

1. Definition of Terms

In these terms and conditions the term 'exhibitor' means the organisation to which space at the exhibition has been allocated. The term 'Organiser' means 'Petrospot Limited'.

2. Confirmation of Stand Space

Confirmation of space at the Exhibition must be made on the official confirmation form. Space will be allocated on a first-come first-served basis. By applying for space at the Exhibition it is understood that the applicant has accepted these terms and conditions.

3. Rates

Stand position will be confirmed only after a legally binding booking form is received. Stand charges are as follows:

Single	Double	Triple
\$5,000	\$9,000	\$12,500

4. Payment

Full payment for all bookings must be received **no later than 16 April 2010** to guarantee space. Payment should be made to 'Petrospot Limited', and confirmation sent to Petrospot Limited, Petrospot House, Somerville Court, Trinity Way, Adderbury, Oxfordshire, OX17 3SN, England, either by cheque in US\$, wire transfer or credit card (details on booking form or invoice).

5. Exhibitor Package

The charge includes allocation of stand area, one draped table and two chairs (if required). It also includes one full delegate pass to the conference and social events for the stand manager – name must be supplied in advance.

The exhibitor package does **not** include hotel accommodation.

6. Cancellation of Stand Space

Notification of cancellation **must** be made in writing. A cancellation fee of 15% of the standard rate is applicable **until 16 April 2010**. Thereafter **no** refunds are possible.

7. Revision of Layout

Should it be necessary to alter the layout of the Exhibition the Organisers reserve the right to transfer an Exhibitor to another suitable site by mutual agreement.

8. Shipping

Exhibitors wishing to ship stands, equipment and marketing information to the venue should note that these may arrive any time **AFTER Wednesday 12 May 2010**. Please address them as follows:

c/o Coral Martinez, Meetings & Special Events Manager

For: **MARITIME WEEK AMERICAS 2010 – YOUR COMPANY NAME**

The Ritz-Carlton, South Beach

One Lincoln Road

Miami Beach, Florida 33139

USA

Direct Dial: 001 786-276-4122

Facsimile: 001 786-276-4001

Email: coral.martinez@ritzcarlton.com

9. Rigging/De-rigging

Stands must be **ready to open by 4:00 PM on Tuesday 18 May 2010** and Exhibitors will have **access to the exhibit hall from 6:00 AM** on this day. The Organisers have the right to refuse the Exhibitor access to his allocated space until any outstanding balance is paid. Stands must be open for viewing during the opening times of the Exhibition. **Stands must be vacated in preparation for de-rigging no later than midnight on Thursday 20 May 2010.**

10. Occupation of Stand

The Exhibitor, his agents, employees and contractors, may enter the Exhibition area for the purposes of preparing his exhibition stand during the build-up time from 6:00 AM – 4:00 PM on Tuesday 18 May 2010. Thereafter, only registered exhibitors or delegates are permitted to enter the exhibition area.

11. Installation of Exhibits

- Gangways must be kept clear and must not be obstructed in any way.
- Exhibitors will not be permitted to install their exhibits in such a way that they obstruct the light or impede the view along the gangway.
- A limited amount of storage space is provided in the venue. Storage of large amounts of exhibit material will have to be negotiated with the Exhibition Organisers.
- Installation and connection of electrical equipment must be carried out by the Ritz-Carlton South Beach as appointed by the Organisers.
- Materials used must be treated so as not to cause any damage to the flooring.
- Heavy exhibits exceeding 300 kilograms per square metre may require spreader plates. This should be checked with the Organisers.
- Exhibitors will not be permitted to install any materials which contravene Exhibition safety regulations. The Exhibition venue authorities may be requested to remove any offending items.

12. Electrical Services/Internet Hookup

The Exhibitors may order additional lighting and power supplies, internet hookup etc from the Ritz-Carlton South Beach via **Coral Martinez, Meetings & Special Events Manager** (details in clause 8).

13. Promotional Material

The Exhibitor may distribute advertising and printed materials from his stand but may not distribute such material near the exits and gangways or other conference areas, including the conference hall.

14. Security

The Organisers will provide Exhibitor's name badges to enable access to the Exhibition venue. Admission to the venue will not be permitted without passes or badges. The Organisers will ensure that the exhibit hall is secured overnight to protect exhibits and recommend that valuable items are locked or hidden away. The Organisers do not accept any liability for loss or damage whatsoever.

15. Fire and Safety

The Exhibitor must ensure that all materials used in exhibits and stand construction are effectively fire-proofed or made of non-flammable materials. Fire exits must be kept clear at all times. The Exhibitor will adhere to all fire and safety regulations enforced by the Exhibition venue authorities.

16. Public Liability

The Organisers shall not be liable for any claims arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted, omitted or done thereon or therefrom during the period of the Exhibition or the construction and dismantling periods caused directly or indirectly by the Exhibitor or and contractor, sub-contractor, agent licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or any other article of the Exhibitor or in the possession or use of the Exhibitor or any agent of his. The Exhibitor will indemnify the Organisers in respect of each and every such claim and all actions, proceedings, costs claims and demands in respect thereof. **The Exhibitor shall affect insurance to cover such claims.**

17. Insurance

The Organisers do not accept liability for any loss or damage in respect of property brought to the Exhibition venue by the Exhibitor, agents, or sub-contractors or any other persons. The Exhibitor shall adequately insure all such property in the joint names of himself and the Organisers on a full 'All Risks' basis for a sum insured equivalent to the full value of property brought to the Exhibition by the Exhibitor.

18. Postponement or Abandonment

The Organisers and Exhibition venue authorities do not accept responsibility for postponement of abandonment of the Exhibition by reason of fire, explosion, storm, war, national emergency, labour dispute, strike, lock-out, civil disturbance, accident, force majeure, the non-availability of any part of the Exhibition venue, or any other causes not within the control of the Organisers.

If the Exhibition can be carried through by postponement or by substitution of another Hall the contracts for space will be binding on all parties. In such a case any rearrangement to size and location that may be necessary will be determined by the Organiser.

19. Attendance of Conference

Exhibitors must ensure that members of their staff who wish to attend sessions or social events at *Maritime Week Americas 2010* register as delegates to the conference. Registration forms are available from the Organisers.

20. The Organisers

Petrospot Limited	Tel:	+44 1295 814455
Petrospot House	Fax:	+44 1295 814466
Somerville Court	E-mail:	events@petrospot.com
Trinity Way	Website:	www.petrospot.com
Adderbury		
Oxfordshire		
OX17 3SN		
England		