly as possible.

### **Fire Prevention Regulations**

The Centre is equipped with fire protection and detection devices.

Hazardous materials, cooking and open flame use:

Unless otherwise approved by the relevant government in authorities in writing, and subject to approval:

(i) No naked flame and lamps of temporary gas may be used in the Facilities.

(ii) No explosive, weapons and highly flammable toxic or corrosive substances are allowed in the Facilities.

Any person seeing an outbreak of fire, must make immediate use of the fire alarm system and endeavour to extinguish the outbreak or confine it using extinguishers and/or remove all items in that vicinity. However, no risk should be made to personal safety.

### **Smoking**

Under the Smoking (Prohibition in Certain Places) Act (Cap 310), smoking is strictly prohibited in the halls, toilets, all air-conditioned areas and within 5 metres of all entrances and exits of the Centre.