

# TERMS AND CONDITIONS

## Sponsors and Exhibitors at Conferences

Gasworld.com Limited, Terms & Conditions for Sponsors & Exhibitors at Conferences

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### 1. Definitions

'Organisers' means **gasworld.com** Limited or their designated representatives. 'Sponsor' and 'Exhibitor' includes any person, firm or company, corporation, institution, association or committee to whom space is allocated. 'Venue' refers to the location where the conference is being held. 'Conference' refers to any event organised by **gasworld.com** Limited.

### 2. Applications

Applications for Sponsorship or Exhibition space at **gasworld** conferences should be made on the official booking form. Both are allocated on a strictly 'first-come, first-served' basis.

### 3. Payments

An invoice will be issued on receipt of the booking form and payment should be made in accordance with the terms thereon. Unless otherwise agreed this will be 30 days of invoice.

Sponsors – Where a sponsorship package is deemed significant payment will by agreement be accepted as 40% within 30 days of invoice with the balance due two months prior to the month of the conference.

### 4. Cancellations

Exhibitors wishing to cancel a booking must do so in writing to **gasworld**. Receipt of such will be confirmed in writing by return. **gasworld** incurs considerable costs prior to the conference including marketing, promotion and administration expenses, so the following charges for cancellations will apply:

- 20% of total cost if cancelled up to 12 weeks prior to the event;
- 40% of total cost if cancelled between 12 and 8 weeks prior to the event;
- The full cost of the booking is payable for cancellations within 8 weeks of the event.

### 5. Bankruptcy

In the event of an Exhibitor or Sponsor becoming bankrupt, or going into liquidation, or having an administrator or receiver appointed, or entering into a voluntary arrangement, the contract with him may be terminated at the option of **gasworld** and the full contract price will be due and payable with immediate effect.

### 6. Sub-Letting or Shared Stands

An exhibitor may only sub-let or share a stand with the prior written consent of **gasworld**.

### 7. Prohibition of transfer

Sponsors may not assign or share or grant licences of any part of the Sponsorship. Nor may any cards, advert, or printed matter of firms who are not bona fide Sponsors be exhibited in or distributed from, any area of the Conference.

### 8. Registration of Staff

Staff from Sponsors and Exhibitors who wish to attend the conference sessions must register as full conference delegates, unless a specific prior arrangement has been made with the Organisers.

### 9. Amendment of Site Plan

Every endeavour is made to preserve the published layout of the conference area and exhibitions. Should it be necessary to revise the layout for any purpose, the Organiser reserves the right to transfer an Exhibitor to an alternative suitable site.

### 10. Stand Building

Exhibition sites vary from venue to venue (normally but not always 3m width x 2m or 3m depth) this will be stated in the exhibition brochure and/or confirmed in the booking confirmation. Exhibitors must abide by the set-up and breakdown times as stated by the Organiser. Under no circumstances can a stand be broken down until after the close of the conference without prior permission from the Organiser.

### 11. Liabilities

While the Organisers shall endeavour to protect property at the Conference, it must be understood that the management of the Venue, the Organisers and any Official Contractor cannot accept liability for loss or damage sustained, occasioned by any cause whatsoever. Exhibitors and Sponsors agree to indemnify and hold **gasworld** harmless against any and all loss, liability, damage, costs, expense, claims, proceedings and actions arising out of any negligent act or omission of Exhibitor or Exhibitor's Employees; including any breach of these terms and conditions by Exhibitor or Exhibitor's Employees. **gasworld's** maximum liability shall not exceed the amount paid by the Exhibitor or Sponsor in connection with the Contract.

### 12. Insurance

Exhibitors and sponsors are responsible for arranging appropriate insurance cover in connection with their attendance at the conference, including prevention, postponement or abandonment. **gasworld** can not be held liable for any loss, liability or damage to personal property.

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### 13. Fire & Safety

Exhibitors and Sponsors must comply with any reasonable instructions given by any authority regarding fire precautions and safety. All decorations, displays and exhibits, together with incidental fittings, must conform fully to the regulations and requirements of local authorities, and must be non-flammable or treated for fire prevention by an approved method.

### 14. Alterations & Disclaimer

gasworld reserves the right to make alterations to the conference programme, venue and timings at any time. In the unlikely event of the programme being cancelled by gasworld, a full refund will be made. Liability will be limited to the amount of the fee paid by the sponsor or exhibitor. Whilst the Organisers will make every effort to secure a high level of attendance of delegates to the conference, no guarantee of delegate numbers can be given and no discounts or refunds are available if delegate numbers do not reach the projected levels.

### 15. Cancellation of the Conference

In the event of it being found necessary for whatever reason that the Conference and Exhibition shall be postponed, abandoned or altered in any way in whole or in part, or if the Organisers find it necessary to change the dates of the Event, the Organisers shall not be liable for any expenditure, damage or loss incurred by the Sponsor. In the event of cancellation the Sponsor will be refunded any monies paid. If by re-arrangement or postponement of the period of the Event, or any other reasonable manner, the event can take place, the contract between the Organisers and the Sponsors shall remain in force.

### 16. Information and Copyright

Information supplied by the Organisers in relation to any conference is accurate to the best of their knowledge and belief, but shall not constitute any warranty or representation. Any inaccuracy, mistakes or omission in such information shall not entitle the Sponsor or Exhibitor to cancel his contract. All information and data relating to the event is the copyright of the Organiser and cannot be passed on to any third party for any purpose. Lists and information relating to participants may only be used in relation to the Sponsor's presence at the event.

### 17. Websites & Links

The conference and associated gasworld websites may link to other websites and networking tools, provided for the convenience of the users. The contents of these websites are maintained by their owners, for which gasworld takes no responsibility; neither can responsibility be taken for contents of any website linking to this website.

### 18. Data Protection

By submitting registration details, you agree to inform your representatives of our privacy policy and agree to allow gasworld and companies associated with the conference to contact them regarding their services. Delegates who do not wish to receive such communications please email [conferences@gasworld.com](mailto:conferences@gasworld.com). The contact details of registered delegates will be placed on the attendee list which will be passed to sponsoring companies and to all attendees for them to see who is at the conference for the purpose of networking and meetings. Delegates who do not wish to be included on this list should advise at the time of booking. Further information on how personal data may be processed is available in our privacy policy.

If you have any questions about these Terms & Conditions, please contact -

The Conference Manager  
gasworld  
Underground House  
Trevissome Park  
Blackwater  
Truro  
TR4 8UN

[conferences@gasworld.com](mailto:conferences@gasworld.com)  
T +44 1872 225031