



ICOLSE 2011 Conference booking form

International Conference on Lightning and Static Electricity
 September 6th – 8th September 2011 Oxford, UK

Please note that booking forms received without payment will be considered binding and invoiced automatically.

Delegate Information

Contact Details		Company Details	
Contact Name:		Company Name:	
Contact Title:		Address:	
Contact E-mail:			
Contact Tel:			
Contact Fax:			
<input type="checkbox"/>	Exhibition: 3m x 2m	Stand Number:	
			Book before 1/7/2011 £750 + VAT Book after 1/7/2011 £850 + VAT

Payment Method

Purchase Order Number:

Payment has been made by Bank Transfer

VAT Registration no: GB 209 7152 66

Payment must be made before attendance at the event and must be made in £ sterling only. Acceptable methods of payment are by cheque (payable to Cobham CTS Ltd), credit card or bank transfer. Bank transfers are free of all charges, can be made to Cobham CTS Ltd via: Barclays Bank PLC, PO Box 1824, Wimborne, Dorset, BH21 1YJ; sort code: 20-96-96, account no: 00327433. When paying by bank transfer, please quote the relevant event, reference number and the company name.

Sponsorship and exhibition bookings will be confirmed on receipt of a duly completed and signed booking form. The balance of all outstanding payments must be received by 31 August 2011. Sponsors and exhibitors who have not paid in full by 31 August 2011 will not be permitted to set-up their exhibition stand and will not be mentioned in the conference proceedings or on the conference website. Similarly, any promotional inserts will not be included in the delegate bags.

Authorisation

Signed:

Name:

Position:

I enclose a cheque/banker's draft/BACS Remittance Advice for £ as payment for the above Sponsorship and/or Exhibition opportunities.

Please invoice payment for the above Sponsorship and/or Exhibition opportunities using our stated purchase order number.

I have read and understood the terms and conditions (overleaf) of the 'International Conference on Lightning and Static Electricity' Conference and Exhibition.



2011 INTERNATIONAL CONFERENCE ON LIGHTNING AND STATIC ELECTRICITY



ICOLSE 2011 Conference Terms and Conditions

ICOLSE 2011 International Conference on Lightning and Static Electricity - September 6th-8th 2011 Oxford, UK

1. DEFINITIONS

Exhibitor means the party stated on the Acknowledgement. Exhibitor Employee means employees, agents, subcontractors and guests of Exhibitor. Acknowledgement means supplier's acknowledgement of Exhibitor's order confirming the allocation of exhibition space to be provided subject to these terms and conditions.

2. PAYMENT

All bookings of sponsorship and exhibition packages are administered on a first-come, first served basis.

3. PAYMENT SCHEDULE

The booking of all sponsorship and exhibition packages will only be confirmed after receipt of the completed booking form. All bookings of sponsorship and exhibition packages will be acknowledged with further particulars and an invoice for the payment. Payment should be made in £ Sterling by:

- cheque or bankers draft drawn on a UK bank made payable to "Cobham CTS Limited".

- by bank transfer: via Barclays Bank PLC, PO Box 1824, Wimborne, Dorset, BH21 1YJ; sort code: 20-96-96, account no: 00327433. Please quote the relevant event, reference number and your company name.

All payments must be received prior to 31 August 2011.

4. DISPLAY SPACE

The Exhibitor shall pay for the total stand charge in advance of the event. No panels are provided between stand spaces. Exhibitors' panels must be freestanding and entirely within the marked floor-space. Nothing may be fixed to the venue walls or flooring. Exhibitors will be liable for any charges imposed on supplier by the venue for any damage howsoever caused. Exhibitors may only display or demonstrate products, processes and services, or distribute advertising material, from their stands and may not distribute such around the conference venue. Exhibitors wishing to arrange for photographs to be taken should apply to the supplier for permission. Permission will not be unreasonably withheld but photograph rights are reserved by the supplier. The supplier shall have final authority to allocate or rearrange the stand spaces at its own discretion, to ensure a uniform appearance to the Exhibition. Exhibitor shall be solely liable for the content of its exhibition material and shall indemnify and hold the supplier harmless against all costs claims or other liabilities arising as a result of the display of Exhibitor's exhibition material including but not limited to claims by third parties in relation to breaches of confidentiality and intellectual property rights. The Exhibitor is responsible for the installation and erection of its display any and all injury to or death of any persons or damage to property including that of the venue arising in connection with the erection, display and dismantling of its exhibit and shall indemnify the supplier against all such liabilities.

5. FIRE 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. Full details of all exhibit materials must be provided at least 45 days in advance of the event in order to allow the venue operator to obtain any special consent or licences. If any such consent, approval or licence is refused the Exhibitor shall not bring the relevant item into the venue. Smoke machines or other flammable or pyrotechnic devices are not allowed. The use of laser equipment and stroboscopic lighting is not permitted. All waste material, including packaging shall be cleared immediately or, where this is not practical retained within the Exhibitor's allocated exhibition area prior to it being cleared away as soon as reasonably possible. The Exhibitor shall at all times remain responsible for the removal of its waste from the venue. No storage is allowed on stands. Exhibitor shall and shall procure that Exhibitor's Employees at all times: abide by the reasonable instructions of the supplier and / or the venue operator with respect to fire and safety or conduct within the venue; use such entrances and exits as designated by the venue operator and / or the supplier; and keep all exits and gangways free from obstruction. Exhibitor shall not bring or allow to be brought into the venue any alcoholic beverage or liquor. The supplier and the venue operator shall have the right to eject any person from the venue who in their sole opinion represent a risk to health and / or safety or fail to comply with the reasonable instructions and requests of the supplier or the venue operator. The supplier and the venue operator shall have the right to require Exhibitor to remove exhibition material which in their opinion may cause a health and safety risk or which they otherwise consider unsuitable for display for whatever reason.

6. LIGHTING AND POWER

A single 13-amp socket outlet will be provided to each stand. No extension leads or adaptors are provided. Any lighting provided by Exhibitors must be connected to a 13-amp outlet. Any additional power requirement must be agreed with the supplier prior to the event. All electric cables supplied by Exhibitor shall be securely positioned and routed in a safe manner by Exhibitor to prevent any hazard. Exhibitor shall ensure that all of its electrical equipment shall be suitably PAT tested and in a safe condition so as to prevent electrocution and the Exhibitor is fully liable for any event of this nature. Exhibitor shall ensure where practicable that all electrical equipment shall be switched off at the end of each day.

7. SECURITY

There are no special security arrangements for the Exhibition. It is the Exhibitor's responsibility to properly secure all equipment and display material for the duration of the Exhibition including erection and dismantling.

8. LIABILITIES

Nothing in these terms and conditions shall act so as to limit either party's liability for death or personal injury arising from its negligence for which the parties accept unlimited liability. Exhibitor shall reimburse the cost of damage caused to property, contents or grounds of the venue by itself or Exhibitor Employees. To the maximum extent permissible by law the supplier accepts no liability for the security, loss, destruction or damage to items belonging to the Exhibitor or Exhibitor's Employees whilst at the venue. All items brought to the venue shall comply with all applicable health and safety laws and regulations. Exhibitor shall be solely responsible any computers, projectors, jewellery, money, clothing or other property brought into the venue by Exhibitor or Exhibitor's Employees and to the maximum extent permissible by law the supplier accepts no liability for loss or damage to such items. To the maximum extent permissible by law the supplier's maximum liability to Exhibitor shall not exceed the amount paid to the supplier by Exhibitor in connection with the Contract. Exhibitor agrees to indemnify and hold the supplier harmless against any and all loss, liability, damage, costs, expense, claims, proceedings and actions arising out of (i) any negligence act or omission of Exhibitor or Exhibitor's Employees; (ii) any breach of these terms and conditions by Exhibitor or Exhibitor's Employees.

9. INSURANCE

Exhibitors are advised to ensure that they have in force adequate insurance cover to provide for their potential losses and / or liabilities hereunder. Exhibitors are advised to insure against costs and losses that they may incur in the event of the Exhibition being prevented, postponed or abandoned for causes beyond the supplier's control.

10. WITHDRAWAL BY EXHIBITOR OR SPONSOR

Exhibitors are responsible for the entire costs relating to their Exhibition space booking once an Acknowledgement is issued. Exhibitor or Sponsors shall not be entitled to any refund in the case of cancellation of its booking. In the event that the supplier secures an alternative Exhibitor or Sponsor willing to pay for the hire of the cancelled exhibition space or sponsorship option, the supplier shall pay Exhibitor or Sponsor a partial refund equivalent to 50% of the amount received by the supplier for such hire. The supplier will not be responsible for any Exhibitor's costs should that Exhibitor or its exhibits fail to arrive at the venue on the due date & time.

11. CANCELLATION BY THE SUPPLIER

In the event that the venue becomes, in the sole discretion of the supplier, unfit for occupancy or substantially interfered with for any reason or cause not within the control of the supplier, the Exhibition may be cancelled by the supplier with immediate notice. Should the supplier cancel the Exhibition, the Exhibitors shall waive any and all claims for damages, whether direct or indirect, that they may incur. However, if the total fees paid by all Exhibitors exceeds the total Exhibition costs plus the expenses of its preparation (including a reasonable reserve for claims and other contingencies), The supplier may issue a rebate to the Exhibitors, in full and final settlement of all Exhibitors' claims and demands. In such case, the amount refund would bear the same relationship to the fee paid by the Exhibitor, as the total refundable amount bears to the total fees paid by all Exhibitors.

12. LAW

Except as specifically provided for herein no party who is not a party to this agreement shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any of the terms of the Contract. The Contract shall be governed, construed and shall take effect in accordance with the laws of England, and all disputes arising in relation thereto shall be subject to the exclusive jurisdiction of the English Courts to which the Exhibitor and supplier by agreement irrevocably submit.