

RULES & REGULATIONS

Changes to the Regulations – The Organisers reserve the right to change any of these Rules and Regulations at any time without notice. On any matters arising whether covered by these Rules and Regulations or not, the decision of the Organisers will be final and non-negotiable.

Queries on Regulations – Any queries on the Regulations should be addressed to Transport Innovations, Unit 3 Jephson Court, Queensway, Leamington Spa. Cv31 3RZ Tel 0870 950 9620 Fax 0870 9509621 . Email: info@transportinnovations.com

1. The Exhibition

The Exhibition will be called Transport Innovations 2007.

2. Organisers

The Exhibition is organised by Transport Shows Ltd.

3. Venue, Dates, Provisional Opening Times

The Exhibition will be held at the NEC Birmingham from October 10th & 11th 2007. The show will be open to visitors from 9.30 hrs – 17:30hrs on Wednesday, 09:30hrs – 17:00hrs on Thursday.

4. Exhibitor Eligibility

The Exhibition is open to any Company or Organisation directly involved in the manufacture, supply of technologies, management support systems, passenger information systems, infrastructure, etc for improving integrated transport solutions.

The Organisers reserve the right to refuse participation to any Company or Organisation, which in their view, does not meet these criteria.

The term Exhibitor(s) in these Rules and Regulations and any other documentation issued in connection with the Exhibition refers to any Company or Organisation which has requested space at the Exhibition and has paid the deposit on that space and has had that booking formally accepted in writing by the Organisers.

5. Visitors

Entrance is available only to those involved in the trade and not to the general public. The Organisers reserve the right to refuse entry or remove person or persons from the show.

6. Types of Space

Space should be sold as follows:

- (1) Space Only
- (2) Shell Scheme Stands

7. Payment Schedule

25% deposit payment including VAT with booking form. No Booking will be accepted without deposit. Balance including VAT by 21st May 2007.

Cheques payable to Transport Shows Ltd.

Overseas exhibitors please note all payments to be made in Sterling either by cheque drawn on a British based bank or by direct bank transfer.

8. Cancellation of Exhibitor

An Exhibitor cancelling its booking after space has been allocated will be liable for 50% charge of the total cost of the space including VAT. Exhibitors cancelling after 1st April 2007 will be liable for the FULL space cost even if it is resold.

9. Cancellation of Exhibition

Should the Exhibition be cancelled, postponed, re-located, curtailed or adversely affected by any cause not within the reasonable control of the Organiser including, but not limited to war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, Act of God, or non-availability of the venue for any reason the Organiser shall be under no obligation to refund all or part of the sums paid by the Exhibitor in respect of its participation in the Exhibition and shall be under no liability to the Exhibitor or any other person in respect of any actions, proceedings, claims, demands, losses, including consequential losses, costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor as the result thereof.

10. Insurance Liability

Neither the Organisers or the Owners of the Hall accept any liability in respect of the loss or damage of Exhibitors' property or injury to any persons employed by the Exhibitor or their sub contractors. Exhibitors are reminded that they are required to accept third party liability and produce evidence of suitable cover if required.

11. Sub-letting of Space

No portion of an Exhibitor's stand may be sub-let to any other Company or Organisation unless that Company or Organisation is a wholly owned subsidiary or parent of the Exhibiting Company. Breach of this regulation carries immediate expulsion from the Exhibition and forfeiture of all monies paid.

12. Negotiations with the NEC Birmingham

No Exhibitor may enter into separate negotiations with the venue or the official contractors to this venue.

13. Revision of Layout

The Organisers reserve the right to revise the layout plan at any time. They also reserve the right to change the allocation of an Exhibitor's space if they deem it to be necessary. No such changes will be made without consultation with the Exhibitor(s) concerned but the Organisers decision will be final and non-negotiable.

14. Fire, Safety and Working Regulations

Exhibitors MUST abide by the Fire, Safety and Working Regulations of the NEC and the Local Authority. Exhibitors are reminded that all materials used in stand construction or display must comply with these Regulations. The onus is on the Exhibitor to fully acquaint themselves with these Regulations and ensure that they comply.

15. Gangways, Fire Protection Areas and Exits

All gangways, fire protection areas and exits must be kept clear at ALL times.

16. Annoyance to Other Exhibitors and Visitors

The Organisers reserve the right to prohibit any activity which in their opinion is causing annoyance to other Exhibitors or Visitors. This includes but is not restricted to the use of microphones, buzzers, sirens, bells, videos, films, music live or recorded, flashing or over bright lights. It also includes the use of roaming promotional staff and distribution of literature or other promotional materials other than that on the Exhibitors own stand. Where neighbouring stands cannot mutually agree on a satisfactory level for such activities the Show Manager will act as arbiter. His decision is final and non-negotiable.

17. Trading

Exhibitor's staff may only trade from their OWN stand. Where any Exhibitor wishes to allow the staff of a dealer, distributor or agent to also trade off their stand this is ONLY allowed if they are:

- a) Bone-fide 'dealers' nominated by the Exhibitor
 - b) Are in possession of the correct pass
- ANYONE IN BREACH OF THESE REGULATIONS WILL BE REMOVED FROM THE EXHIBITION.

18. Security

Although the Hall is covered by security, Exhibitors are reminded that neither the Organisers or the NEC, can be held liable for any theft or damage to an Exhibitor's stand, exhibits or property.

19. Rubbish

Exhibitors are responsible for the removal of rubbish from their stand areas. Rubbish accumulated during build up should be placed in the gangways and clearly identified as rubbish. Contractors will remove it. At the end of each day's show rubbish should be placed in the aisles for overnight clearance. At the end of the Show (1700 hours on 11th October 2007) any material left on your stand area will be considered as rubbish and may be disposed of.

20. Music, Performing Rights

Exhibitors are reminded that if they are using recorded or published materials they must ensure that they comply with the law in this respect. This requires evidence that licenses have been issued by the Performing Rights Society and Phonographic Performance Ltd.

21. Stand Construction Rules – General

- a) All stands must be completed by 0930 hours on Wednesday 10th October 2007
- b) All stands must be completely removed by 2300 hours on Thursday 11th October 2007
- c) Nothing may be affixed in any way to any part of the building.
- d) No material may be affixed to any exhibit above a height of 4m.
- e) Any display involving film, video etc must be positioned such that visitors watching it do not impede the gangways.
- f) Any display which has moving parts must be fitted with screens to prevent injury to third parties or damage to their property.
- g) Stand contractors may commence work on your open stand at 09:00 – 20:00 hours on 9th October and the stand must be completed by 0930 hours on 10th October 2007.
A full set of timings will be given in the Exhibitors Manual.

22. Specific Regulations – Space Only

- a) Full details of your stand design and contractor must be provided to the Event Manager by 2nd July 2007. Four copies of your stand plan are required showing elevations and all height dimensions. **Maximum build height is 4m.** Technical specifications must be provided by 2nd July 2007.

23. Specific Regulations – Shell Scheme Sites

- a) No exhibit may be more than 2.5m high
- b) No stand construction or display may be higher than 2.5m.
- c) No part of any exhibit may overhang any gangway or neighbouring stand.
- d) If you are using a Contractor to dress your stand, details of the Contractor must be provided to the Show Manager by 2nd July 2007
- e) EXHIBITORS MAY NOT BRING VEHICLES INTO THE HALL.
- f) Contractors may begin dismantling your stand at 1700 hours on 10th October 2007 and must be completed by 2300 hours on 10th October 2007.

24. Passes

All staff working at the Show either during build-up, the actual show or breakdown must be in possession of the relevant pass. Only the official Transport Innovations passes will be accepted.

25. Photography

No photography or video filming is permitted at the Exhibition other than by the Official Photographer.

26. Health & Safety

Exhibitors are required by law to have a copy of their health and safety at work procedure available on the stand and all staff and contractors must be instructed on its contents. All exhibitors will be required to advise organisers of their nominated health and safety representative.