# Seb Edinburgh 2023 booking form

*To book an exhibition stand, please complete and return the booking form to Eniola Alalade,* [*proposals@sebiology.org*](mailto:events@sebiology.org) *.*

1. **company DETAILS**

Please complete the following details for your company below.

|  |  |
| --- | --- |
| Company Name (used in all meeting literature) |  |
| Contact name |  |
| Contact position |  |
| Department |  |
| Work Address |  |
| Email Address |  |
| Telephone number |  |
|  |  |

1. **exhibition stand requirements**

All exhibition stands will be allocated on a first come, first served basis and the SEB will try to accommodate all requests and requirements where possible.

|  |  |
| --- | --- |
|  |  |
| Number of stands required |  |
| Exhibition stand numbers  1st choice:  2nd choice:  3rd choice: |  |

The exhibition stand package and details can be found in the exhibition and sponsorship prospectus for the Centenary Conference 2023. A full exhibitor manual with further information will sent closer to the Centenary Conference 2023.

1. **Terms and Conditions**

Your booking will not be confirmed until we receive a completed copy of the booking form. Submitting your booking form also confirms your acceptance of and compliance with all the requirements laid out in our Terms and Conditions on the final page of this document. Please read the terms and conditions carefully and sign below.

I agree to abide by the conditions set out in the Terms and Conditions attached to this document.

Signed:  Date:

**TERMS AND CONDITIONS**

*Please ensure you read through the Terms and Conditions below.*

The Society for Experimental Biology, hereafter known as the ‘Organisers’, and the organisation taking space at the exhibition, hereafter known as the ‘Exhibitor’, agree to the following terms of hire:

**General**

The Organisers are responsible for the control of the Exhibition areas. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with the Policies of insurance affected by the Organisers.

**Booking & payment policy**

Exhibition and sponsorship bookings will be administered on a first come, first served basis. The booking will be reserved on a provisional basis after receipt of the completed booking form. An invoice will then be sent out for the total amount of the booking and reservations will be confirmed once payment has been received. If payment is not received within 30 days from date of invoice the provisional booking will be released.

Alternatively, payment can be made upon booking with a corporate credit card and bank details can be provided on request for BACS transfers. Exhibition stand and sponsorship prices are exempt from VAT and all sponsorship rates carry an addition VAT charge of 20% which will be added to your invoice.

**Non-Profit exhibitors**

Non-Profit exhibitors may book an exhibition stand and will receive a 10% discount on the advertised stand price. The organisation must be recognised as a charity.

**Cancellation policy**

All cancellations need to be submitted in writing to Eniola Alalade, [proposals@sebiology.org](mailto:e.alalade@sebiology.org).

Any exhibition/sponsorship cancellations prior to 1 March 2023 will incur a £100 administration charge. Between 1 March and 26 April 2023, 50% of total payment will be charged, and after 26 April 2023, no refund will be issued, and any outstanding amounts will need to be settled.

**Insurance**

Exhibitors are reminded of the need to cover themselves fully against all risks at the Exhibition. The Organisers are not obliged to return any monies paid for space in the event of the Exhibition being abandoned, postponed, or altered in any way in whole or in part or if the Organisers find it necessary to change the date of the Exhibition. All risks on loss or damage to the Exhibitor’s property, fixtures, fittings, and all other property of a similar nature such as personal property of directors, principals, and employees whilst on the Exhibition premises and transit risks to and from the Exhibition.

If the Exhibitor should fail to remove all property or otherwise fail to vacate the Exhibition premises on Saturday 9th July 2023 by 19:00 and due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the Premises or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the Premises by the agreed time and without prejudice to any other right or remedy of the Organisers. The Organiser may remove any property of the Exhibitor left at the Exhibition after this time and the Exhibitor shall pay costs of such removal on the Organisers demand. Liability to the public may arise out of the Exhibitors activities and should be covered by insurance. Insurance should be affected with the minimum delay.

**Liability**

Whilst the Organiser will endeavour to protect exhibition property whilst on display at the Exhibition it must be clearly understood that the management of the Premises, the Society for Experimental Biology and Firenze Fiera cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way, in whole or in part, or if the Organisers find it necessary to change the dates of the Exhibition, the Organisers shall not be liable for any expenditure loss or damage resultant upon the intervention of any Authority which restricts the use of the Premises in whole or in part in any manner whatsoever.