

Eikon Exhibition Centre

Rules and Regulations Governing the 2018 NI Motorcycle Festival.

INSTALLATION AND REMOVAL OF GOODS

1. Exhibits may be sent in at Exhibitors sole risk up to the day of the opening of the exhibition. All cases and goods for the Exhibition must be carriage paid and bear the name and stand number of the Exhibitor.
2. All exhibits must be installed and the stand ready in all respects for the opening of the Exhibition at 12 noon on Friday 2nd February.
3. No goods may be delivered or removed from the stands during the hours in which the Exhibition is open to the public.
4. All goods shall be removed from the building immediately after the close of the Exhibition.
5. The organisers may remove from any stand or from the Exhibition building at any time without notice and without incurring any liability, any article or exhibit not specified on the official application or which contravenes any of these regulations.
6. All exhibits are subject to a lien for any amount due to the organisers.

ALLOCATION OF STANDS

7. Application for space must be made on the official application form and must clearly state full details of goods which will be displayed. If the application is accepted, a Contract For Space will be sent to the Exhibitor from the Organiser.
- 7a. Our payment terms. When we receive your stand application form, two invoices will be issued with your Contract at 25% and 75% of stand value. Your signed contract must be returned within 7 days and the first 25% payment is required with the Contract to secure your space. Failure to do this will result in re-allocation of your stand space. The final 75% payment will be required by 9th January 2018. Your stand MUST be paid in FULL before you will be able to build it or get your admission passes.
8. Organisers may at any time, by notice in writing, cancel such an allotment and substitute another stand of equal value and position. The Exhibitor may decline such alternative stand considered unsuitable, in which case all monies paid to the Management by such Exhibitor shall be refunded, but shall not be entitled to any further payment of compensation of any kind.
9. No Exhibitor may assign or sub-let or otherwise dispose of or part with the possession of the whole or any part of the stand allocated to him except with the prior written consent of the Organisers.
10. The Organisers may forthwith by notice in writing at any time cancel any allotment which in their opinion has been obtained under a fictitious or assumed name or otherwise by misrepresentation.

CONSTRUCTION OF STANDS

11. To meet the requirements of the authorities, all material used in the construction of the stands must be either non-combustible, or painted with a fire retardant paint to satisfy the requirements of British Standard. Specification 476, Part 1, 1953, Class 2 (low) flame spread. All materials used in the decoration of stands or offices therein must be non-flammable, and the Organisers reserve the right to order the removal of all materials used in contravention of this regulation.
12. Stalls, counters and other fittings to be erected by exhibitors must not exceed 2.5m in height except where permission of the Organisers in writing has been obtained, nor in any way interfere with, or be a nuisance to other Exhibitors.
13. Electricity is the responsibility of the Exhibitors. (See enclosed form).
15. Special regulations will be made in cases where fire or gas is used by Exhibitors, and a responsible officer will be appointed by the Organisers to carry out the instructions of the Organisers in this respect.
16. Under no circumstance must naked lights or dangerous oil lamps be used. No petrol allowed in the building in Exhibition machines.

GANGWAYS

17. Gangways must be at all times kept clear and free from obstruction.

MACHINERY

18. All machinery must be properly guarded and shall be stopped whenever required by the Organisers.
19. Exhibitors are responsible and must make good or pay for all damage caused by their exhibiting. Under no circumstances must nails be driven into the floor or walls.

DISPLAY ON STANDS

20. Every exhibit must be open to the public view at all hours during which the Exhibition is open.
21. If any exhibit is at any time not in accordance with the preceding Rule the Organisers shall have the right to remove any covering and expose the exhibit without responsibility for loss or damage occasioned thereby.
22. Every Exhibitor must ensure that a sufficient number of responsible members of his/her staff are in attendance at the stand at all times when the Exhibition is open.
23. Exhibitors shall not sell, tout distribution or display goods advertising materials or samples in the gangways or elsewhere other than from the Exhibitor's stand.
24. NO DRAWS, LOTTERIES OR RAFFLES ALLOWED.
25. Exhibitors shall not sell, offer for sale or display any goods in such a manner as shall in the opinion of the Organisers be likely to deceive or cause offense to any other Exhibitor, Employee, Visitor or the Organisers. Motorcycles on display must be from a UK importer.
26. Musical instruments, mechanical or otherwise shall not be sounded to the detriment of any Exhibitor and shall be discontinued at any time at the request of the Organisers.
27. No loud-speaking or amplifying equipment may be used without the prior consent in writing of the Organisers.
28. No stand or exhibit may be photographed, drawn, copied or reproduced without the prior consent in writing of the Organisers.

ADMISSION FOR EXHIBITORS AND ASSISTANTS

29. Exhibitors will be given an admission allocation of passes to allow stand personnel to enter the festival. This allocation will be monitored by Festival Personnel on entrance to the event. Please note once your allocation has been reached, additional exhibitors or assistants passes can be purchased from the organiser's office at a cost of £5.00 each. Please do not hassle door staff if your allocation has been reached as there are NO EXCEPTIONS!
30. All allocations will be dependant on the size of your stand.
31. The Organisers reserve the right at their absolute discretion to refuse admission to or to remove from the Exhibition any person at any time without incurring any liability and without assigning any reason thereof.

ABANDONMENT OF EXHIBITIONS

32. In the event of the building being unavailable in whole or part in consequence of fire, war, strike, or other labour trouble force major, or Act of God or any other circumstances outside the control of the Organisers or it being otherwise the opinion of the Organisers inadvisable to hold the Exhibition or advisable to postpone, interrupt or prematurely conclude it in whole or part or to hold it on a reduced scale. The Organisers may by notice in writing determine or vary this Agreement in such manners as they shall think fit and shall be under no liability to the Exhibitors in respect thereof.

INSURANCE

33. Every article will be exhibited at the sole risk of the Exhibitor. Exhibitors are recommended to insure their exhibits against fire, burglary and larceny and any other damage. Exhibitors must have public liability insurance.
34. All exhibits are the sole responsibility of the Exhibitor to whom they belong.
35. The Organisers will not be responsible in any circumstances for loss or damage to, or safety of any exhibit empty cases, tools, or any other property of any Exhibitor or any other person, in any circumstance whatever, including damage by any water that may come through the roof.
36. Public Liability Insurance MUST be sent to the organisers before 23rd January 2018.

ATTRACTIONS

37. The Organisers reserve the right to change, amend or substitute other attractions for those announced in the prospectus or other publicity materials and also to change, amend or substitute exits and entrances from those shown on the plan.

INDEMNITY

38. The Exhibitor shall indemnify and keep indemnified the Organisers from and against all action costs, claims and demands arising out of injury or damage caused to an Exhibitor, Visitor or any other person by any exhibited machine, implement article, structure or fitting on the Exhibitor's stand or otherwise arising out of the act or default of the Exhibitor, his/her representatives, servants or work men/women or any independent contractor engaged by him/her.

GENERAL REGULATIONS

39. Exhibitors, their employees and agents shall confirm to comply with the whole of these Regulations together with such further regulations as the organisers may issue from time to time.



ORDER FORM



The Eikon Exhibition Centre provides a Wi-Fi service to exhibitors at events being held within the Complex. If you would like to order this in advance please fill out this form and email this form to events@eikoncomplex.co.uk. Please note that Wi-Fi can also be ordered directly at the show in the Venue Manager’s Office.

1 DAY: £25 (Per Connection) / FULL EVENT: £40 (Per Connection)

HARD-LINE WIRED CONNECTION: £200 (Per Connection)

Usernames and passwords will be issued upon receipt of payment. Please provide a contact name and number for payment via credit card or leave blank if paying by cheque. A receipt is available upon request.

Company Name:

Name of Event:

Payment Contact:

Telephone:

No of Connections:

**No Days
(Circle):**

1	Full Event
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Wi-Fi Contract

- i) I acknowledge that use of this service is entirely at our own risk.
- ii) The service is provided on an “as-available” basis, and to the fullest extent permitted by law we hereby exclude all and any warranties or conditions of any kind, whether express or implied, in respect of the service and the content or data obtained or downloaded from it.
- iii) Without prejudice to the foregoing generality we do not warrant that the service will be uninterrupted, timely, secure or error free at all times or will meet your requirements; and we are not responsible for the security, integrity, accuracy, suitability or completeness of any information that you transmit or receive while using the service.
- iv) The disclaimer does not affect your statutory rights as a consumer.

Signed:

Please return the form by email to events@eikoncomplex.co.uk or by post to The King’s Hall Complex, Balmoral, Belfast, BT9 6GW. VAT Reg. No. 702 2697 51