



## EXHIBITION POLICIES

### GENERAL REGULATIONS

The European Wind Energy Association is the Organiser of the event and alone is empowered to accept or reject applications and to allocate stands. Its decisions are final.

The signed exhibition contract constitutes a legally binding contract for the Exhibitor. All stands are confirmed in writing and the position allocated is definitive. The Organiser reserves the right to change the allocation of stand in case of unforeseen and/or unavoidable circumstances, beyond its control.

Reselling of stand space is strictly forbidden without the prior authorisation of EWEA Management. In all cases the resell price must not exceed the prices stated in the EWEC publications (leaflets, websites etc).

### PAYMENT TERMS AND CONDITIONS

#### **Early Bird – Preference prices are valid till 13 September 2008.**

1. The advance payment of 50% of the total price of the stand and taxes (if applicable) are invoiced upon receipt of the signed exhibition contract and the payment must be made within the 30 days of the date of invoice.
2. The remaining amount due, 50% of the total price of the stand and taxes (if applicable), will be invoiced in September 2009 and is to be paid within 30 days of the date of invoice.
3. After the 30 days an additional of 5% on the amount still due will be surcharged.

#### **Reservations made after 13 September 2008**

1. The advance payment of 50% of the total price of the stand and taxes (if applicable) are invoiced upon receipt of the signed exhibition contract and the payment must be made within the 30 days of the date of invoice.
2. The remaining amount due, 50% of the total price of the stand and taxes (if applicable), will be invoiced in September 2009 and is to be paid within 30 days of the date of invoice or a minimum of 10 days prior to the event, whatever comes first. Only those exhibitors who have made this payment can be allotted a definitive stand.
3. After the 30 days an additional of 5% on the amount still due will be surcharged.

Any bank charges are to be paid by the exhibitors.

In case of non-payment by the dates specified on the invoice, EWEA reserves the right to reallocate the reserved stand. The exhibitors, however, remain bound by their registration contract and have to pay the totality of the amounts foreseen.

Stands will only be placed at the disposal of participants when they have fulfilled all the obligations as stipulated in the contract.

#### Organiser:



EWEA

#### Supporting organisations:



European Commission



European Academy of Wind  
Energy



Global Wind Energy Council



**Polskie Stowarzyszenie Energetyki Wiatrowej**  
Polish Wind Energy Association

Polish Wind Energy Association



## REDUCTION OR CANCELLATION OF SPACE

### Reduction of reserved space until 28 March 2009

Exhibitors reducing the size of their stand will automatically be charged 45 Euro per sqm of reduced space to cover administrative costs.

### Reduction of reserved space after 28 March 2009

No reduction of space will be accepted after 28 March 2009 and the totality of the price of the reserved sqm is due.

### Cancellation

Withdrawal must be made by registered post to the management of EWEA.

For cancellations made before 28 March 2009, 50% of the invoiced amount for the stand will be payable. For cancellations after 28 March 2009 the Exhibitor has to pay the full amount as for the original rented space. These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be.

## NATIONAL PAVILIONS

Wind energy associations, national governments or agencies can organise a national pavilion to host companies from their country. The following rules apply for a national pavilion:

1. The organiser of a pavilion is responsible for organising the stand e.g. payment, stand construction, correspondence with its co-exhibitors etc.
2. All co-exhibitors within the pavilion will be charged €250 each – to cover administration costs and the 35 word description in the exhibition catalogue.
3. There will be one global invoice for the total space rented upon receipt of the exhibition contract.
4. There will be one global invoice for the co-exhibitors fee 3 month prior to the event.
5. The resell price charged by the organiser of a pavilion must in no way exceed the prices stated in the EWEC publications (leaflets, websites etc).

## MEETING ROOMS

For cancellations made before 15 March 2010, 50% of the invoiced amount for the meeting room will be payable. For cancellations after 15 March 2010 the company renting a meeting room has to pay the full amount as for the original rented space. These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be. Cancellations fees will be invoiced.

## EXHIBITION RULES

Advertising on site is only possible through the channels offered by the Organiser.

All information relating to the constructing, fitting and dismantling of stands will be sent to each Exhibitor in the form of a manual, together with order forms for technical installations (water, telephone, electricity, furniture etc) to be sent to the nominated sub-contractors. These installations are at the expense of the Exhibitor, as are the related costs for consumption and use. Each space only Exhibitor is responsible for passing the information from the exhibition manual to their stand constructor.

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The exact timetable of move in/move out days will be given in the Exhibition manual. The Exhibitors must follow these instructions. Extension of build up, breakdown days beyond those fixed by EWEA will be at an additional charge to the exhibitor and depend entirely on the availability of the venue.

The setting-up of stands (structure + design) must be pre-approved by the Exhibition organisation that ensures that the local regulations are respected. The setting up of stands (structure and decoration) must be executed with materials that are not easily flammable and which do not give off harmful gases under the effect of heat.

Any fittings or decoration inside the stand should not exceed the height of the walls (2.50 m). Any installations or decorative elements that could affect another exhibitor in any way are prohibited. For complex and multi-storey stands please refer to the exhibition manual.

Noisy publicity of any kind, in particular the use of loudspeakers, is prohibited.

Publicity may only be handed out on the Exhibitor's own stand.

No part of the stand may exceed the given stand limits. The Exhibitor is responsible for organising his stand so that all exhibits can be examined and demonstrated within the stand limits.

Any parts or exhibits exceeding the dimensions of the stand limits may be removed from the Exhibition area by the Organisers at the expense of the Exhibitor.

The Exhibitor undertakes to keep his stand open throughout the duration of the Exhibition. He also undertakes not to remove any exhibits or dismantle his stand before the end of the Exhibition.

In all matters, the Organiser's decision is final.

## INSURANCE

Exhibitors must be insured by an insurance company covering public liability, stand material and the goods exhibited, whether these goods or material be their own or a third party's property. By way of their participation, Exhibitors automatically relinquish all claims, in the event of an accident or damage against:

- The European Wind Energy Association (EWEA)
- Expo XXI, Warsaw
- The Exhibitors at the Exhibition, the Exhibition visitors and the Conference participants
- The directors, representatives, managers and officials appointed by these persons or bodies.

## CIVIL LIABILITY

### *Of the Exhibitor:*

The Exhibitor is responsible for any damage to a third-party, caused either by himself or by his employees or his material.

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The exhibiting company and its representative confirm that the European Wind Energy Association (EWEA) in no way takes responsibility for loss, injury or damage to items or persons, whatever the cause may be, before, during, or after the EWEA 2010 Conference & Exhibition in Warsaw, Poland, 20 – 23 April 2010 .

**Of the Organiser:**

The European Wind Energy Association (EWEA) is responsible under civil law in its capacity as Organiser of the Exhibition and any other related events it organises. This liability shall in no case extend to the damage caused to visitors, exhibitors or rented goods by third parties.

Expo XXI is responsible for its civil liability in its capacity as owner of the premises and of fixed or temporary installations used for the Exhibition, as well as for the management of the concerns and handling of the activities it administers directly.

Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of "force majeure" prevent the Exhibition from being held, or limit its size or modify its nature. Should it not be possible for the Exhibition to open, all rental fees shall remain the property of the Organiser up to a sum corresponding to the amounts for which he is already committed.

The Organiser reserves the right to modify at any time the provisions of the present regulations.

In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties declare that they agree to the competence of the Brussels Tribunal.

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