

**DON'T FORGET TO KEEP A COPY
FOR YOUR RECORDS**

This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered.

Please circle the scale to which you have drawn your stand

1 square = 1m

1 square = 2m

BACK OF STAND

FRONT OF STAND

If you do not complete this diagram or indicate the heights and dimensions of all orders, items will be placed at our discretion. Subsequent change will be subject to a £25 charge.

- O** = Spotlight
- X** = Power point at floor level
- Ø** = Power point at ceiling height
- O—O—O** = Light track
- =====** = Fluorescent
- C** = Conn to c/o lighting
- M** = Mains position

- Space only ☐
- Shell Scheme ☐
- Do you have a platform ☐

Additional Information _____

COMPANY NAME _____

STAND NO _____

TERMS & CONDITIONS

This extract of The Freeman Company (UK) Limited's Terms of Business summarises the principal matters relating to the provision of Shell Scheme Extras, Electrical Services, Hire of Furniture and Floral and Floor Coverings. At all times The Freeman Company (UK) Limited's full Terms of Business will apply and this extract is for clients' convenience only. The Freeman Company (UK) Limited's full Terms of Business can be provided, on request. For convenience paragraphs retain the numbering of The Freeman Company (UK) Limited's complete Terms of Business.

1.1 In placing a Client Order with The Freeman Company (UK) Limited the Client accepts, with no reservations, that these Terms and Conditions of Business take the place of any other document, prior written or oral agreement, as well as the Client's terms and conditions of purchase or hire.

1.2 The Freeman Company (UK) Limited's Terms and Conditions of Business can only be amended in writing.

1.3 The Contract will be interpreted and applied in accordance with English Law and the parties to the Contract agree to submit to the exclusive jurisdiction of the English Courts.

2.1 A Client Order must be evidenced in writing either by signing a The Freeman Company (UK) Limited Pre Payment Order Form or by accepting a The Freeman Company (UK) Limited Quotation. Except where stated, The Freeman Company (UK) Limited's terms and conditions of business for the placing of Client Orders, their variation and cancellation, will apply to Quotations, Pre Payment Order Forms, site orders and Electronic sales orders.

2.5.1.4 In the event that you cancel an order, even if only advised orally, you will be liable for any work put in hand in order to meet the timescales necessary to complete work to the deadlines of the Event for which the work is intended.

2.2.1.2 All Client Orders placed after the defined Cut Off Dates will be subject to late order surcharges. The same will apply for any request to change a Client Order and/or additional Orders made outside the aforementioned deadlines.

2.2.1.3 Acceptance of a Client Order will be conditional on timing and on stock availability. The Freeman Company (UK) Limited reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.

2.5.3 In the event of cancellation of a Client Order by a Client, the Client will pay to The Freeman Company (UK) Limited the labour and material costs of any work undertaken by The Freeman Company (UK) Limited in order to fulfil the Client Order, at The Freeman Company (UK) Limited's Fully Costed Rates.

2.6 Any Client Order placed on Site will be charged at the surcharged price as detailed in the exhibitor manual or as detailed on any Prepayment Order Form.

3.1.3 Furniture hire Prices are quoted for the Duration of the Event for which they are made available hired (provided the total hire period does not exceed 14 days). A delivery charge may be applied if The Freeman Company (UK) Limited is not an Official Contractor at an Event.

3.1.4 All Prices are exclusive of VAT.

3.2.2 Where a Client wishes to amend a Client Order after work has started on Site, the Client will be charged in accordance with the terms set out below at 3.3.1, for changed Client Orders. The Freeman Company (UK) Limited will only proceed to make any change after a Site Order Variation Sheet has been signed by the Client's representative on Site. Labour time incurred by The Freeman Company (UK) Limited or its contractors will be charged at the The Freeman Company (UK) Limited Fully Costed Rate.

4.1 It is the duty of the hirer to provide at such event or exhibition, a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.

4.2 In the event of non delivery or if the Client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of the The Freeman Company (UK) Limited Site team must be notified before the Open Period of the Event. If the Client is not satisfied with the remedial action taken by The Freeman Company (UK) Limited, the matter should be addressed with the Senior member of the The Freeman Company (UK) Limited Site team or with the Event Organiser's on site staff.

4.3 In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing to The Freeman Company (UK) Limited within seven days of the opening of the Event. The Freeman Company (UK) Limited will consider the complaint and respond to the Client within 10 working days.

4.4 No complaint will be addressed unless it has been brought to the attention of The Freeman Company (UK) Limited's team before the Open Period of the Event.

4.5 If, after return, apparently malfunctioning products are found by The Freeman Company (UK) Limited to be to specification and fully operational, then the Client will be charged for The Freeman Company (UK) Limited's costs in recovering and replacing the item with all costs calculated at the at the The Freeman Company (UK) Limited Fully Costed Rate.

4.6 Once the Contract is complete, the Client will not be able to claim "force majeure" or an act of God against The Freeman Company (UK) Limited, as The Freeman Company (UK) Limited will be considered to have performed its contractual obligations.

4.7 For the hire of furniture, the liabilities of the Client commence at the time the furniture is delivered to Site, or are collected from The Freeman Company (UK) Limited's premises, and continue until they are collected from the Site by The Freeman Company (UK) Limited or are returned to The Freeman Company (UK) Limited's premises. During this time the Client will:-

(i) Keep at the Client's own expense the furniture in good and substantial repair and condition and in the event of any article being damaged beyond repair or lost by fire, theft or any other cause whatsoever, will pay The Freeman Company (UK) Limited the full replacement value of the furniture plus the original - hire charge. In the event of any item being damaged and

requiring repair the Client will pay the full cost of such repair in addition to all hire charges.

(ii) Keep the furniture fully insured to their full replacement value against all risks. Clients are reminded that the period of the insurance shall include at least five days prior to the opening of the event or exhibition for which they are hired, and at least five days after its conclusion. Furniture is hired only on this condition.

PAYMENT

4.8.1 Unless otherwise agreed, all Client Orders for items ordered from Pre-payment forms must be accompanied by full payment.

4.8.2 In the event of non payment within the terms detailed in our Quotation The Freeman Company (UK) Limited reserve the right to withhold the goods or services that have been ordered.

4.8.3 In the event of late payment, with reference to the terms detailed in The Freeman Company (UK) Limited's Quotation, The Freeman Company (UK) Limited reserves the right to charge interest of 3% p.a. over the HSBC base rate until paid.5.2.4 Save as expressly provided in all these Terms and Conditions, the Client shall indemnify The Freeman Company (UK) Limited against all actions, claims and demands whatsoever arising from any loss or damage of whatsoever nature suffered by any party as a result of its conduct in completing the Contract or complying with any Event or Site conditions.

6.1 It is the duty of the hirer to provide at an event or exhibition, a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.

6.2 As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of The Freeman Company (UK) Limited's property throughout the Duration of the Event and will be responsible for any damage to The Freeman Company (UK) Limited's property caused by the actions of the Client or its customers.

6.3 During this period The Freeman Company (UK) Limited disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in / under / on the equipment rented by the Client.

6.4 Clients are reminded that all equipment should be emptied of personal belongings immediately at the end of the Open Period of the Event, in order that The Freeman Company (UK) Limited's property may be removed from Site as quickly as practical. The Freeman Company (UK) Limited accepts no responsibility for the safe custody of goods left in cabinets, draws or similar storage items.

7.1 The Freeman Company (UK) Limited provides all goods, including complete stand structures on hire only and the Client undertakes:

7.1.2 To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and to return it in good working order and clean, and to respect the The Freeman Company (UK) Limited's particular recommendations, specific advice for use, and appropriate warnings which it acknowledges having read notably in these Terms and Conditions, the specifications sheets, and/or the documents that were handed over to it on delivery.

7.1.3 Not to carry out any modification or repair to The Freeman Company (UK) Limited's property, however small.

7.1.4 Not to nail, apply adhesive or paint, or damage The Freeman Company (UK) Limited's property in any way without The Freeman Company (UK) Limited's agreement or the express permission as set out in the Exhibitor manual for the Event.

7.1.5 To allow any of The Freeman Company (UK) Limited's representatives or persons authorised by the latter, unrestricted access to the equipment installed for purposes of maintenance and to take any necessary steps to make their mission easier.

7.1.6 To return goods to The Freeman Company (UK) Limited free of any object.

7.1.7 To be responsible for any electrical item connected to a socket or mains connection installed by The Freeman Company (UK) Limited and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by The Freeman Company (UK) Limited.

7.1.8 To pay The Freeman Company (UK) Limited the cost of repair or replacement (as appropriate) for any item damaged whilst in the care of the Client however caused.

8 All goods, materials, plant or machinery supplied by The Freeman Company (UK) Limited, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated. The Freeman Company (UK) Limited shall enter the Site to collect and to remove its property as soon as permitted after the end of the Open Period.

10.1 The illustrations and / or photos featured in the sales documentation (irrespective of the medium) are for guidance only are not binding specifications.

10.2 Clients may photograph work carried out by The Freeman Company (UK) Limited for their own marketing purposes only and attention is drawn to paragraph 9.2 (please see full terms and conditions regarding the use of The Freeman Company (UK) Limited designs.