



# CEM 2011

## Exhibition & Sponsorship Prospectus

Eighth International  
Conference on  
Computation in  
Electromagnetics

11 -14 April 2011

Wroclaw, Poland



**UK Magnetic Society**

**VDE**

## **Organised by**

CEM 2011 is organised by Blue Vision Events Limited on behalf of the Electromagnetics Technical and Professional Network (TPN) of the Institution of Engineering and Technology (IET), in association with Antennas and Propagation TPN and the International Compumag Society.



[www.CEM2011.com](http://www.CEM2011.com)

## Critical Dates

<b>Paper submission open &amp; CEM2011.com to go live</b>	Thursday 1, July 2010
<b>Paper submission closes</b>	Monday 1, November 2010
<b>Notification of acceptance/rejection</b>	Monday 13, December 2010
<b>Online registration open</b>	Saturday 1, January 2011
<b>Provisional programme and abstracts online</b>	Tuesday 4, January 2011
<b>Deadline for amended papers</b>	Monday, 21 February 2011
<b>Start of conference (evening drinks reception)</b>	Monday, 11 April 2011
<b>Close of conference (after lunch)</b>	Thursday, 14 April

Dear Industry Representative

Electromagnetics is essential to multi-disciplinary engineering and used in virtually all sections of industry, from nanoelectronics to power systems, spanning Micro to Giga Watts and frequencies from DC to daylight. CEM is a flagship event of the Electromagnetics Network of the IET and presents a unique opportunity to industry by bringing together the communities of researchers engaged in methods and techniques (computational electromagnetic), engineers facing the challenges of hazards and EMC/EMI and designers of low frequency as well as high frequency devices, in fields as diverse as electrical machines and power apparatus on one end of the scale to antennas, waveguides and optical instruments on the other. I would like to offer a warm welcome to our industrial partners and words of encouragement to exhibit at or sponsor the conference. For the first time in its history CEM will be hosted in Poland, a country with great traditions in science and engineering and at the same time a vibrant manufacturing base. This is therefore an opportunity not to be missed!



Professor Jan Sykulski  
Conference Chairman  
University of Southampton



## General Information

### Conference Organiser

Blue Vision Events Limited  
Stable House  
Park Hall Farm  
Heathencote  
Northamptonshire  
NN12 7LD, UK

**Email:** CEM2011@bluevisionevents.com

**Telephone:** + 44 (0) 1327 352201

**Web:** CEM2011.com

### Conference Venue

Sofitel Hotel  
Ul.sw.Mikolaja 67  
50-127  
WROCLAW  
Poland

**Telephone:** (+48)71/3588300

**Web:** <http://www.sofitel.com/gb/hotel-5345-sofitel-wroclaw-old-town/index.shtml>

## Conference Profile

This conference provides a forum for the presentation and discussion of research into computational techniques for solving problems in electromagnetics, with focus on aspects and applications of numerical modelling based on these techniques. Both low and high frequency fields will be covered, as well as electromagnetic hazards and EMC.

The conference will provide an opportunity for experts in the field, including practising engineers and designers, to meet and exchange information on recent developments in electromagnetic modelling. It will be of interest to academics undertaking research in electromagnetics and to engineers in fields such as telecommunications, propagation and remote sensing, power, defence and transport, where the electromagnetic aspects are crucial.

The focus is on an inclusive conference with networking opportunities. The emphasis is on interactive (poster) presentations with plenty of opportunities for informal discussions. Each session will start with invited oral introductory reviews of the relevant topics.

## Accommodation

The conference will be held at the 5 star Sofitel Hotel which is nestled in the heart of the city's historic district, and is a stone's throw from the bustling Market Square and within walking distance of the key tourist attractions, shopping areas and fine restaurants. The hotel is equipped with all the features that make a trip both comfortable and enjoyable. The atmosphere and the personalised service have gained a reputation as a undisputed 'must' for all major business meetings and conferences.

The hotel is only 12 km from Copernicus Airport (WRO) and 1.5 km from the railway station.

To book please visit the conference website

[www.CEM2011.com/venue](http://www.CEM2011.com/venue)

## Conference Venue

Wroclaw is a thriving cosmopolitan centre and as the capital of the province of Lower Silesia it is a strong economic, scientific and cultural centre. Situated strategically between Prague, Warsaw and Berlin, Wroclaw boasts a developed transportation infrastructure that connects the metropolis with the whole of the continent and beyond.

European low cost airlines arrive daily in to Wroclaw's Copernicus Airport which is located in Strchowice, 13km west of the centre of town.

For more information please visit the conference website

[www.CEM2011.com/venue](http://www.CEM2011.com/venue)

## Organising Committee

### Professor Jan Sykulski

Conference Chairman  
University of Southampton, UK

### Dr Cris Emson

Conference Editor  
Infolytica Europe, UK

### Professor Oskar Biro

Guest Editor post-conference issue of IET SMT  
Technical University of Graz, Austria

### Professor Kay Hameyer

Past Conference Chairman  
RWTH-Aachen University, Germany

### Professor Teresa Orlowska-Kowalska

Local Organising Committee Chair  
Wroclaw University of Technology, Poland

### Professor Andrzej Demenko

Local Organising Committee Vice-Chair  
Poznan University of Technology, Poland

### Professor Slawomir Wiak

Local Organising Committee  
Technical University of Lodz, Poland

### Dr Malgorzata Celuch

Local Organising Committee  
Warsaw University of Technology, Poland

### Ian MacDiarmid

IET EM-TPN Chair  
BAE SYSTEMS Military Air Solutions, UK

### Dr Simon Taylor

IET EM-TPN  
Cobham Technical Services, UK

### Professor Christos Christopoulos

IET TPN-A&P  
Nottingham University, UK

### Professor Adel Razek

IET EM-TPN  
SUPELEC, Gif-sur-Yvette, France

## Exhibition and Sponsorship at a glance

	COST STIRLING (£)	Page number
<b>Exhibition Space</b>		
Space only	£800 per 3m x 2m pitch	3
<b>Sponsorship Levels</b>		
Platinum	£2500.00	5
Gold	£1800.00	5
Silver	£1200.00	5
Bronze	£1000.00	5
<b>Activities</b>		
Abstract book/programme	£1000.00	6
Catering breaks	£300.00	6
Conference dinner	£500 to £5000.00	6
Delegate bag inserts	£200.00	6
Delegate water	£1000.00	6
Delegate bags	£600.00	7
Internet cafe	£1500.00	7
Pocket programme	£1000.00	7
Hospitality suites	£300.00 to 400.00	7
TAP Meeting	£300.00	7
Company literature on conference USB	£100.00	8
Notepads	In Kind	8
Pens	In Kind	8

## Exhibition

The exhibition will be held on the **1st Floor** of the Sofitel Hotel, and will be the main focal point for catering and refreshment service.

## Currency

All items are listed, and will be charged in Pound Sterling (£). If you wish to pay by bank transfer, please indicate this on the booking form.

## Preliminary Exhibition Schedule

### Set up:

Monday 11 April 2011      15:00 to 18:00 hrs

### Open:

Tuesday 12 April 2011      09:00 to 17:00 hrs

Wednesday 13 April 2011      09:00 to 17:00 hrs

Thursday 14 April      09:00 to 14:00 hrs

### Take down:

Thursday 14 April 2011      14:00 to 16:00 hrs

***Times subject to change  
(all exhibitors will be notified accordingly)***

## Exhibition Space Assignments

Exhibit space is based on priority allocation, according to sponsorship level, and then on a first come, first served basis according to the date the booking form is received. Please ensure you list your preferred spaces on the booking form.

### Space only exhibits

Exhibitors may apply for a specific sizes of stand but these cannot be guaranteed and must be previously requested through the advanced booking form.

- Platinum, Gold and Silver sponsors receive additional price reductions for exhibition space

## Exhibition Services

The following services are included for all exhibitors:

- One conference registration per exhibition stand, giving full access to all the scientific sessions
- One exhibitor badge
- Three day exhibit exposure
- One delegate bag (including final program)
- One welcome reception ticket
- One conference dinner ticket
- Logo in the final program documentation and on the CEM2011 website
- Exhibition technical manual
- Daily cleaning of stand and common areas
- One 6ft trestle table
- Two chairs
- One power socket

## Registration

See our sponsorship packages for conference registration inclusions or contact us for large volume registrations.



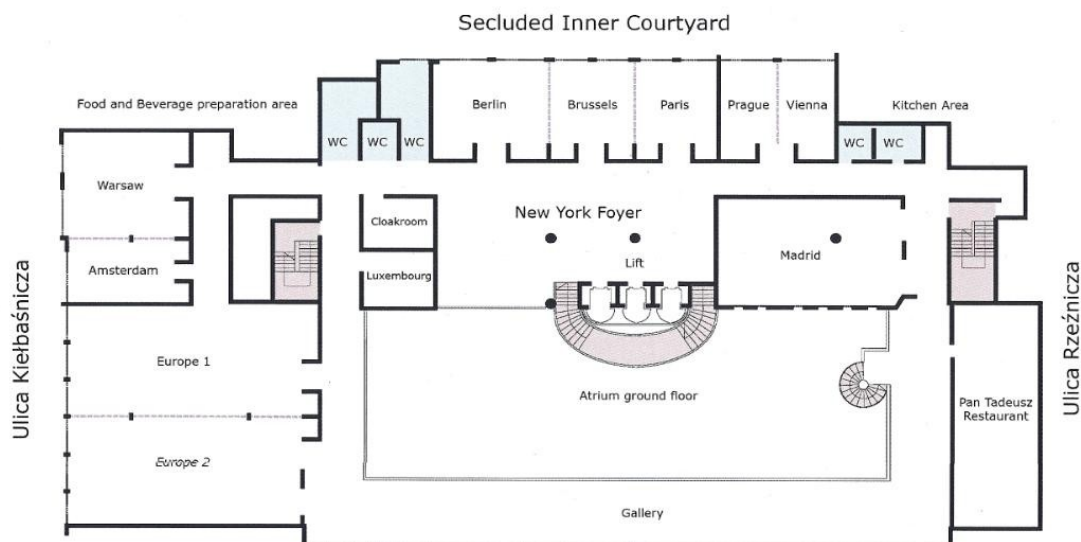
## Conditions of Exhibiting

Please ensure you read the terms and conditions of exhibiting which are at the back of this prospectus. Signing the application form confirms your acceptance of these conditions.

## Insurance

Companies participating in the conference are reminded that they will need to make their own arrangements to cover their own insurance risks for damage, liability, cancellation or curtailment from the point of booking onwards and for the duration of the exhibition. You may be required to provide evidence of insurance to the organisers in advance of the conference.

## Floor Plans



## Sponsorship

The option to sponsor activities at the conference is available to any exhibitor.

## Sponsorship Levels

Key sponsorship status will be offered to companies as follows.

<b>Platinum:</b>	<b>£2500.00</b>	<b>Gold:</b>	<b>£1800.00</b>
<b>Silver:</b>	<b>£1200.00</b>	<b>Bronze:</b>	<b>£1000.00</b>

## Key sponsors' Entitlement

In addition to the entitlements of the individual sponsorship items, key sponsors will receive the following:

### Platinum

Platinum priority exhibition space allocation

- 15% discount on exhibition space
- Four additional conference registrations
- Four additional complimentary welcome reception tickets
- Four additional complimentary conference dinner tickets
- Full-page advertisement in final program
- Delegate bag insert – *Sponsor to provide insert*
- Logo on venue signage
- Logo and acknowledgement on the CEM2011 website under key sponsors' section with link to own website
- Logo and company profile acknowledgement in key sponsors' section in the final program
- Logo on the front of the delegate bags
- Company literature on conference USB stick
- Option to hire a Hospitality Suites

### Gold

Gold priority exhibition space allocation

- 10% discount on exhibition space
- Two additional conference registrations
- Two additional complimentary welcome reception tickets
- Two additional complimentary conference dinner tickets
- Half-page advertisement in final program
- Delegate bag insert – *Sponsor to provide insert*
- Logo on venue signage
- Logo acknowledgement on the CEM2011 website under key sponsors' section with link to own website
- Logo and company profile acknowledgement in key sponsors' section in the final program
- Logo on the front of the delegate bags
- Company literature on conference USB stick
- Option to hire a Hospitality Suites

### Silver

Silver priority exhibition space allocation

- 5% discount on exhibition space
- One additional conference registrations
- One additional complimentary welcome reception tickets
- One additional complimentary conference dinner tickets
- Half-page advertisement in final program
- Delegate bag insert – *Sponsor to provide insert*
- Logo on venue signage
- Logo acknowledgement on the CEM2011 website under key sponsors' section with link to own website
- Logo and company profile acknowledgement in key sponsors' section in the final program
- Logo on the front of the delegate bags
- Company literature on conference USB stick
- Option to hire a Hospitality Suites

### Bronze

Bronze priority exhibition space allocation

- One additional conference registration
- One additional complimentary welcome reception tickets
- One additional complimentary official dinner tickets
- Delegate bag insert – *Sponsor to provide insert*
- Logo and company profile acknowledgement in key sponsors section' in the final program
- Logo acknowledgement in key sponsors' section in the final program
- Logo on the front of the delegate bags

## Sponsorship Opportunities

The items listed below are subject to change in line with the conference requirements. Any changes will be notified to interested parties immediately.

If you have a sponsorship request that is not listed please contact us: [CEM2011@bluevisionevents.com](mailto:CEM2011@bluevisionevents.com)

### **Abstract/programme book**

**£1000.00**

The abstract book will be circulated to all delegates and will contain the conference programme and all accepted abstracts (both oral and posters).

#### ***Entitlements include:***

- Full colour outside back cover advertisement in abstract book/programme
- Acknowledgement and logo in final programme
- Delegate bag insert – *Sponsor to provide own insert*

### **Catering breaks**

**£300.00**

Sponsor one of 5 catering breaks over the course of the 2.5 day meeting. Sponsors may choose their preferred day and break time. Allocation according to sponsorship level, and then on a first come first served basis according to the date the booking form is received.

#### ***Entitlements include:***

- Acknowledgement in final programme
- Logo included on catering signage
- Branding of bar/food station/s where appropriate
- Acknowledgement banner and logo on any appropriate directional signage
- Delegate bag insert – *Sponsor to provide own insert*

### **Official dinner**

**From £500.00 to £5000.00 (sole sponsorship)**

The Official Dinner will take place on Wednesday 13 April 2011 and is open to all delegates, exhibitors and accompanying persons. Sponsors may choose to support a particular activity during the evening, or support the whole event.

#### ***Entitlements include:***

- Acknowledgement banner and logo on any directional signage
- Branding of bar/food station/s where appropriate
- Complimentary tickets for sponsoring company guests (number subject to total sponsorship spend)
- Acknowledgement and logo on official invitation
- Acknowledgement and logo in final programme
- Delegate bag insert – *Sponsor to provide own insert*

### **Delegate bag inserts**

**£200.00**

Inclusion of your company promotional material in the delegate bags, provided to all registered delegates

#### ***Entitlements include:***

- Delegate bag insert – *Sponsor to provide own insert*

### **Delegate water**

**£1000.00**

500 x 50cl bottles branded with your company logo.

#### ***Entitlements include:***

- Company logo on water bottles distributed to delegates
- Acknowledgement in final programme
- Delegate bag insert – *Sponsor to provide own insert*

## Sponsorship Opportunities continued...

### Delegate bags

**£600.00**

Every delegate receives a bag containing the final programme/abstract book, notepad, pen, and any other giveaways, as well as additional exhibition and sponsorship advertising materials.

#### **Entitlements include:**

- Opportunity to place company logo on all distributed bags
- Acknowledgement and logo in final programme
- Delegate bag insert – *Sponsor to provide own insert*

### Internet café

**£1500.00**

6 x Desktop PC's including wireless internet access and 17" LCD Screens

#### **Entitlements include:**

- Meeting room space on the exhibition floor for Internet café;
- Home page on computers
- Company logo used as screen saver
- Company literature and banners displayed within the Internet Café
- Acknowledgement and logo in final program
- Delegate bag insert – *Sponsor to provide own insert*

### Pocket Programme

**£1000.00**

The pocket programme is an easy reference guide to the conference for delegates and will contain the programme at a glance and map of the meeting rooms.

#### **Entitlements include:**

- Sole commercial advertisement on pocket programme
- Delegate bag insert – *Sponsor to provide own insert*

### Hospitality Suites

*Available to Platinum, Gold and Silver sponsors only*

Sponsors have the opportunity to show their equipment/services to delegates or to host clients. Advertised activities may only take place during scheduled break times, although sponsors may host clients throughout the day. The organisers must be fully informed of planned activities for these areas in advance.

Priority room allocation will be given to key sponsors and then on a first-paid basis. Sponsors will be responsible for any technical, set-up, electrical and furnishing costs.

#### Room 1

**Cost**      **£ 400.00 per day**  
Capacity:    40 theatre style - 47m<sup>2</sup>

#### Room 2

**Cost**      **£300.00 per day**  
Capacity:    15 theatre style - 26m<sup>2</sup>

#### **Entitlements include:**

- Use of room
- Acknowledgement and session listing in final program
- Room signage and branding

### Technical Advisory Panel (TAP) Meeting

**£300.00**

Sponsors have the opportunity to sponsor a Technical Advisory Panel meeting (TAP) on the evening of Tuesday 12 April 2011 at the Sofitel Hotel.

#### **Entitlements include:**

- Sole sponsorship of the meeting for 30 to 50 people
- Alcohol refreshments for delegates
- Acknowledgement banner and logo on any appropriate directional signage
- Acknowledgement and logo in final program
- Delegate bag insert – *Sponsor to provide own insert*

## Sponsorship Opportunities continued...

### Pens/Notepads

Sponsor to provide items in kind

*Entitlements include:*

- Pens/Notepads to be placed on the conference registration desk and in each delegate bag
- Acknowledgement and listing in final programme

### Company literature on Conference USB stick

£100.00

The Conference USB stick that will contain a copy of the programme and all accepted abstracts.

*Entitlements include:*

- Opportunity to place company literature on all distributed USB sticks
- Delegate bag insert – *Sponsor to provide own insert*

### Registration discounts

Exhibitors and sponsors are eligible for group discounts on conference registrations.

- 6-10 registrations - 5% discount
- 11 + registrations - 10% discount

*These discounts are available to registration fees at the time of registering.*

If you have any further sponsorship ideas, please contact the organisers at [cem2011@bluevisionevents.com](mailto:cem2011@bluevisionevents.com)

*Examples include:*

- Delegate bag giveaways such as umbrellas, highlighters, key rings



# Programme at a glance

## Draft Programme CEM 2011

Monday 11 April 2011		Tuesday 12 April 2011		Wednesday 13 April 2011		Thursday 14 April 2011	
0800		Registration open	Registration open	Registration open	Registration open	0800	
0900		Session Information to follow to include exhibition time	Session Information to follow to include exhibition time	Session Information to follow to include exhibition time	Session Information to follow to include exhibition time	0900	
		COFFEE AND EXHIBITION	COFFEE AND EXHIBITION	COFFEE AND EXHIBITION	COFFEE AND EXHIBITION		
1030		Session Information to follow to include exhibition time	Session Information to follow to include exhibition time	Session Information to follow to include exhibition time	Session Information to follow to include exhibition time		
		LUNCH AND EXHIBITION	LUNCH AND EXHIBITION	LUNCH AND EXHIBITION	LUNCH AND EXHIBITION		
1245		Session Information to follow to include exhibition time	Session Information to follow to include exhibition time	Session Information to follow to include exhibition time	Session Information to follow to include exhibition time	1245	
1400		COFFEE AND EXHIBITION	COFFEE AND EXHIBITION	COFFEE AND EXHIBITION	COFFEE AND EXHIBITION	1400	
		EXHIBITION SET UP	EXHIBITION SET UP	EXHIBITION SET UP	EXHIBITION SET UP		
1500		Registration open Atrium, Sofitel Hotel	Registration open Atrium, Sofitel Hotel	Registration open Atrium, Sofitel Hotel	Registration open Atrium, Sofitel Hotel		
1530		Welcome Reception New York Foyer, Sofitel Hotel	Welcome Reception New York Foyer, Sofitel Hotel	Welcome Reception New York Foyer, Sofitel Hotel	Welcome Reception New York Foyer, Sofitel Hotel	1500	
1600		Pre Dinner Drinks	Pre Dinner Drinks	Pre Dinner Drinks	Pre Dinner Drinks	1530	
1630		Conference Dinner Europe Suite, Sofitel Hotel	Conference Dinner Europe Suite, Sofitel Hotel	Conference Dinner Europe Suite, Sofitel Hotel	Conference Dinner Europe Suite, Sofitel Hotel	1600	
1730						1630	
1800						1730	
1900						1800	
1930						1900	
2300						1930	
						2300	

## Application and Payment

### Application

Please complete the attached form and return it to the conference organisers, Blue Vision Events, as soon as possible to confirm your sponsorship and or exhibition activities.

Alternatively please contact the organisers by phone or email to discuss your individual requirements further.

### Confirmation and Payment

Confirmation of your sponsorship and or exhibition package will be sent to you together with an accompanying invoice for the payment received/due.

The full balance is payable by **31 October 2010** to take advantage of a 2.5% early booking discount on exhibition space only.

**All invoices must be paid prior to arrival at the exhibition.** Build up will NOT be allowed if a balance is outstanding. The organisers will pass on costs incurred for payment of fees in any currency other than pound sterling (£)

### Cancellation

All cancellations must be made in writing to Blue Vision Events. Cancellation charges will be as follows:

**Six months to three months** prior to event – 25% of the contract price

**Within three months** of the event – 50% of the contract price

**Within one month** of the event – 100% of the contract price

An 80% refund will be made if the exhibition space and any sponsorship packages are fully resold.

### Payment

**Payment may be made by the following methods, payable to Blue Vision Events.**

**Bank transfer** - *All charges are payable by the remitter.*

Bank details:

Barclays Bank Plc, Watling Street, Towcester

Account Number: 23490394

Sort Code: 20-61-51

SWIFT: BARC GB22

IBAN: GB45 BARC 2061 5123 4903 94

**Accepted credit cards:** MasterCard / Switch / VISA

*Card payments will be taken in Pounds Sterling (£); the exchange rate will be calculated on the day payment is taken.*

## Exhibition and Sponsorship Application Form and Contract

Company name:			
Contact name and title:			
Address:			
County/State:		Postcode/Zip:	
Country:			
Telephone:		Fax:	
Email:			

Please send me  brochures for advertising CEM2011

Sponsorship - please indicate your preferred activities below

<input type="checkbox"/> 1	Abstract book/programme	£1,000.00	<input type="checkbox"/> 10	Hospitality suites	
<input type="checkbox"/> 2	Catering breaks	£300.00		<i>Please list in order of preference and indicate preferred days</i>	
<input type="checkbox"/> 3	Conference Dinner	£500 - £5000		Tuesday 12 April 2011	
<input type="checkbox"/> 4	Delegate bag inserts	£200.00	<input type="checkbox"/>	Suite one	£400.00
<input type="checkbox"/> 5	Delegate water	£1,000.00	<input type="checkbox"/>	Suite Two	£300.00
<input type="checkbox"/> 6	Delegate bags	£600.00		Wednesday 13 April 2011	
<input type="checkbox"/> 7	Internet cafe	£1,500.00	<input type="checkbox"/>	Suite one	£400.00
<input type="checkbox"/> 8	Pocket programme	£1,000.00	<input type="checkbox"/>	Suite Two	£300.00
<input type="checkbox"/> 9	TAP Meeting	£300.00		Thursday 14 April 2011	
			<input type="checkbox"/>	Suite one	£400.00
			<input type="checkbox"/>	Suite Two	£300.00
			<input type="checkbox"/> 11	Company literature on USB	£100.00
			<input type="checkbox"/> 12	Notepad/Pens	In Kind

Sponsorship Level: *Please select only one*

<input type="checkbox"/> Platinum	<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	<input type="checkbox"/> Bronze
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**This form should be completed and returned to:**

Blue Vision Events Limited  
Stable House  
Park Hall Farm  
Heathencote  
Northamptonshire  
NN12 7LD

**Tel: + 44 (0) 1327 352201**

**Email: [CEM2011@bluevisionevents.com](mailto:CEM2011@bluevisionevents.com)**

*Completion of this application form indicates the applicant's willingness to abide by all terms, conditions and general rules as stated in the Sponsorship Prospectus.*

### Exhibition

All requests will be accommodated as possible and preference given to those who return the priority exhibition form and key sponsors. All other prioritisation is based on full payment received.

Space only: €800.00 per 3 m x 2 m stand

### Payment details

Payment in full less early bird discount of 2.5% (available for all bookings on exhibition space made before 30 September 2010)

Payment in full including Platinum Sponsor Discount of 15% (available to PLATINUM sponsors only)

Payment in full including Gold Sponsor Discount of 10% (available to GOLD sponsors only)

Payment in full including Silver Sponsor Discount of 5% (available to SILVER sponsors only)

Payment in full

### Payment Method

Please invoice

I authorise you to debit my

Visa

MasterCard

Switch

Expiry

Security Code

Switch issue number

Name of card holder

Address of card holder

.....  
.....  
.....  
.....

### Payment via bank transfer (all associated fees to be paid by the remitter). Please send proof of payment

Signature: .....

Date: .....

*All relevant invoices will be issued on receipt of this application*

### Declaration

I declare that I have read and agree with the terms and conditions of sponsoring/exhibiting as set out in the prospectus. The organisers reserve the right to retain any payment for non attendance at the event

Signature: .....

Date: .....

## Terms and conditions of exhibiting

### 1. Trade Union labour

All custom built stand fitting, construction or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition industry at the rates of pay and overtime and conditions in accordance with the terms of the Working Rules Agreement currently in force.

### 2. Electrical requirements

Power services will be available to the Exhibitor. Exhibitors must provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply.

The use of electrical appliances such as coffee makers etc. shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Exhibition Organisers. The use of immersion heaters and electric heaters with unguarded elements are not permitted.

### 3. Dangerous materials and exhibits

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies, including the Venue. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.

### 4. Fire precautions

In accordance with the requirements of the appropriate authority, all material used in construction work display materials etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Exhibitors must comply with fire prevention and other safety regulations, existing legal regulations and recommendations.

### 5. Damage/alterations to the premises

It is not permitted to stick or otherwise fix items on any parts of the premises. Alterations to rented items and fixtures, the bringing of heavy or bulky items or the putting-up of decorations. Non-observance of this rule shall entitle the Organisers to remove the items in question at the cost of the exhibitor.

### 6. Cleaning

The Organisers will arrange for the daily cleaning of the aisles outside the Exhibition open hours. Exhibits will not be cleaned.

### 7. Storage

There are no storage facilities available within the Exhibition area and Exhibitors are advised to make their own arrangements for removal and storage of packing cases etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

### 8. Liability

Whilst the Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, the management of the Premises, Blue Vision Events and any associated Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage 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 there from. 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 in part, or if the Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss, which the Exhibitor or Exhibition contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

### 9. Insurance

Exhibitors are reminded of the need to consult their insurance company or insurance brokers to cover themselves fully against all risks at the Exhibition. Particular attention is drawn to the need for the following:

- Abandonment insurance: As per paragraph 9, the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition.
- Stand, fixtures and similar insurance: All risks on loss or damage to Exhibitor property, fixtures, fitting and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor's premises to the Exhibition and return.
- Public liability: Liability to the public may arise out of Exhibitor activities and should be covered by insurance to a minimum of \$5 million.

### 10. General conditions

The Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing regulations. The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers. 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 the policies of insurance effected by the Organisers.

Signature of the Exhibition application form confirms acceptance of these terms and conditions of Exhibiting.

### 11. Definitions

In these Regulations the term "Exhibition" in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Conference. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term "Organisers" means Blue Vision Events. The term "Premises" refers to those portions of the stated venue licensed/hired to the Organisers.

### 12. Installation and removal of exhibits

Exhibitors will be advised of when they may commence installation of exhibits. Exhibitors are prohibited from commencing such installation until the time nominated to them. The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably

satisfy the Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. No Exhibitor shall erect any sign, stand, wall or obstruction, which, in the opinion of the Organisers, interferes with an adjoining Exhibitor, at the sole discretion of the Organisers. The Exhibitor is responsible for the safety of its products, display and stand. During breakdown period no material should be left unattended at anytime. It is the responsibility of the Exhibitor to leave the stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Removal of exhibits and dismantling may not commence until after the official closing time. Any special arrangements for installation or removal of exhibits must be with the approval of the Organisers.

### 13. Stand construction and services

Only space only stands are available throughout this Conference.

### 14. Application

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 directly or indirectly, advertise or give credits to any products other than their own or those of their named principal. The Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation and all costs will be charged to the company. The Organisers reserve the right to postpone the Exhibition from the set dates and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers. Blue Vision Events will not be responsible for costs of such changes. The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

### 15. Cancellation

In exceptional circumstances the Organisers will be prepared to consider cancellation of their contract with Exhibitors, but only if the following conditions are complied with:

1. That the request for cancellation is submitted in writing
2. That the request is received at least three months prior to the opening of the Exhibition
3. That the Organisers are able to re-let the cancelled space in its entirety
4. That the reason given for the request of the cancellation is, in the opinion of the Organisers, well founded
5. That the Exhibitor agrees that the Organisers shall retain 25% of the contract price if the cancellation is accepted at any stage:

- an additional 25% of the contract price will be retained if the cancellation is accepted within 3 months prior
- 50% of the contract price will be retained if the cancellation is accepted within 3 months prior to the Exhibition opening.
- 100% of the contract price will be retained if the cancellation is accepted within 1 month prior to the Exhibition opening.

An 80% refund will be made if the exhibition space and any sponsorship packages are fully resold

### 16. 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 forfeited.

### 17. Occupation and payment of stand space

The Exhibitor, its servants, agents, employees and contractors may enter the building only at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor failing to take possession of its stand the Organisers have the right to re-allocate the stand and all monies paid shall be forfeited. Exhibitors have seven (7) days in which to make their final payment when it falls due. After this time, and only when monies have not been paid, the stand will be available for sale to another Company. All deposits paid will automatically be forfeited and no refund will be made. No Exhibitor shall occupy its stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full. If the Exhibitor fails to comply in any substantial respect with the terms of this agreement, the Organisers have the right to sell the space. The Exhibitor, however, will be liable for any loss suffered by the Organisers as a result and all monies paid by the Exhibitor shall be forfeited to the Organisers. If in the event of the Exhibitor failing to occupy the said space by the advertised opening of the Exhibition, the Organisers are authorised to occupy or cause the said space to be occupied in such manner as they may deem best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability within these Exhibition terms and conditions.

### 18. Obstruction of gangways and open spaces

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and dismantling periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have its stand closed by the Organisers at the Exhibitor's expense and risk.

### 19. Conduct of Exhibitors and representatives

- Annoyance: The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.
- Microphones/Audio visual equipment: The use of microphones/audio visual equipment is permitted but the volume must not be such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit their use if in the Organisers' opinion any annoyance is being caused.
- Publicity material: Any publicity material may be displayed and/or given away only from the Exhibitor's own stand.

# Blue Vision Events

BLUE VISION EVENTS

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Communication through Events