



IPS WESSEX  
BRANCH CONFERENCE  
**ACCESS ALL AREAS**

14th November 2024  
Novotel, Southampton



We would like to thank you for your interest in supporting this event.

**SECTION 1: Please indicate your choice of stand(s) and/or partnership package**

1 <sup>st</sup> choice		2 <sup>nd</sup> choice		3 <sup>rd</sup> choice		Table Top	£
Stand no.		Stand no.		Stand no.			

I would like to proceed with the following partnership opportunities:

	<b>Cost: £</b>	<b>+VAT</b>
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**SECTION 2: Contact details of person to receive all further exhibition information**

Company name:

First name:  Last name:

Job title:  Phone no.:

Email:

**Section 3: Payment**

Invoice address:

City & Postcode:  Email (if different from above):

**Payment details:**

**INVOICE**  
A copy of your Purchase Order (PO) paperwork must accompany this booking form in order for it to be processed.  
BACS payment to 'IPS Wessex', Account No. 10325314 Sort code: 83 51 00

Expected payment date: \_\_\_\_\_  
Please email remittance advice to: [accounts@fitwise.co.uk](mailto:accounts@fitwise.co.uk)

**SECTION 4: Terms and conditions of booking**

**By returning this booking form, you are accepting the terms and conditions stated below. If you have any questions about this please talk to us before returning the form.**

**Public Liability (PLI) Certificate - this will be required prior to the event and will be requested in your pre-event exhibitor information**

**Definitions**

In these regulations the term "Exhibition" or "Event" refers to **IPS Wessex Branch**. The term "Exhibitor" includes any person, firm, company, association, organisation and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the exhibition. The term "Organisers" means Fitwise Management Ltd on behalf of the Conference Organising Group of the **IPS Wessex Branch**. The term "Premises" refers to **Novotel Southampton**.

**Payment**

Payment must be made in full within 30 days or prior to the event, whichever is sooner. Failure to pay will result in your company being refused entry to the event and you will still be liable for the full cost of your stand and any ensuing costs. Invoices not paid within 30 day net will incur an 8.5% charge.

**Cancellations**

Refunds for stands, which are cancelled, will only be made in the event of the exhibition being sold out. Every effort will be made to re-sell all stand space.

**Applications for and allocation of stand space**

Applications for stand space must be made on the form provided which should be returned to the address stated as soon as possible. Acknowledgement of the booking and a VAT invoice will be sent to you within 7 working days. Attention will be paid to the order in which forms have been received when allocating space. Notification of stand(s) allocated will be circulated to exhibitors as soon as possible after the booking date. The organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An exhibitor may not, except by express written permission of the organisers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principals. The display or acknowledgement or credit or advertisement indicating membership of any organisation, society or trade association is not allowed except by express written permission of the organisers. The organisers retain the right to alter the layout of the exhibition if it is deemed to be in the best interests of the exhibition. Exhibitors should note, however, that every effort will be made to maintain the published exhibition plan layout.

**Bankruptcy or liquidation**

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the exhibitor under contract shall be forfeit.

**Sub-letting**

Sub-letting or licensing the use of stand space is not permitted, neither may the products or service of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the exhibitor is the United Kingdom selling agent for such products or firms, or express written permission has been obtained from the organisers.

**Occupation of stand space**

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of an exhibitor failing to take possession of his stand the organisers have the right to re-let the stand and all monies paid shall be forfeit. Provisional timings are stated in the prospectus.

**Exhibitors technical manual**

Further technical information concerning the exhibition together with order forms for all ancillary services available to exhibitors will be forwarded to exhibitors by **Oct 2024**. This will include specific guidance and any relevant restrictions relating to the event and build including access and build times. You are strongly advised to refrain from confirming design and build plans until you have received and read the information thoroughly. Once released, the technical manual will supersede any information stated within the prospectus.

**Data Consent**

Other third parties that will have access to your personal data

Your data may be shared with the following organisations and third parties:

- Exhibition stand contractors
- Organising committee of the Event (Only name, job title, organisation and town/city will be given)
- A third party badging company if relevant for the event (Only name, job title, organisation and email address will be given)
- For e-conferences, a third party e-conference provider if relevant "Talking Slides" (Only name, job title, organisation and email address will be given)

**General conditions**

The organisers are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own stands. The decision of the organisers is final and decisive on any question not covered in the foregoing regulations. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the organisers may occupy the premises and with policies of insurance affected by the organisers.

**Insurance**

Exhibitors are reminded of the need to consult their insurance company or insurance broker to cover themselves fully against all risks at the exhibition.

It is the exhibitor's responsibility to ensure the appropriate Public Liability Insurance (PLI) is in place. This applies to ALL exhibitors, including charities and not-for-profit organisations. Exhibitors who do not have existing PLI should investigate the option of obtaining appropriate cover specifically for this event. Exhibitors who are not able to provide evidence of PLI will be refused entry to the event.

**Liability**

Whilst the organiser will endeavour to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises, the organising group and the organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage

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Last Reviewed: 24/05/23

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to property and for any loss or injury caused by them or their agents or employees and will indemnify the organisers against all claims and expenses arising as a result. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or part or if the organisers find it necessary to change the dates of the exhibition, the organisers shall not be liable for any expenditure, loss or damaged incurred by an exhibitor or exhibition contractor resultant upon such change. Nor shall the organisers be liable for any expenditure, loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.

**Exhibitor onsite rules and regulations**

Exhibitors must follow the exhibition rules and regulations as set out in the document: 'FML – OD4252 Exhibition Regulations and Rules' [here](#).

For official use		Stand allocated	
Date processed		Date Conf letter sent	
Date Invoice sent		Date Payment	

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