Fringe room booking availability

Rooms will be booked on a first come / first served basis

Friday 16th				
Small Westbourne Suite *cap. 39* Durley Suite *cap. 40*	9:30-10:30am	11am-12pm	2-3pm	4-5pm
Medium Meyrick Suite *cap. 70* Tregonwell Bar *cap. 100*	9:30-10:30am	11am-12pm	2-3pm	4-5pm
Large Bourne Lounge *cap. 250* Bay View Suite *cap. 155* (price includes screen and Projector)	9:30-10:30am	11am-12pm	2-3pm	4-5pm
Saturday 17th				
Small	No availability			
Medium Seminar Suite 1 *cap. 100*	9:30-10:30am	11am-12pm	2-3pm	4-5pm
Large Purbeck Lounge *cap. 220* Tregonwell Hall *cap. 200*	9:30-10:30am	11am-12pm	2-3pm	4-5pm

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UKIP Annual Conference 2016

September 16-17

Bournemouth International Centre

UK Independence Party

BOOKING FORM

Your Details:

NAME	
JOB TITLE	
EMAIL	
PHONE	
POSTAL ADDRESS	

Your Organisation:

NAME	
WEBSITE	
PHONE	
POSTAL ADDRESS	
CATEGORY *(Select **ONE**)*: • **Commercial/Public** - All companies, public Sector bodies and private individuals • **Non-Commercial** - Think-tanks, political campaigns and pressure groups • **Charity/Supported** - registered charities and designated "UKIP Supported "Organisations	

Package and Options

	QTY	Fri 15th *(mark with an 'X')*	Sat 16th *(mark with an 'X')*	PRICE
CONFERENCE PASSES				
Full 2 day Conference Pass* **Subject to approval and Security Clearance*		**n/a**	**n/a**	
MARKETING OPPORTUNITIES				
Fringe Meeting Listing Full listing in programme				
Leaflet / brochure in delegate bag				
Advertisement in Programme **FULL PAGE**				
Advertisement in Programme **HALF PAGE**				
Advertisement in Programme **QTR PAGE**				
EXHIBITING				
Exhibition Stand				
Power Socket (per day) £30				

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White Table Linen (per day £10)							
FRINGE (prices are per hour)							
	Date required	**No. of delegates**	**9:30am-10.30 am**	**11am-12pm**	**2pm-3pm**	**4pm-5pm**	**Price**
Room hire (Small) *cap. 40 people and includes 1 Conference Pass*	**16/07**						
Room hire (Medium) *cap. 70 -100 people includes 1 conference Pass*							
Room Hire (Large) *cap.155 - 500 people and includes 1 conference pass*							
Projector / Screen £25 (per session)							

Total Price of Options Selected:	
VAT. Prices quoted exclude VAT. VAT at 20% will be added to your invoice	

Additional requirements and special instructions

Card details required to secure booking

Please note: we will not take payment using this information, it is simply to secure your booking. You will be sent an invoice prior to the event.

Your name	
Name of organisation	
Name on card	
Card number	
Expiry date	
Security code	
Cardholders signature	

Declaration:

This must be completed by an authorised signatory in your organisation. In signing this declaration you confirm your acceptance of our Terms and Conditions. (See attached)

PRINT NAME	
SIGNATURE	
DATE	

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TERMS AND CONDITIONS

DEFINITIONS
In these regulations the term "Company" means UKIP. The term "Exhibition" in all cases refers to the exhibition and/or associated sponsorship. The term "Exhibitor" includes any person, firm, company, association or organisation to whom space has been allocated for the purpose of exhibiting at the Exhibition and its employees, servants, agents or contractors whether or not sponsorship forms part of the agreement between the two parties. The term "Organisers" means the person, firm or company organising the meeting on behalf of the Company. The term Premises refers to those portions of the Doncaster Racecourse, and other associated buildings which UKIP has secured for use during the event.

APPLICATIONS FOR AND ALLOCATION OF STAND SPACE
The Organisers and the Company 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 principal's. 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.

TERMS OF PAYMENT
Final payment for the package selected is due within seven days of receiving the "Confirmation of Booking" email from the UKIP Events Team. AII payments must be made by cheque or bankers draft drawn on a UK bank in STERLING ONLY and made payable to UKIP.

CANCELLATION OR REDUCTION OF STAND SPACE
An Exhibitor cancelling his stand once his application has been received and acknowledged is liable for the total booking charge unless the stand space can be re-let. A cancellation charge for the Stand will be made in the event of cancellation. In the event of an application being refused by the Organisers previous deposits will be returned to the applicant in full.

FAILURE TO PAY, BANKRUPTCY OR LIQUIDATION
In the event of an Exhibitor
(a) failing to pay the deposit in full within 7 days of the invoice date or any other sum due to the Company on the due date; or
(b) becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having a receiver of any description or an administrator 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 the 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 right be promoted or displayed as exhibits, except where the Exhibitor is the sole 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 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 stands and all monies paid shall be forfeit.

INSTALLATION AND REMOVAL OF EXHIBITS
Exhibitors will be advised of when they may commence fitting up and arrangement of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them. The Organisers and the Company will use their best endeavours to adhere to the nominated date for the commencement of Exhibitors 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. Exhibits may not be removed until the Exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made

in consultation with the Organisers.

STAND CONSTRUCTION AND SERVICES
The Organisers may appoint official contractors to undertake the following work:
Stand construction, electrics, provision of water and waste services, compressed air services, furniture, floral arrangements, carpeting and all other services. No other contractor will be permitted to undertake any of this work except stand construction. The British Exhibition Contractors Association (BECA) and the Union of Construction and Allied Trades and Technicians (UCATT) no longer have a working rule agreement for exhibition stand construction. This means that exhibitors and contractors are at liberty to employ whomever they wish and can negotiate their own terms of pay etc. This applies only to stand construction as a working rule agreement is still in place for all electrical work undertaken at exhibitions. Please note that all fire and safety regulations still apply and we recommend exhibitors to use only stand constructors belonging to BECA.

OBSTRUCTION OF GANGWAYS AND OPEN SPACES
Exhibitors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays on neighbouring stands. Gangways must at all times be kept clear and free for passage. Any Exhibitor who continues to cause a nuisance or obstruction after notice has been given will be liable to have his stand cleared by the Organisers at the Exhibitors own risk and expense.

ELECTRICAL REQUIREMENTS
Lighting and power services will be available to the Exhibitor through the official electrical contractor. A schedule of these services will be available in the exhibition manual. Exhibitors may 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. Exhibitors whose display requires plumbing compressed air or heavier weight loading are advised to contact the Organisers before selecting their preferred site.

DANGEROUS MATERIALS AND EXHIBITS
The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the Organisers and every appropriate authority or the item will be removed from the building at the Exhibitor's risk and expense.

FIRE PRECAUTIONS
In accordance with the requirements of every appropriate authority all materials used in construction work display material etc. must be effectively flame-proofed or made of non flammable materials. Drapes and curtains must be at least 6" (150mm) clear of the floor. Fire extinguishers will be provided by the ICC in the areas and place as regulations require. The Exhibitor must comply with all reasonable instructions given by the Organisers or any appropriate authority to avoid the risk of fire.

SECURITY
No overnight security within the exhibition is provided by the Centre but the hall will be locked secure at the end of the working day. Anyone wishing to have additional security should contact the organisers.

DAMAGE TO PREMISES, FIXTURES FITTINGS AND SHELL SCHEME (IF PROVIDED)
No nails, screws, or other fixtures may be driven into any part of the Premises including floors nor may any part of the Premises be damaged or disfigured in any way. Should any such damage occur the Exhibitor concerned will be invoiced for any reparation charges incurred.

CLEANING
The Organisers will arrange for the daily cleaning of public areas outside Exhibition opening hours.

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.

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. Particular attention is drawn to the need for the following:

ABANDONMENT INSURANCE: Exhibitors should note below that the Organisers and/or the Company are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition.
STANDS/FIXTURES AND SIMILAR INSURANCE: All Risks on loss or damage to Exhibitor's property fixtures fittings and all other property of a similar nature such as personal property of directors, principals and employees whilst on the Premises and transit risks to and from the Exhibition.
PUBLIC LIABILITY: Liability to the public may arise out of the Exhibitors activities and should be covered by insurance. Insurance should be effected with the minimum delay.
An exhibitor must provide to the Organisers prior to commencing its stand fitting a copy of its public liability insurance certificate and the receipt for the current year's premium.

LIABILITY
Whilst the Organiser will endeavour (in accordance with Condition 16 above) to protect exhibition property whilst on display at the Exhibition it must be clearly understood that the management of the Premises, the Company and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever save that nothing in this Contract shall be deemed to limit the liability of any person for death or personal injury caused by negligence. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their employees agents or contractors and will indemnify the Organisers and the Company against all claims and expenses arising therefrom. In the event of it being necessary for any reason whatsoever (including but not limited to the Premises being or becoming unavailable for any reason whatsoever or the Scientific Meeting of the British Society for Haematology or the Exhibition itself being prevented from taking place due to a reason beyond the Company's reasonable control or due to breach of contract by a third party) 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 the Organisers shall not be liable for any expenditure loss or damage incurred by an Exhibitor directly or indirectly arising from that change nor shall the Organisers and/or the Company be liable for any expenditure loss or damage resultant upon the lawful intervention of any third party which restricts the use of the Premises in whole or in part in any manner whatsoever. Any claim against the Organisers or the Company arising from the Exhibition or its conduct (whether or not arising under this Agreement) must be notified in writing to the Organisers within six calendar months from and including the last day of the Exhibition and neither the Organisers nor the Company shall be liable to any Exhibitor:
(a) for any purely economic loss for consequential or indirect losses or for any loss of profit or opportunity
(b) for any Loss which they themselves are unable to recover from any third party (in circumstances where it was the act omission negligence or default of that third party which gave rise to the claim against the Organisers or the Company) or from any insurer (where the claim is insured)
(c) for any loss exceeding a sum equal to the total of such sums (excluding Value Added Tax) as the Exhibitor may have actually paid under this Agreement at the time the claim is so made.

LOGISTICS INFORMATION FOR SPONSORS AND EXHIBITORS
Further technical information concerning the Exhibition together with order forms for all ancillary services available to Exhibitors will be forwarded to Exhibitors in October. Exhibitors must comply in all respects with applicable requirements set out or referred to in that documentation.

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 requirements of every competent authority the Terms of Agreement by which the Organisers may occupy the Premises and with policies of insurance effected by the Organisers so far as they relate to the activities of the Exhibitor under this contract and where any of them conflict with those regulations they shall overide those regulations. Exhibitors will fully and effectively indemnify the Organisers and the Company against all costs expenses liabilities claims and demands arising from:-
(a) breach of any of their obligations under this Contract.
(b) claims by third parties for breach or infringements of any intellectual property rights, right of confidence or confidentiality or for libel or slander arising from the production use or distribution of any document information or material (written or unwritten) provided used or distributed by the Exhibitor during the course of its activities under this Contract and this

indemnity shall extend also to the British Society for Haematology.
(c) any liability of the Organisers or the Company to third parties to the extent that it arises from any act omission negligence default on the part of the Exhibitor.
In particular and without limiting the above, exhibitors will strictly observe and perform and give all notifications and information required by the Organisers or the Venue under the terms of the Licence Agreement and regulation under which the Organiser is permitted to mount the exhibition.

ELECTORAL COMMISSION

The Exhibitor or Sponsor takes note of and adheres to the Electoral Commission guidance contained on the Commission's website:
www.electoralcommission.org.uk