



4th International Conference on Educational Technology
21st – 22nd November 2007
Republic Polytechnic, Singapore

Terms & Conditions of Contract

1. TERMINOLOGY

The following terms employed in this contract shall have the following meanings:

- (i) "Exhibitor" shall include all employees, servants and agents of any company, partnership, firm or individual renting Exhibition space/stand from the Organiser.
- (ii) "Organiser" shall be Events People Inc Pte Ltd.
- (iii) "Exhibition" shall be the exhibition mentioned overleaf.
- (iv) "Contract" shall mean the contract for space/stand at the Exhibition entered into between the Organiser and the Exhibitor. The contract shall incorporate all the rules and regulations with respect to the Exhibition.

2. PROCEDURE FOR APPLICATION

- (i) All applications for participation must be made by the prescribed application form overleaf.
- (ii) Application for space in the Exhibition shall be duly signed by the Exhibitor or a person authorized by him. When the Application for space is signed on behalf of an Exhibitor, it should so state and should state the name of the Exhibitor.
- (iii) Completed applications are to be returned to the Organiser with the initial deposit of 50% of the total rental. Following receipt of the Application, the Organiser shall issue an acceptance of such application which shall bind the Exhibitor to exhibit at the Exhibition and to observe the Rules and Regulations of the Exhibition (which may be amended from time to time and whenever necessary).
- (iv) The Organiser reserves the right to refuse or accept any Application at their absolute discretion without giving reasons therefore. The deposit is refundable on any amount outstanding for a period exceeding 14 days after the due date for payment until payment is made.

4. ALLOCATION OF SPACE/STAND

- (i) The Organiser shall allocate space/stand in accordance with the nature of the exhibits and/or the Exhibition or in any manner as they deem proper.
- (ii) The Organiser shall have the right to modify, alter or change the booth allocated to the Exhibitor at any time prior to the commencement of the setting up of the Exhibition at the said Exhibition Hall.
- (iii) The Organiser shall have the right to change the size and dimensions of the stand, to transfer or close the entrances and exits to the Exhibition ground and to carry out any other structural alterations if circumstances required.
- (iv) The changes as in (ii) and (iii) above shall be the sole discretion of the Organiser and the Exhibitor shall not be entitled to any compensation as a result of the changes.

5. CANCELLATION OF SPACE/STAND

No cancellation of space/stand shall be accepted by the Organiser. The Exhibitor shall not be entitled to any refund of deposit.

6. CHANGES OF VENUE

The Organiser reserves the right to change the venue and duration if exceptional circumstances demand. Should there be any such changes of venue, date and/or duration, the contract to participate shall remain in force so long as the Exhibitor is informed at least a month before the changes. Under no circumstances shall the Exhibitor be entitled to claim compensation as a result of these changes.

7. USE OF STAND

- (i) Exhibitor shall be responsible in manning the stand with competent personnel.
- (ii) The Organiser shall be entitled to refuse admittance to any persons and/or visitors to the Exhibition or access to the Exhibition.
- (iii) Under no circumstances shall the Exhibitor be allowed to sublet the booth allocated to them to other parties either wholly or in part without the written consent of the Organiser.
- (v) Exhibitors are not allowed to alter the floor, ceiling, pillars or walls without the prior consent of the Organiser.
- (iv) Exhibitors shall be liable for any damage to walls and floors of the Exhibition area in which their exhibits are placed.
- (vi) The Organiser shall be at liberty and at the Exhibitor's risks to remove any exhibit structure, etc which juts out of the space/stand or which encroaches the aisle ways or other facilities or which the Organiser considers unsafe or a danger or a hazard to safety. If the Exhibitor fails to do so within the time specified, all the cost and expenses incurred thereby shall be borne by the Exhibitor.

8. CONSTRUCTION AND DECORATION OF BOOTH

- (i) Exhibitors shall be allowed to construct and deviate their stand as per schedule in the Exhibitor's Manual.
- (ii) The Exhibitors concerned shall be solely responsible for any damages caused by them, their Contractors, servants or agents to other Exhibitors or to any structures within or any parts of the Exhibition ground.

9. LIGHTING AND ELECTRICITY

- (i) All Exhibitors using Booth Scheme will be provided with services as per schedule in the Exhibitor's Manual.
- (ii) All extra fittings and electrical connections must be ordered from the Organiser or its appointed contractors who will undertake all electrical work.
- (iii) The Exhibitor shall not be allowed to employ its own electrical system or alter the Organiser's electrical system.
- (iv) The Organiser is not bound to supply electricity and service if the booths are not completed within the said stipulated time limit.

10. MOVEMENT OF EXHIBITS

Exhibitors are to:

- (i) be responsible and paid the expenses for the transport of exhibits to the Exhibition venue.
- (ii) make their own arrangements for storage and warehousing of their exhibits.
- (iii) submit a list of exhibits to the Organiser at least 8 weeks prior to the Exhibition.
- (iv) ensure that no exhibits be moved in or out of the Exhibition venue without a delivery order or clearance form issued or approved by the Organiser.

11. DISMANTLING

- (i) The Exhibitor shall be allowed to remove all exhibits, alterations, fittings, additions, improvements and other things brought in or installed by them, their servants, agents, invitees, licensees, independent contractors and any person using or otherwise resorting to the space/stand and to clear the space/stand of all such things.
- (ii) If the aforesaid is not completed within the period stipulated by the Organiser in the Exhibitor's Manual, the Organiser shall be entitled to do any or all of the following:
 - (a) enter the space/stand and remove or caused to be removed from the space/stand at the Exhibitor's risks all the aforesaid properties and things and to store such properties and things in any warehouse of the Organiser's choice,
 - (b) enter upon the space/stand and undertake the cleaning of the space/stand,
 - (c) do all other things necessary to restore the site to the required original condition.All cost and expenses incurred thereby shall be borne by the Exhibitor.

12. FAILURE OF SERVICE

The Organiser shall not in any way be liable for any loss sustained by the Exhibition directly or indirectly attributable to the cancellation, suspension or reduction of the scheduled Exhibition from the period advertised as specified due to:

- (i) Force Majeure,
 - (ii) Acts of wars, military activity, municipal statutory or civil authority requisition,
 - (iii) Fire, flood, tempest, excessive inherent weather, earthquake, epidemic or a combination of the same,
 - (iv) Strikes or lockouts by workmen.
- In the event that the Exhibition is cancelled, reduced or postponed or in any way altered, the fees paid to the Organiser, or any part thereof may be disposed at the sole discretion of the Organiser to the Exhibitors but without prejudice to the Organiser's right to appropriate the entire sum or any part thereof for its own purposes.

13. FIRE REGULATIONS

- (i) The Exhibitor shall take full precautions against fire in accordance with local regulations.
- (ii) The Organiser shall be entitled to limit any demonstration and/or materials that are potentially hazardous.
- (iii) The Exhibitor concerned shall bear full responsibility in the event of mishap.

14. INSURANCE, LIABILITY AND RISKS AND EXCLUSION CLAUSES

- (i) All Exhibitors shall insure, indemnify and hold the Organiser and the venue owner harmless in respect of all costs, claims, demands and expenses to which they may be subjected to as a result of loss or injury arising to any persons whatsoever caused while the said persons are upon or examining or passing the said Exhibition stand during the tenancy of the Exhibition.
- (ii) The Exhibitors shall be responsible for the liability or risks of the servants, agents or exhibits. All exhibits shall be placed at the Exhibitor's own risk. The Organiser shall not be held responsible for any theft, damage or loss of the exhibits.
- (iv) It is in the interest of the Exhibitors that they should fully insure all exhibits during the tenancy of the Exhibition.

15. SUPPLEMENTARY CLAUSES

Whenever necessary, the Organiser shall have every right to issue supplementary regulations in addition to those in the Terms and Conditions of Contract to ensure the smooth management of the Exhibition. Any additional written regulations or instructions shall form part of the Terms and Conditions of Contract and shall be binding on the Exhibitors.

16. This Terms and Conditions of Contract shall not be assigned by the Exhibitors without the written consent of the Organiser.

17. Interpretation of this Terms and Conditions of Contract remains the right of the Organiser and their decision is final.

18. Exhibitors are to observe and comply with the laws and regulations of the Republic of Singapore during the period of the exhibitions. Any penalty made against the Organiser arising from the failure of Exhibitor to comply with these laws and regulations shall be charged to the Exhibitor concerned.