

# Exhibition booking form 2019

**Please return this form to:**

Museums Association  
42 Clekenwell Close  
London EC1ROAZ

T: +44 (0)20 7566 7830

F: +44 (0)20 7566 7836

E: [abigail@museumsassociation.org](mailto:abigail@museumsassociation.org)

## Company details

Contact name

Position

Corporate membership no.  
(essential to qualify for 15% discount)

Company/organisation

Address

Postcode

Tel

Email

## Stand requirements

### Stand preference:

Stand number

☐ Shell scheme

☐ Self build

Stand size

Stand cost

£

VAT @ 20%

£

**Total due**

**£**

**Total deposit (50%)**

**£**

### Terms and conditions

I hereby confirm that I have read and accept the terms and conditions, and am fully authorised to sign this form as, or on behalf of, the applicant.

Print name

Signature

Date

**Please note that a booking is not valid  
without a deposit and a completed form.**

## Payment method

☐ Please invoice me for the sum of  
£

☐ Please debit my Mastercard/Visa  
the sum of  
£

Card number

Expiry date

Name of cardholder

Signature

Contact tel no.

### BACS Payment

**Sort Code:** 60 30 06

**Account Number:** 01307835

**IBAN Code:** GB15NWBK60300601307835

**SWIFT/BIC Code:** NWBKGB2L

**Ref:** EXH

Payment in sterling only. A remittance  
advice must be sent by post or email to  
[finance@museumsassociation.org](mailto:finance@museumsassociation.org)

## Terms and conditions

1. The Parties. The term the "Organisers" used in these regulations means, The Museums Association. The term "Exhibitor" includes any person, firm or company, or institution or to whom space may be allotted in pursuance of these regulations.

2. The Exhibition will commence and end as stated in the Schedule attached hereto.

3. Application for Space. All applications must be made on the enclosed form. Applicants who are agents for manufacturers must furnish the names of the firms they represent and the nature of the products or services to be displayed. The Organisers reserve the right to grant or refuse any applications without giving reasons. The position and area of the space allotted shall be at the discretion of the Organisers. The granting of space passes no interest in land.

4. Charges for Stand Space. The charges for stand space will be at the discretion of the Organisers. Charges are quoted net of VAT. VAT will be payable in addition to the charge for the stand.

5. Payment for Stand Space. A deposit of 50% of the total cost of the stand space(s) must accompany each application. No application will be considered until such deposit shall have been received. Upon receipt of notification of allotment of space the balance must be paid on demand. In the event of final payment not being paid by the due date the allotment will be cancelled and the deposit forfeited. If notification of allotment is made, the Organisers will not in any circumstances be liable to refund any monies paid.

6. The exhibitor package includes: entry, lunch and refreshments for two stand personnel for stands up to and including 2x4 stands, and for four stand personnel for 3x3 stands and larger; white shell scheme and nameboard; table and two chairs; stand carpeting; stand cleaning; 24 hour security; free wifi for casual access; free listing in the Exhibition Guide; free listing on MA website. Please note that electricity, lighting and extra furniture must be purchased separately.

7. Disputes. If the Exhibitor is in dispute with the Organisers over any matter or owes money to the Organisers for trade debts or other reasons, the Organisers reserve the right to refuse or to cancel any application made by the Exhibitor and any deposit paid may be forfeited.

8. Transfer and Sub-Letting of Stand Space Without consent in writing of the Organisers, an Exhibitor may not assign, sub-let, share, grant licence nor build dividing walls in respect of the whole or any part of the stand space allotted to them. Nor may any cards, advertisements, or printed matter of firms or companies who are not bona fide Exhibitors be shown or distributed from any stand.

9. Stand Positions. The Organisers reserve the right to adjust the positions of stands to conform to regulations pertaining to public safety, service supplies and final uniform layout of the finished Event. In all cases prior notification will be made to the Exhibitor concerned.

10. Occupation of Stand Space. If an exhibitor has not occupied the space allocated to him by the opening time of the exhibition, all claims to such space by the Exhibitor will be forfeited together with any payments made or accrued due in respect thereof.

11. Erection of Stands on Open Stand Sites. Each Exhibitor shall be responsible for all costs of supplying and erecting any structures, fitments and lighting etc. Such additions as an Exhibitor may require must conform in every respect with the requirements of the Organisers and of the local or other competent Authority and of the Owners/Landlords of the building. Exhibitors are deemed to have notice of all Regulations dealing with design and display, lighting, cleaning, fencing, protecting, etc, issued by the aforementioned bodies.

12. Contravention of Regulations Affecting Display Stands. If an Exhibitor causes to be erected or continues to exhibit a stand, structural display unit or fitment, etc, which contravenes any requirements of the Organisers or regulation of any of the aforementioned bodies, the Organisers shall be at liberty, at their discretion, either to exercise the powers given them by Regulation 20 or to alter, demolish and/or reconstruct the said stand, structural display unit(s) or fitment(s), etc, and the Exhibitor shall repay to the Organisers all expenses so incurred.

13. Delivery and Removal of Exhibits. Exhibits may be delivered according to the details in the attached Schedule and will remain installed throughout the period of the Exhibition as set out in the Schedule. No goods may be brought into the Exhibition after the opening and no goods may be removed from the Exhibition without the consent in writing of the Organisers. All structures, exhibits and goods must be cleared away according to the details set out in the Schedule. Responsibility for the reception, unpacking, staging and removal of exhibits and goods falls to the Exhibitor.

14. Display of Exhibits. Every stand must be open to view and be in the charge of a competent representative of the Exhibitor throughout the whole period that the Exhibition is open. In the event of any infringement of this Regulation, the Organisers may do all acts for the due display of exhibits at the sole risk and cost of the Exhibitor, such action being without prejudice to its other powers under these Regulations. The Organisers reserve the right to refuse to admit, or to remove, any products or exhibits or advertising matter or article at its discretion, and no claim shall be made against the Organisers or any officer or servant of the Organisers for damage in respect of any such refusal or removal.

15. Decoration and Advertisement. Price lists, papers, advertisements, etc, may only be distributed from, and decoration and display may only be put within, an Exhibitor's stand or on an Exhibitor's site and in no circumstances in or on public passages or premises. They must relate solely to the Exhibitor's own products or services regularly sold by him. The Organisers will undertake necessary directional sign boarding.

16. Conduct of Exhibitors and their Employees. If any Exhibitor or Exhibitor's contractor or the employee of any Exhibitor or Exhibitor's contractor conducts himself

in a manner which in the opinion of the Organisers is objectionable either to Visitors or to Exhibitors or to the Organisers, such conduct may be treated by the Organisers as an infringement of these Regulations for the purpose of Regulation 20 here of.

17. Exhibitor's Contractors. Exhibitors are required to give notice in writing to the Organisers of the names of contractors approved by the Organisers with whom they propose to place orders for work in connection with the stand space allotted to them. The Organisers reserve the right to veto the employment of any contractor without giving reasons. The Organisers also reserve the right to require any Exhibitor employing direct labour for the carrying out of any work on the Exhibition premises to employ only such workers as are members of the recognised Trades Union or Trades Unions, and furthermore to require any Exhibitor to discontinue the employment on the Exhibition premises of any worker not being such a member. Conformity with these conditions is required of any contractor employed by an Exhibitor on work within the Exhibition premises.

18. Liabilities. (a) The Exhibitor shall keep the Organisers indemnified in respect of any loss of or damage to any property of the Organisers and all claims and demands of third parties (including servants and agents of the Organisers and the Owners/Landlords of the building and their respective servants and agents, other exhibitors and their servants and agents and members of the public) in respect of personal injuries or loss of or damage to property caused or occasioned by the Exhibitor or any of his employees or property or arising out of or in consequence of his occupation of a site or exhibition of any article, process or thing. (b) The Exhibitor must have in effect all adequate insurances and must produce a copy of any such insurance policies to the Organisers if requested. (c) The Exhibitor accepts all risks of every kind whatsoever in respect of personal injuries to himself or his servants or agents or loss of or damage to any of his property or property in his custody, and the Organisers shall be under no liability in respect of any such risk. (d) The Exhibitor shall make good any damage done by him to the building or any fixtures therein, and damage by fire caused by negligence upon his site.

19. Reproduction. No object may be drawn, copied, photographed or reproduced in any shape whatsoever without the written consent of the Exhibitor which consent must be countersigned by the Organisers.

20. Postponement or Abandonment. In the event of the Exhibition being postponed or abandoned by an event of force majeure, which means any cause affecting the performance of the Exhibition arising from or attributable to any acts, events, non-happenings, omissions or accidents beyond the reasonable control of the Organisers to include war, strikes, explosions, natural disaster, etc, the Organisers shall be under no liability in any way whatsoever in respect of any expenditure or liability or loss incurred by the Exhibitor and shall be entitled to retain all sums paid by the Exhibitor under these Regulations. The Organisers shall not be liable for any loss the Exhibitor may sustain by reason of the local or other competent Authority intervening and

preventing or restricting the use of any portion of the Exhibition or any premises thereon or any part thereof in any manner.

21. Regulations. (a) These Regulations are subject to alteration, amplification or addition by the Organisers from time to time, and the Exhibitor shall be bound by these Regulations as modified from time to time, by any such alteration, amplification or addition. (b) The Exhibitor shall observe and comply with the regulations of the Owners/Landlords of the building and any special regulations of the Organisers relating to matters of safety, catering, admittance, security and order and for the time being in force.

22. Infringement of Regulations. In the event of an Exhibitor infringing any of the foregoing Regulations, or any other regulations by which he has agreed to abide, or any subsequent modifications thereof, the Organisers being hereby constituted the sole judge of what is an infringement, the Organisers reserve the right to cancel the Agreement between the Organisers and the Exhibitor and to eject the Exhibitor, his employees and goods, from the Exhibition, without any liability attaching to the Organisers or their representatives in any way whatsoever in consequence of such ejection, nor shall such ejection release the Exhibitor from any payments or other obligations for which he may still be liable in the event of the Organisers exercising the power vested in them by this Clause, the right to the Organisers to retain the goods of the Exhibitor or to take such other legal proceedings against the Exhibitor as the Organisers may deem fit in respect of any monies due from the Exhibitor to the Organisers, whether for rent or for the expense of ejecting the Exhibitor, his employees and goods from the Exhibition as aforesaid or otherwise.

23. Bankruptcy, Etc, of Exhibitor. If an Exhibitor being a person or a firm shall become insolvent or bankrupt or, being an incorporated company shall go into liquidation whether voluntary or compulsory or shall have a Receiver of its assets or of any part thereof appointed by or at the insistence of its debenture holders or, being a person, firm or incorporated company shall do or suffer to be done the equivalent under Foreign Law of any of the foregoing things, the Organisers shall be deemed to have the same rights against the Exhibitor as if the Exhibitor were guilty of an infringement of the foregoing Regulation or any of them.