

BioPartner UK Delegations: TERMS AND CONDITIONS

If you have registered on the BioPartner UK website for a UK Delegation, supported event, conference or exhibition, the following terms and conditions apply. Whether you have joined the Delegation or not, you are required to acknowledge that you have read and understood the contents of this document and will adhere to them in their entirety.

1. OUR AGREEMENT

- 1.1 Unless stated otherwise, BioPartner will register for the event, conference or exhibition on your behalf and you will be invoiced by BioPartner for the full sum. Self-registration at the event website will result in forfeiture of rights to advertised offers and discounts.
- 1.2 Payment due date will be shown on your invoice and may be on receipt, 15 or 30 days.
- 1.3 The following restrictions apply in addition to those laid out in the General Terms and Conditions
www.biopartner.co.uk/documents/biop_tc.pdf
<http://www.biopartner.co.uk/documents/Guide to TAP with DIT T&Cs 2017-18.pdf>
- 1.3.1 The registration must be in the name of a UK registered company or academic institution
- 1.3.2 Confirmation of attendance, along with delegate names must be provided within a reasonable time.
- 1.3.3 Networking function places, early bird and other discounts cannot be held beyond advertised dates.
- 1.4 Non-payment after 30 days may result in removal of promotional material. Persistent non-payment may result in your company being barred from future UK Delegations, and/or from accessing discounts. Late payment may also affect your eligibility to any grant funding applied for in respect of the event (see page 6 at <http://www.biopartner.co.uk/documents/Guide to TAP with DIT T&Cs 2017-18.pdf>)
- 1.5 Further requirements apply to Tradeshow Access Programme Grant funded companies. Please see below.

2. COSTS

- 2.1 Costs are set out on the Delegation webpage for each event and will be calculated according to your responses to the registration form.
 - 2.1.1 Please note that registration fees may be published in the currency required by the event organisers.
 - 2.1.2 A currency converter may be provided on the registration page. The currency converter is for guidance only, and your final invoice may differ from the amount calculated, depending on exchange rate fluctuations.
 - 2.1.3 Discounts are usually, but not always, available to all UK life sciences companies and institutions. The criteria imposed by event organisers may vary, and we endeavour to publish any restrictions they may impose.
 - 2.1.4 BioPartner UK takes no responsibility for the withdrawal or other change in availability of published discounts.
 - 2.1.5 BioPartner UK reserve the right to adjust prices in the case of unavoidable increases in their own costs, including but not limited to exchange rate fluctuations.
- 2.2 BioPartner UK charges a fee to companies joining the UK Delegation. This covers the costs of providing UK Delegation benefits as advertised, such as a UK exhibition stand with promotional facilities and opportunities for Delegation attendees.
- 2.3 BioPartner administers UK Trade & Investment's Tradeshow Access Programme (TAP) grants and are obliged to charge a management fee to each company that receives a grant.
 - 2.3.1 The management fee covers the organisation of the UK group including recruitment; the appointment of a travel and freight agent; liaising with DIT to provide a fully manned UK Information Stand, identifying opportunities to meet visiting delegations; advertising; producing a group brochure; as well as the completion of any necessary documentation.
 - 2.3.2 TAP grant awardees must join the UK delegation as a condition of eligibility. The management fee includes access to the UK Delegation and you will not be charged extra for this.

3. PAYMENTS

- 3.1 By completing the registration form, you are committing to pay a sum which will be calculated according to your responses to questions in the form, and the prevailing currency exchange rates.
- 3.2 We will invoice you for the full sum.
- 3.3 The time of invoicing may depend on various factors including your BioPartnership Programme or membership of United Life Sciences partner organisation status.
- 3.4 Unless stated otherwise, event registration fees are payable by BioPartner UK, acting as agent for UK companies and members of the UK Delegation.
- 3.5 Our payment terms and conditions are as stated on your invoice.

4. UK DELEGATION: PARTICIPATION AND DISPLAYS

- 4.1 BioPartner will purchase and furnish exhibition stand space at the event for the purpose of promoting UK Life Sciences in general, and to provide promotional opportunities specifically for organisations in the UK Delegation group, subject to resources available.
- 4.2 Delegates should aim to arrive the day before the event starts, to participate in the group briefing.
- 4.3 Goods or services of UK origin should be displayed only.
- 4.4 Logos, profiles, and other information must be provided within a reasonable time or by a stated deadline, if given, if they are to be included in promotional material.
- 4.5 Delegates agree to behave in a manner that supports fellow delegates and promotes the UK.
- 4.6 UK Delegates agree to respect the UK Exhibition Stand as a promotional base and comply with any stand etiquette guidelines provided.
- 4.7 BioPartner reserves the right to prevent the distribution or display of literature containing serious linguistic errors and/or items it judges to be unacceptable.

5. CO-EXHIBITORS: REGIONAL STANDS AND GROUP STANDS

- 5.1 Discounts may be available for exhibitors booking stand space through BioPartner. These may include discounted charges for the space itself, and/or entry fee discounts for delegates associated with the stand.
- 5.2 Exhibitors who wish to be represented on the UK Exhibition stand in addition to their own space, must pay the UK Delegation management fee.

6. ALLOCATION AND ADJUSTMENTS TO STAND SPACE REQUIREMENTS

- 6.1 BioPartner will endeavour to meet special promotional requirements, but no position or facility can be guaranteed without the approval of the organisers.
- 6.2 If stand layout or the stand construction requirements necessitate an exhibitor receiving a slightly larger or smaller area than that requested in the application form, an appropriate adjustment will be made to the fees.

7. LOCAL REQUIREMENTS

- 7.1 Exhibitors must acquaint themselves with the technical guidelines, requirements and other regulations for the show.
- 7.2 BioPartner will not be held responsible for any claim arising out of a failure to comply with these requirements or regulations.
- 7.3 Delegation members and exhibitors within the group must use the designated freight agent.

8. LIABILITIES AND INSURANCE

- 8.1 No liability shall be attached to BioPartner or any member of their staff for expenditure incurred in connection with the event (other than the booking and paying of space and stand construction) or in respect of any accident, injury, loss or damage of any nature whatsoever arising out of or in any way connected with any display of goods at this event.

- 8.2 BioPartner affects no insurance of any kind.
- 8.3 On registering via the BioPartner website form, the participant agrees to indemnify and keep indemnified BioPartner against all costs, charges and expenses claims and losses of whatsoever nature suffered by them and arising directly from, or attributable to, any act or omission of the company, its employees or agents including any claim in respect of any accident, injury, loss or damage arising out of, or in any way connected with, any display of goods at the event.

9. WITHDRAWAL

- 9.1 If you cancel your registration before we have incurred costs, we will at our discretion issue a credit note or refund any monies paid, minus an administration charge of 10%.
- 9.2 If you cancel after BioPartner expenditure has been incurred, we reserve the right to recover the full costs and to reallocate space and facilities at our discretion.
- 9.3 If participation is withdrawn due to non-payment, you will still be liable for the associated costs.

10. CANCELLATION OF THE EVENT

- 10.1 BioPartner will bear no liability for loss or damage sustained as a result of circumstances beyond its control, including, but not limited to, unusual weather conditions, war, hostilities, national emergency, riot, revolution, rebellion, deliberate sabotage, labour disputes/strikes, fires, floods or any other acts of God. If, due to such an event, cancellation or postponement of the event is considered necessary by the organisers or BioPartner, who will be entitled to retain such proportion of sums paid by participants as may be necessary to cover unavoidable losses and expenses.
- 10.2 Additionally BioPartner reserves the right to cancel participation at this event should an insufficient number of companies sign up to the UK Delegation, prior to the stated deadline.

ADDENDUM

FINANCIAL SUPPORT FROM UK TRADE & INVESTMENT

Full terms and conditions for the Department for International Trade Tradeshow Access Programme (TAP) are published elsewhere on our website

(see http://www.biopartner.co.uk/documents/Guide_to_TAP_with_DIT_T&Cs_2017-18.pdf)

For our UK Delegations, specific conditions attach to organisations supported by TAP:

- (i) The organisation must join the UK Delegation
- (ii) A representative of each TAP supported organisation must sign our attendance sheet on site or TAP funding may be withdrawn.
- (iii) Following the completion of the event, exhibitors must complete an on-line evaluation questionnaire and submit it to Department for International Trade within two months of the close of the exhibition. Department for International Trade reserves the right to withhold support if this is not complied with.

Failure to adhere to the above conditions will result in withdrawal of funding.

The TAP grant will be paid after the exhibition and no later than four months after the event. Please visit www.ukti.gov.uk for details on the services provided by UK Trade & Investment.