

7th INTERNATIONAL SYMPOSIUM
Change and Continuity in Radiation Protection
12 – 17 June 2005

Organised by
The Society for Radiological Protection
Administrative Office,
PO Box 117,
Buckfastleigh,
Devon TQ11 0WA
UK
Tel:+44 (0)1364 644487
Fax: +44 (0)1364 644492
Email:admin@srp-uk.org
www.srp-uk.org/events/cardiff2005

HOW TO BOOK EXHIBITION SPACE

Exhibition Prospectus

Requests for stand applications will be handled on a first-come first-served basis.

1. Complete the enclosed Space Application Form, stating your 3 choices, in priority order, and any special requirements eg. proximity to (or from) another Company.
2. Mark your choices on the enclosed floor plan.
3. Return both Form and Plan to the SRP Administrative Office at the address above. Faxed submissions will be acceptable, provided that the original documents are also posted.
4. If all your choices have been booked we will contact you by telephone to arrange a different stand.
5. You will be sent a confirmation of your stand space, an updated floor plan and an invoice for the 25% non-refundable deposit, which is payable within 30 days of the Space Allocation being confirmed.
6. The Exhibitors Manual will be available at the Symposium. This will contain details of the Symposium, Social Events Programme and Exhibition.

SRP 7th International Symposium
Cardiff City Hall, 12th to 15th June 2005

EXHIBITION SPACE APPLICATION FORM

EXHIBITOR DETAILS

Company Name (in full):
.....
.....
Contact Name:
.....
Address:
.....
.....
.....
.....
Postcode:
Tel:
Fax:
e-mail:

STAND REQUIREMENTS

Please list below the individual stands you require. These should also be marked on the enclosed draft exhibition space plan. Stands are allocated in accordance with the procedure set out in the attached Terms and Conditions and the Rules. If all of your choices have been booked, we will contact you to arrange a different stand location. Otherwise we will write and confirm your booking. We will endeavour to accommodate any special requirements.

1st Choice:
2nd Choice:
3rd Choice:

STAND TYPE

All stands will be Octanorm shell system at 2.5m high and 3m x 2m floor area, with light grey Velcro compatible wall panels. 2 spotlights and a 500W socket outlet will also be provided, together with fascia board sign showing your Company name and stand number.

COSTS

Shell scheme cost:
£800 (+VAT) – for Affiliates; £1200 (+VAT) - for non-Affiliates per unit (3m x 2m)
Number of exhibitions stands required:
Cost: £ plus VAT @ 17.5%: £

TOTAL: £
Deposit of 25%: £
(Deposit is 25% of total space cost plus VAT)

On acceptance of this application by SRP, a letter will be sent to you confirming the stand(s) allocated and other services to be provided, and an invoice will be issued for the non-refundable deposit which is payable within 30 days of the Invoice date. The balance of the cost will be invoiced subsequently for payment on or before Friday 1st April 2005.

Applications received on or after Friday 1st April 2005 should include the total cost of stand space plus VAT.

Further details of payment procedures are set out in clause 13 of the attached Terms and Conditions.

Cheques are to be made payable to:
"SRP International Symposium 2005" in £ sterling.

SIGNATURE

I agree to pay the total cost as outlined above. I have read, understood and accept the Terms and Conditions*. I have read and understood the Rules and Regulations*. I enclose a copy of the space plan with my choices indicated. I have retained a copy of this Space Application Form and plan for my own records.

Signed:
Print Name:
For and on behalf of:
.....
Position:
Date:

Send to:
SRP Administrative Office
PO Box 117,
Buckfastleigh,
Devon TQ11 0WA
e-mail: admin@srp-uk.org
website: www.srp-uk.org

For other technical queries please contact the Exhibition Co-ordinator:

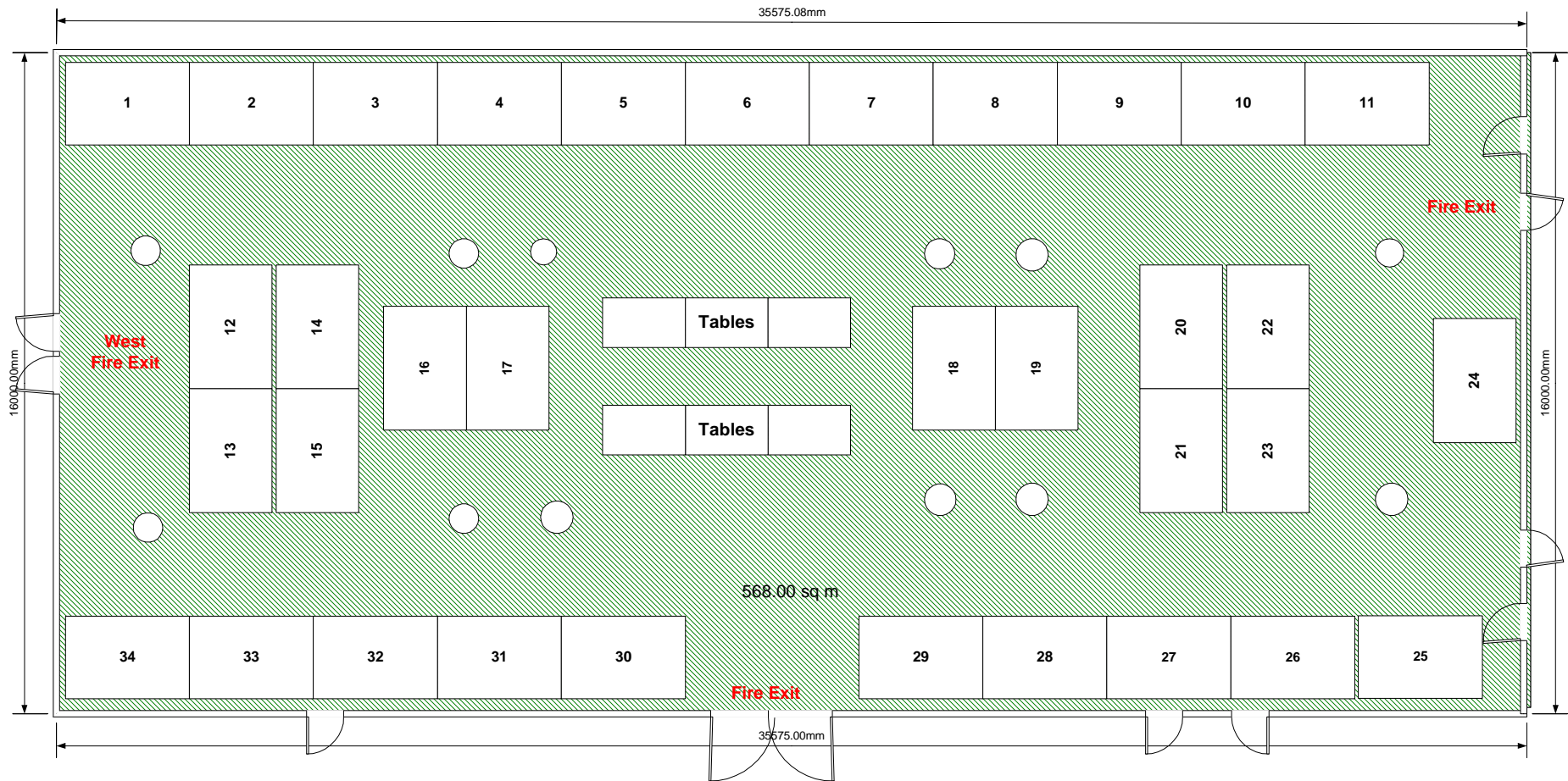
Alan Marsh,
e-mail: alan1@alanmarsh.freeserve.co.uk

* Terms and conditions and Rules and Regulations are available at the SRP website.

We will use the information on this form (including the personal contact details) to process your application. We will keep them on our database and may also use them to contact you by mail, telephone or email in future for marketing purposes allied to SRP organised events.

If you do not wish us to retain your details for future marketing purposes allied to SRP organised events please tick here

Cardiff City Hall Layout



TERMS and CONDITIONS

SRP 7th International Symposium Exhibition
Cardiff City Hall, 12th to 15th June 2005

1. DEFINITIONS

In these Terms and Conditions, the term:

Exhibitor shall mean the person, firm or company to whom exhibition space has been allocated;

Exhibition shall mean the SRP 7th International Symposium Exhibition to be held in Cardiff City Hall (Lower Hall) from 12th to 15th June 2005;

Event Owners shall mean The Society for Radiological Protection ("SRP") Registered Charity Number 264337;

Rules shall mean the Rules and Regulations attached to these Terms and Conditions;

Shell Scheme Package shall mean the package of a shell scheme stand, a fascia notice board displaying the stand number and the exhibitors name, 2 spotlights and one power outlet as illustrated on the Exhibition brochure, available on request, (see also Rule 3);

Space Application Form shall mean the form supplied by SRP for the purpose of applying for exhibition space;

Venue shall mean the City Hall (Lower Hall), Cardiff;

Venue Owner shall mean Cardiff City Council;

Venue Owner's Requirements shall mean all rules and regulations of the Venue Owner (including security, safety, fire and traffic requirements – available on request).

2. GENERAL

These Terms and Conditions together with the Rules and Regulation, and Space Application Form shall form the contract between the Exhibitor and the Event Owner and shall be governed by English law and all parties shall submit to the jurisdiction of the English courts.

3. OPENING HOURS

3.1 The Exhibition will be held at the Venue and will be open as follows (Opening Hours):

- Sunday 12 June 2005: 12.30 to 18.00;
- Monday 13 June 2005: 09.30 to 18.00;
- Tuesday 14 June 2005: 09.30 to 18.00;
- Wednesday 15 June 2005: 0930 to 12:00

3.2 During Opening Hours stands and exhibits must be available for viewing and must be manned by a representative of the relevant Exhibitor.

4. INSTALLATION and DISMANTLING of STANDS and EXHIBITS

4.1 Installation and erection of stands will take place between 08:00 and 12:00 on Sunday 12 June 2005 (Installation period by contractor). Exhibitors are free to set up their stands following this erection period.

4.2 Dismantling of the exhibits and stands will take place between 12:00 and 16:00 on Wednesday 15 June 2005 (Dismantling Period).

4.3 The Exhibitor must not dismantle any part of their stand or exhibit prior to the Dismantling period. Any exhibitor failing to comply with this clause will be liable to pay a fine (which will not exceed £500) imposed by the Event Owner.

4.4 The Exhibitor must vacate the Venue and remove all exhibits, exhibition materials and all other property from the Venue not later than 16:00 on Wednesday 15 June 2005. Any Exhibitor failing to do so will be held liable to pay any penalties that may be imposed by the Venue Owner and for all other such losses and costs so incurred.

4.5 Any property remaining at the Venue after the end of the dismantling period may be removed, sold or otherwise disposed of by the Event Owners at the Exhibitors expense.

5. VEHICLE ACCESS

Vehicles will only be allowed access to the Venue during the installation and Dismantling Periods. Due to the City centre location, vehicle access is restricted and Exhibitors will have to co-operate with each other in gaining access to the Venue. Goods Access to the Lower Hall is via the double door Fire Exit at the west end of the Lower Hall. There are a few steps up from the outside vehicle access area but a ramp will be provided if required.

6. STANDS and EXHIBITS

6.1 Shell scheme stands will be fitted at the Venue by the Event Owner's contractor to give a consistent look and standard of stand.

6.2 The Event owner will make available to the Exhibitor the Shell Scheme Package which shall be provided and erected by the contractor(s) appointed by the Event Owner.

6.3 Any electrical work required must be carried out at the Exhibitor's risk and expense (part of the package) by the contractor appointed by the Event Owner.

6.3 The Event Owner accepts no responsibility for any failure on the part of the contractor(s) that it has appointed to carry out any work, including (but not limited to) work detailed in clauses 6.1, 6.2 and 6.3 above.

6.4 The exhibitor will not be permitted to erect any display goods, signs, or structures, in any such manner as, in the opinion of the Event Owner or their representative(s), obstructs the light or impedes the viewing along the open spaces or gangways, or occasions inconvenience or otherwise affects the display of other Exhibitors and must exercise due care and attention to neighbouring stands and exhibits.

6.5 Any Exhibitor with an exhibit or display which exceeds the weight and height limits quoted in Rule 4 must inform the Event Owner in writing to the Event Owners Contact

address(es). The Event Owner reserves the right to reject applications that exceed the above mentioned limits.

- 6.6. All goods and materials belonging to the Exhibitor and delivered to the Venue must enter by the specified entrances (such specified entrances to be made known to the Exhibitor prior to the Exhibition) and must be accompanied or received by a representative of the appropriate Exhibitor.

7. HEALTH and SAFETY

- 7.1 Demonstrations of equipment, containing ionising radiations, that require the setting up of controlled or supervised areas are not permitted at the Exhibition under any circumstances.
- 7.2 The Exhibitors must conform to all current UK and European health and safety legislation/regulations, including, but not limited to The Health and Safety at Work etc Act 1974 (as amended from time to time) (the Act) and the Venue Owner's requirements.
- 7.3 The Exhibitor shall indemnify the Event Owner against any losses or claims arising out of any breaches by the Exhibitor of all current UK and European health and safety legislation/regulations, including, but not limited to the Act and the Venue Owner's requirements.
- 7.4 The Venue Owner together with the relevant local authority reserves the right to inspect stands and exhibits throughout the Installation Period, Opening Hours and Dismantling Period.

8. FIRE PRECAUTIONS

All materials used in the construction work and displays must be fireproofed, or made of non-flammable materials and the Exhibitor must comply with any reasonable instruction given by the Event Owner, or their representative, or the Venue Owner to avoid the risk of fire. To this end all flammable materials, including, but not limited to, packaging materials must be minimised within the Exhibition Hall, and any necessary storage of such materials must not constitute an unacceptable fire risk. Marked Fire Exits must not be blocked or otherwise impeded.

9. DAMAGE to the VENUE

No nails, screws or other fixtures may be driven into any part of the Venue building or supplied shell scheme structures and the Exhibitor responsible for any such damage shall be liable to make good the damage at their own expense.

10. SECURITY

Identification badges will be issued by the Event Owner prior to the Symposium and Exhibition and must be worn by the Exhibitor (and their employees, agents and representatives) at all times during the Installation Period, Opening Hours and Dismantling Period.

11. VENUE LAYOUT

The Event Owner reserves the right to amend the allocation of space and the layout of the stands, as published in this Exhibitors Pack, if requested by the Venue Owner or the relevant local authority fire officers.

12. APPLICATION for EXHIBITION SPACE

- 12.1 Applications for exhibition space must be made on the Space Application Form included in this Pack and together with the exhibition floor plan attached and can be posted or hand delivered to the Event Owner's Contact address shown on the Space Application Form.
- 12.2 Bookings cannot be accepted by telephone alone, such provisional bookings must be followed up with the appropriate Space Application Form and Plan.

13. PAYMENT

- 13.1 On acceptance of the Space Application Form, the Event Owner will issue an Invoice to the Exhibitor for a non-refundable Deposit of 25% of the total cost of the space booked plus VAT, which must be paid within 30 days of that Invoice.
- 13.2 The Event Owner will then issue an Invoice to the Exhibitor for the Balance of the total cost plus VAT (Final Payment) which must be paid by the Exhibitor on or before close of business on **Friday 1st April 2005**.
- 13.3 If the Deposit and Final Payment has not been paid by the Exhibitor on or before close of business on Friday 1st April 2005, the Event Owner reserves the right to re-allocate the Exhibitor's space and to refuse the Exhibitor entry to the Venue for the purposes of installing or erecting exhibits and displays.
- 13.4 On acceptance of any Space Application Forms and floor plans on or after Friday 1st April 2005, the Event owner will issue a Receipt to the Exhibitor for the Total cost plus VAT to be paid with the completed Space Application Form. If the total cost is not paid as due, the Event Owner reserves the right to re-allocate the Exhibitor's space and to refuse the Exhibitor entry to the Venue for the purposes of installing or erecting exhibits and displays.

14. ALLOCATION of EXHIBITION SPACE

Subject to the availability of exhibition space, every reasonable effort will be made to allocate the Exhibitor the space that has been requested on the completed Space Application Form and associated floor plan on a 'first come first served basis'. However, the Event Owner reserves the right in its sole discretion to re-allocate space at any time (such re-allocated space to be no less gross floor area than that on the Space Application Form).

15. CANCELLATION

- 15.1 All cancellations must be in writing and received by the Event Owner on or before close of business on Friday 1st April 2005.

All such cancellations must be posted, faxed or hand delivered to the Event Owner's Contact Addresses shown on the Space Application Form.

15.2 Any Exhibitor cancelling space after close of business on Friday 1st April 2005 will be liable for payment of the total cost of the space plus VAT.

15.3 If the Exhibition is cancelled or abandoned by reason of war, fire, terrorism, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the exhibition premises, or any other cause not within the control of the Event Owner, whether without limitation or not, the Event Owner may subject to the deduction of any sums that the event Owner has or will be required to incur, repay the rental paid by the Exhibitor or part thereof, but shall be under no obligation to repay the whole or part of such rental and shall be under no liability to the Exhibitor in respect of any action, claim, losses (including consequential losses), costs, expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as a result of the happening of any such event.

16. LIABILITY

16.1 The Event owner shall not be liable whether in contract, tort or otherwise for any loss or damage caused other than as a result of the Event Owner's negligence or wilful misconduct and shall not be liable for any indirect, incidental, special or consequential loss or damage, loss of profit, revenue or goodwill.

16.2 The Exhibitor shall be responsible for and indemnify the Event Owner against all claims and expenses arising from loss, damage or injury caused by them or their employees, agents or representatives.

16.3 The limitations set out in this clause shall not apply to death or personal injury caused by the Event Owner's negligence, wilful misconduct or default.

17. INSURANCE

The Exhibitor is required to take out the appropriate insurance, (including, but not limited to, Public Liability Insurance) and are advised to consult their insurance company or broker to cover themselves against all risks at the Exhibition.

18. ASSIGNMENT

The Exhibitor may not assign, sub-let or grant licences, in respect of the whole or any part of the space allocated to them, nor may any cards, advertisements, or printed matter of firms or companies who are not themselves Exhibitors be exhibited or distributed from any stand or exhibit.

19. TERMINATION

19.1 The Event Owner will have the right to terminate its contract with the Exhibitor and

to retain payment already made by the Exhibitor under this contract if:

19.1.1 the Exhibitor becomes bankrupt or (being a company) an order is made or a resolution is passed for the bankruptcy or winding up of the Exhibitor (other than voluntarily for the purpose of solvent amalgamation or reconstruction);

19.1.2 an order is made for the appointment of an administrator to manage the affairs, business or property of the Exhibitor or documents are filed with a court or competent jurisdiction for the appointment of an administrator or notice of intention to appoint an administrator is given by the Exhibitor, its directors or by a qualifying floating charge holder (as defined in paragraph 14 of Schedule B1 to the Insolvency Act 1986);

19.1.3 a receiver is appointed over any of the Exhibitor's assets or if circumstances arise which entitle a court to appoint a receiver or manager or if any person takes possession of or sells the Exhibitor's assets;

19.1.4 the Exhibitor makes any composition with its creditors or takes or suffers any similar or analogous action in consequence of debt;

19.1.5 the Event Owner has reasonable grounds for believing that the Exhibitor or its servants, agents, employees or representatives may before, during or after the Exhibition endanger public order or the safety of any person, or encourage any written, verbal and or physical behaviour which is obscene, immoral or illegal or cause damage to property; or

19.1.6 the Exhibitor commits a material breach of any of these Terms and Conditions and fails to remedy that breach within 30 days of the date of the breach.

20. GENERAL INSTRUCTION and REGULATIONS

For the avoidance of doubt, the Exhibitor must comply with the Venue Owner's Requirements, the Rules and all statutory regulations having effect at the Venue.

Exhibition Co-ordinators Details:

SRP Administration Office
PO Box 117,
BUCKFASTLEIGH.
Devon
TQ11 0WA

Tel: 01364 – 644487;

Fax: 01364-644492

e-mail: admin@srp-uk.org

website: www.srp-uk.org

Technical questions concerning any of the above should be addressed to the Exhibition Co-ordinator:

Alan Marsh,

e-mail: alan1@alanmarsh.freereserve.co.uk

RULES and REGULATIONS

SRP 7th International Symposium Exhibition
Cardiff City Hall, 12th to 15th June 2005

1. DEFINITIONS

In these Rules and Regulations, the term:

Exhibitor shall mean the person, firm or company to whom exhibition space has been allocated;

Exhibition shall mean the SRP 7th International Symposium Exhibition to be held in Cardiff City Hall (Lower Hall) from 12th to 15th June 2005;

Event Owners shall mean The Society for Radiological Protection ("SRP") Registered Charity Number 264337

Rules shall mean the Rules and Regulations attached to these Terms and Conditions;

Shell Scheme Package shall mean the package of a shell scheme stand, a fascia notice board displaying the stand number and the exhibitors name, 2 spotlights and one power outlet as illustrated on the Exhibition brochure available on request (see also Rule 3);

Space Application Form shall mean the form supplied by SRP for the purpose of applying for exhibition space;

Venue shall mean the City Hall (Lower Hall), Cardiff;

Venue Owner shall mean Cardiff City Council;

Venue Owner's Requirements shall mean all rules and regulations of the Venue Owner (including security, safety, fire and traffic requirements).

2. VENUE

The Exhibition will be held at the Venue, which will yield approximately 5000 square meters of exhibition space (gross).

3. SPACE PLAN

The enclosed draft space plan shows the Exhibition area divided into units of pre-erected shell scheme stands. Each unit is 6 square meters (3m x 2m). The Event Owner will endeavour to be flexible as possible when allocating exhibition space, so if your space requirements differ from the illustrated floor plan please contact the Event Owner at the contact addresses shown.

4. WEIGHT and HEIGHT RESTRICTIONS OF STANDS

4.1 Height: Hall Ceiling height is 5m, stand height below erected ceiling is 2.5m
Weight: 1.4T per square metre (~300lbs per sq. ft)

Access: Double swing doors for equipment, and personal access.

4.2 The Venue Owner's Requirements specify that notice shall be given and plans, sections, specifications and written particulars submitted for approval for any exhibits exceeding 2.5m in height. These must be submitted to the Event Owner's Contact Addresses on or before Friday 1st

April 2005. Any plans received after that date cannot be approved.

4.3 Any Exhibitor requiring a continuous wall of over 3m in length must inform the Event Owner (in writing to the Event Owner's Contact Addresses), but the Event Owners reserves the right to refuse such requests. However, every effort must be made by the Exhibitors to contain their exhibitions and displays within the stand dimensions of 3m x 2m; booking (and paying for) adjoining double stands may be possible.

5. CHARGES for SHELL SCHEME PACKAGE

5.1 Charges for Stand space at the Exhibition will be £800 (for SRP Affiliates); £1200 (for non-Affiliates) + 17.5% VAT per 3m x 2m stand.

Deposit is 25% per stand booked: + 17.5% VAT.

5.2 The charge includes the shell scheme, 2 spotlights, one 500m power outlet, editorial entry in the Exhibition guide and mention on the SRP web-site plus two complimentary scientific delegate registrations as part of the stand package.

5.3 The charge does not include the cleaning of exhibits and displays on the stand, the Exhibitor shall be responsible for keeping their stand in a clean and orderly condition.

5.4 The shell scheme package will be provided and made available in accordance with clauses 6.1 and 6.2 of the Terms and Conditions.

BOOKING PROCEDURE

6.1 The Exhibitor should return the following to one of the Event Owner's Contact addresses, ensuring that they keep copies for their own reference:

- a fully completed Space Application Form; and
- the attached space floor plan, with preferred location(s) clearly marked and preference indicated.

6.2 The Exhibitor should read carefully the Terms and Conditions, which together with these Rules and Regulations and the Space Application Form become the contract between their Company and the Event owner (the Contract).

6.3 Space will be allocated strictly according to the procedure outlined in the Contract.

6.4 The Exhibitor should note that the numbers on the exhibition space plan are for booking purposes and may not necessarily be the final stand numbers (but they could be).

7. PAYMENT

The Exhibitor is referred to clause 13 of the Terms and Conditions.

8. CATERING

Catering points will be positioned in the Exhibition Hall to encourage delegates to spend their time at the Exhibition. These points will provide tea, coffee, snacks and meals, as designated in the Symposium programme, throughout the Open Hours.

9. ADVERTISING/SPONSORSHIP

Further opportunities exist for advertising and sponsorship. For further information, contact the Event Owner's Contact Address, shown below.

10. ELECTRICITY

- 10.1 Power will be supplied as detailed in the Shell scheme package clause 5 below;
- 10.2 The exhibitor will be contacted at an early stage in the installation phase of the stands by the contractor appointed by the Event Owner to assist with planning the supply route.
- 10.3 Should additional electrical outlets be required, over and above that provided in the standard package, this should be indicated to the Event Owner on the Space Application Form at the time of booking, or as soon as possible after this date. Requests on the day of the Installation Period may not be able to be fulfilled.

11. WASTE and WATER SUPPLY

Waste disposal facilities and water supplies will be available in other parts of the Venue, but may not be directly to the stands.

12. CARPETING

The Venue has a carpeted floor.

13. STORAGE FACILITIES

There will be limited non-secure storage at the Venue which may be available for on-site storage of packaging and other materials. For further information, if this is required, contact the Event Owner.

14. NO SMOKING POLICY

The Venue Owners impose a strict NO SMOKING POLICY within the Venue; the Exhibitors, their employees, agents and representatives must comply with this policy.

15. CHILDREN

Subject to the sole discretion of the Event Owners and their representatives, children

under the age of 16 years old will not be permitted into the Exhibition Hall at any time during the Installation and Dismantling Periods or during the Exhibition Opening Hours.

16. PRACTICAL DEMONSTRATIONS

Exhibitors are reminded that any practical demonstrations of their equipment, displays or exhibits must be carried out in a safe manner so as not to cause injury to persons or damage to the Venue. This duty of care will be the sole prerogative of the Exhibitor.

17. INTERNET ACCESS POINTS

The Event Owners are hoping to provide internet access points within the City Hall Symposium and Exhibition venue for those delegates requiring this facility. This will be a complimentary facility and could be withdrawn, or not available, at any time during the Symposium.

18. ADDITIONAL INFORMATION

The Event Owner will send to the Exhibitor the Exhibition Manual, which will provide further details about stand contractors, vehicle access, hotel accommodation, social programme and sponsorship opportunities. This Manual will also contain details of how to order additional items from the Event Owner's contractor if required. Any further information may be obtained by contacting the Event Owner at the addresses shown below:

Exhibition Co-ordinators Details:

SRP Administration Office
PO Box 117,
BUCKFASTLEIGH.
Devon
TQ11 0WA

Tel: 01364 – 644487;
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Alan Marsh,
e-mail: alan1@alanmarsh.freeserve.co.uk