



CIPFA



CIPFA CONFERENCE  
AND EXHIBITION 2008

**Hilton Brighton Metropole**  
17 - 19 June 2008

AT THE HEART OF  
PUBLIC SERVICES 

This is the single most important event for financial decision makers in the public services. The conference attracts the most influential gathering of local authority and public sector buyers in the UK, who control budgets worth many millions of pounds. This is a unique opportunity to meet a highly targeted audience.

A package of activities: exhibition, sponsorship, advertising and other promotional opportunities is available to maximise your impact on this market.

No other event offers such a highly targeted and cost effective opportunity for companies seeking to reach this audience.

## THE VENUE

Hilton Brighton Metropole

## THE DATE

Wednesday 18 June  
Thursday 19 June

## THE COST

£325 - £375 plus VAT per sq/m

## THE BENEFITS

- Access to a targeted and influential audience of financial decision makers across the public sector
- Wine served from your exhibition stand during the Conference Reception
- One free delegate place for all stands. Two free places for stands over 18m<sup>2</sup>
- A 150 word company profile including contact information in the Conference Handbook distributed to all delegates
- Automatic entry in the directory of exhibitors' products and services
- Two delegate lists prior to the conference
- Official supporters' labels for use on your marketing materials to clearly identify your organisation as a conference participant
- Discounts on all sponsored items or activities (see page 4 for further details)
- Coffee and tea in exhibition (lunch tickets allocated according to total stand size)
- Free links to your website from the exhibition website.



# New!

At the highest level, we are pleased to announce a single and exclusive Prime Sponsorship opportunity. This is available to a single organisation that will feature as the main commercial partner to the conference. This package, offered in 2008 for the first time, provides:

- Branding on main conference stage
- Inclusive exhibition space (up to 24 m<sup>2</sup>)
- Prominent branding on conference website
- Prominent branding on printed programme
- Four full delegate places
- Prominent recognition on major signage
- Full page advert in the conference issue of *Public Finance* magazine
- Full page advert in Conference Handbook
- Exhibitor refreshment and lunches
- Wine on your stand during the Conference Reception
- Pre event attendance list
- Explicit acknowledgement in pre and post conference publicity

This unique opportunity is available for £25,000 plus VAT.

We also offer an extensive portfolio of individual sponsorship items from which organisations can select. Details appear on the following two pages. All prices exclude VAT.

Should you wish to discuss a bespoke sponsorship package, including a selection of the standard items – or to suggest your own ideas – we would be happy to discuss arrangements with you. Please contact a member of our exhibition and sponsorship team:

**Cynthia Godley**  
020 7543 5749  
cynthia.godley@cipfa.org

**Jim Moran**  
07774 167320  
jim.moran@cipfa.org

**Sheila Fenton**  
020 7543 5752  
sheila.fenton@cipfa.org

## Sponsorship Items

Carrier Bags					
<i>Exhibitor</i>	£2,000			Delegate Wallets/CD Holder	£3,000
<i>Non-Exhibitor</i>	£3,500			<i>Exhibitor</i>	£5,000
				<i>Non-Exhibitor</i>	
Coffees and Teas (per day)				Inserts into briefcase or carrier bag	
<i>Exhibitor</i>	£2,000			<i>Exhibitor</i>	£600
<i>Non-Exhibitor</i>	£4,000			<i>Non-Exhibitor</i>	£1,200
Chilled Water					
<i>Exhibitor</i>	£1,500		Amount required	Deadline	
<i>Non-Exhibitor</i>	£2,500			12 May	
CIPFA 2007 Reception				6 June	
<i>Exhibitor</i>	£4,000		Briefcase		
<i>Non-Exhibitor</i>	£6,000		Carrier bag	1,100	
Comfort Zone (Lounge area)			Lunch in Exhibition (per day)		
<i>Exhibitor</i>	£2,500		<i>Exhibitor</i>	£7,000	
<i>Non-Exhibitor</i>	£5,000		<i>Non-Exhibitor</i>	£12,000	
Communications Centre	£ in kind		Notepads and Pens		
Conference Daily News (2 issues)	£5,000		<i>Exhibitor</i>	£4,000	
Conference Flowers			<i>Non-Exhibitor</i>	£6,000	
<i>Exhibitor</i>	£1,500		Paper Recycling Bins		
<i>Non-Exhibitor</i>	£2,500		<i>Exhibitor</i>	£1,000	
Conference Handbook			<i>Non-Exhibitor</i>	£2,000	
<i>Exhibitor</i>	£6,000		Photocopiers	£ in kind	
<i>Non-Exhibitor</i>	£12,000		Pocket Programme		
Conference Programme			<i>Exhibitor</i>	£3,000	
<i>Exhibitor</i>	£9,000		<i>Non-Exhibitor</i>	£5,500	
<i>Non-Exhibitor</i>	£12,000		Reception for Regional Delegates		
Delegate Badges			<i>Exhibitor</i>	£600	
<i>Exhibitor</i>	£8,000		<i>Non-Exhibitor</i>	£1,200	
<i>Non-Exhibitor</i>	£11,000		Signposting		
Delegate Briefcase or Bag			<i>Exhibitor</i>	£4,000	
<i>Exhibitor</i>	£7,500		<i>Non-Exhibitor</i>	£7,000	
<i>Non-Exhibitor</i>	£10,500		Website		
			<i>Exhibitor</i>	£5,000	
			<i>Non-Exhibitor</i>	£6,000	

Increase your company profile with an advert in one or more of three conference publications. Advertising can attract delegates to your stand, encourage participation in prize draws and promote your products or services. **Special rates for exhibitors and sponsors only.**

	Daily News	Public Finance	Handbook	Inclusive Package
Full Colour				
<i>Full Page</i>	£1,000	£2,750	£700	£4,000
<i>Half Page</i>	£750	£2,000	£500	£3,000
Mono				
<i>Full Page</i>	£500	£1,850	£300	£2,500
<i>Half Page</i>	£300	£1,200	£200	£1,500

Total circulation for all three publications is 28,000. The advertisement rates for the CIPFA Daily News covers both issues and includes the facility to change copy each day. To talk about your advertising and marketing requirements please call **Mike Spray** on 020 7543 5782 or email [michael.spray@publicfinance.co.uk](mailto:michael.spray@publicfinance.co.uk)

## CIPFA 2008 RECEPTION

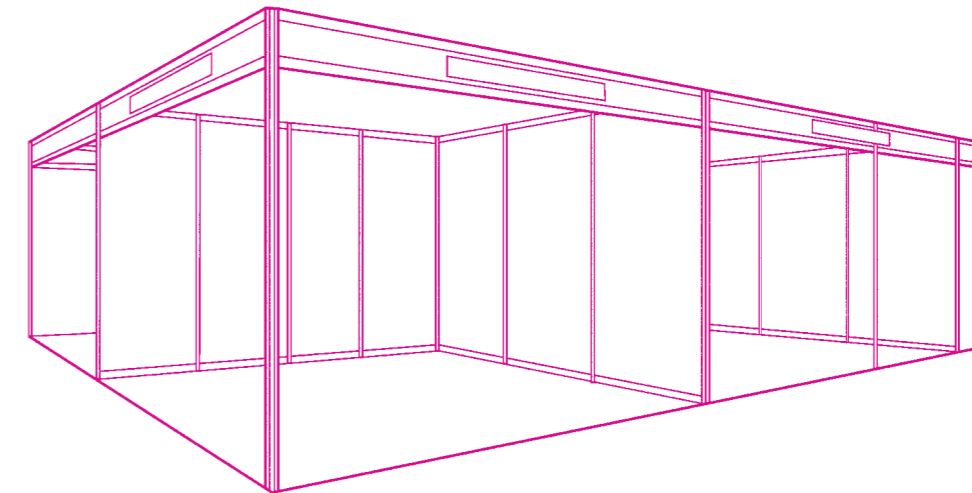
This is the main social occasion of the conference and takes place in the exhibition halls. The popular fringe lecture is also held during the reception, encouraging delegates to attend. Wine and soft drinks are served from the exhibition stands.



ACIPFAL Universities  
 Agresso  
 allpay.net  
 Anglo Irish Bank Corporation Plc  
 Aon Ltd  
 Arlingclose  
 Audit Commission  
 AuditWare Systems Limited  
 Badenoch & Clark  
 Barclaycard Business  
 Barclays Government & Public Sector Team  
 Bentley Jennison  
 Butlers  
 Caatalyst Profit Recovery Specialists  
 Capita  
 CCLA Investment Management Limited  
 CIPFA Group  
 CIPFA Placements  
 Civica UK Ltd  
 COA Solutions Ltd  
 CODA GB Ltd  
 The Co-operative Bank plc  
 Copyrite Business Solutions Ltd  
 Cost Advocates  
 Department for International Development (DFID)  
 DEPFA BANK plc, London Branch  
 Ecebs Limited  
 Epic Asset Management Limited  
 Fidelity International  
 Finalysis UK Limited  
 Franklin Templeton Institutional  
 FSS  
 Goldman Sachs Asset Management  
 Hays Public Services  
 Henderson Global Investors  
 iB Solutions Ltd  
 IBM UK Ltd  
 Innovation Leeds  
 The Institute of Chartered Accountants in England & Wales  
 JPMorgan Asset Management

King & Shaxson  
 LGC - Local Government Chronicle  
 Lloyds TSB Bank plc  
 Local Government Futures Ltd  
 LogicaCMG  
 Logotech Systems  
 Lonsto (International) Ltd  
 Marsh Ltd  
 Martin Ward Anderson  
 Mellon Global Investments  
 Michael Page Finance  
 Midshire Business Systems Ltd  
 The MJ  
 Morgan Hunt  
 Morgan Law Recruitment Consultancy  
 Morgan Stanley  
 Morley Fund Management Limited  
 Northgate HR  
 OB10  
 The Open University  
 Orchard Information Systems Ltd  
 PayPoint Plc  
 Pension Funds Performance Guide  
 PIRC Limited  
 PricewaterhouseCoopers LLP  
 Public Management and Policy Association  
 Public Sector Funds Recovery  
 Reed Accountancy & Reed Finance  
 Resolusion  
 Robert Half International

The Royal Bank of Scotland  
 RSM Robson Rhodes LLP  
 SAP (UK) Ltd  
 SCAN COIN Ltd  
 Scottish Widows Investment Partnership Sector  
 Société Générale Asset Management  
 Standard Life Investments  
 Steria  
 Sterling Consultancy Services  
 The Sunday Times Public Appointments  
 T. Rowe Price Global Investment Services Ltd  
 TechnologyOne  
 The Guardian  
 Tilney Fund Management  
 Transaction Analysts Ltd  
 UBS Global Asset Management  
 Value Based Solutions  
 Xansa  
 Zurich Municipal



## THE SHELL SCHEME

- Modern, flexible click system
- Muslin ceiling and timber finish walls accept graphics and lettering attached with Velcro
- Spotlights
- 2.5 metre high panels in an aluminium frame
- Your company's name on the fascia board

For further information, contact the exhibitions department on **020 7543 5749** or email [exhibitions@cipfa.org](mailto:exhibitions@cipfa.org)

## SPACE ONLY STANDS

Space only sites can be accommodated in most locations. Exhibitors taking a space only site must appoint professional exhibition designers. The halls have a height clearance of 3 metres. Drawings, risk assessments and method statements must be submitted for approval at least six weeks prior to the event to ensure compliance with all fire, health and safety regulations, in time to attain necessary approval from relevant authorities. All space only stand designs must include an adequately finished part wall to any adjoining stands.





# KEY CIPFA EVENTS 2007 – 2008

CIPFA organises a number of conferences throughout the year dedicated to specific subjects and attracting very targeted audiences of between 100 and 200 delegates. All the two day events have a conference dinner and all exhibitors and sponsors are welcome to attend.

Sponsorship and/or exhibition opportunities are available at the following events. To receive more information please complete the appropriate section of the booking form or contact [exhibitions@cipfa.org](mailto:exhibitions@cipfa.org) For a list of all our forthcoming events visit our website [www.cipfa.org.uk](http://www.cipfa.org.uk)

## THE CIPFA HEALTH FINANCE CONFERENCE

5 October 2007 – London

This year's theme is 'Achieving High Performance Organisations' and will address the key issues that face all NHS finance professionals and their teams. A programme of the most senior and influential speakers in and around the NHS has been assembled.

## THE CIPFA CENTRAL GOVERNMENT FINANCE CONFERENCE

10 October 2007 – London

For senior staff with responsibility for finance across the central government sector, the conference is the premier event in CIPFA's central government calendar, covering prime strategic issues and financial developments within the sector. The conference theme is 'Growing Financial Capability'. With over 50 bookings already received we anticipate an audience of 100+.

## THE CIPFA TREASURY MANAGEMENT CONFERENCE

30 October 2007 – London

Aimed primarily at treasury managers and other finance team members from the local government sector, the 2007 event will focus on, among other issues, managing treasury risk, the lessons to be learned from the RSLs regulatory approach, an overview from the PWLB and likely future developments within the area. We expect an audience of approximately 150 senior finance professionals.

## CURRENT DEVELOPMENTS IN POLICE FINANCE

1 November 2007 – London

This event will cover recent developments in the financial management of police activities, examining in depth how efficiency gains can be made from a collaborative approach. It is intended for senior finance executives from police authorities and forces, chief constables and other senior non-finance colleagues wishing to gain an understanding of the changing finance issues in the police sector.

## CIPFA IN WALES ANNUAL CONFERENCE "TIMES THEY ARE A CHANGING"

15-16 November 2007 – Llandudno

The CIPFA in Wales Annual Conference attracts around 150 delegates, the majority of whom are influential senior finance professionals working within public sector organisations in Wales, especially local government, health, audit and central government. This year's venue is the Venue Cymru Conference Centre in Llandudno with the CIPFA in Wales Annual Dinner held on the evening of the 15th at the nearby St Georges Hotel. Dates for Wales 2008 will be confirmed shortly.

## THE CIPFA LOCAL AUTHORITY ACCOUNTING CONFERENCE

6 & 7 March 2008 – Ashford

We anticipate an audience of around 160 senior finance professionals from local authorities throughout England to attend this popular event, which examines topical issues and the latest CIPFA guidance for the local government finance sector.

## THE CIPFA AUDIT CONFERENCE

23-25 April 2008 – Southampton

The premier event for all audit professionals within the public sector, the 2008 Audit Conference will debate current issues and forthcoming legislature, while providing attendees with ample opportunity to exchange experiences and network with colleagues. The conference has a regular attendance of 150 delegates, many of whom return year on year.

## THE CIPFA CAPITAL CONFERENCE

May 2008 – London

This one-day conference is the major event for capital finance managers in local government. Building upon CIPFA's work over recent years to establish the Prudential Code for Capital Finance, and the more recent Accounting for Financial Instruments guidance, it is aimed at team members who have responsibility for capital accounting and capital finance strategies in local government. Leading experts and practitioners will debate these issues and offer their conclusions to an audience of around 200.

## THE CIPFA SOCIAL SERVICES FINANCE CONFERENCE

26 & 27 June 2008 – Southampton

As the new model for social care provision is now firmly established within the cultures of all involved public sector organisations, this conference will continue to provide both 'sides' of this social care provision model with updates on key issues and future developments.



# TERMS AND CONDITIONS

## 1 DEFINITIONS

In these terms and conditions and application for space: Exhibition shall mean The CIPFA 2008 Exhibition. Organisers shall mean IPF Limited, a wholly owned subsidiary of The Chartered Institute of Public Finance and Accountancy.

Exhibitors shall mean any person or persons, firm or company (including his or their servants or agents) applying for and being allotted space. Exhibit shall mean any article described as such by the Exhibitor when making application for space or any article subsequently permitted by the Organisers to be shown. Contract shall mean the Contract entered into between the Exhibitor and Organisers of which these regulations form a part. Stand shall mean either the Shell Stand provided by the Organisers or only agreed sites may be "space-only". All other Exhibitors are required to use the Shell Stand where provided by the Organisers unless previously agreed in writing. Official Contractors shall mean any person or persons, firm or company employed by the Organisers in the erection, fitting or painting of stands or in the supply of other services. Hall shall mean the Halls 2, 3, 5 and 7 of the Hilton Brighton Metropole (hereafter Hilton), or such other place as circumstances may cause the Exhibition to be transferred to. Authorities shall mean anybody empowered by law to make and enforce regulations for public safety.

## 2 OPENING HOURS

The opening hours for the Exhibition shall be as follows:  
**Wednesday 18 June, 08.30 – 18.00 hours**  
**Thursday 19 June, 08.30 – 16.00 hours**  
 The timing of the Exhibition opening hours may be changed at the Organisers discretion.

## 3 APPLICATION FOR SPACE AND ALLOTMENT

Applications for space must be made on the official printed form. The Organisers reserve the right to accept or reject any application, and, even where an application has been accepted, without notice to exclude or to require to be removed any Exhibit which in their opinion does not conform to these terms and conditions or any conditions incorporated here-in. Application for space by the Exhibitor, and the allotment of the same by the Organisers shall constitute a contract subject to these terms and conditions or any conditions deemed to be incorporated herein.

## 4 ABANDONMENT AND LIMITATION

- (a) In the event of any abandonment, postponement or limitation of the use of the Exhibition premises or of any of the services provided therein, resulting from circumstances beyond the control of the Organisers or intervention by an outside authority or by a decision found necessary by the Organisers, an Exhibitor or his agents or contractors shall have no claim against the Organisers in respect of any resulting loss or damage and the Exhibitor's liability under his contract shall not be reduced.
- (b) The Organisers reserve the right to alter the layout of the exhibition in any respect and at any time. Should it be necessary to rearrange the Exhibition or transfer it to another place, the Organisers shall be entitled to allot alternative Stands to Exhibitors as the Organisers may determine. They will adjust the cost of the space of any Exhibitor whose stand area is affected by such alteration, but will not be liable to make any further payment or compensation and the Exhibitor will not be entitled to withdraw from his Contract. The provisions of the Law Reform (Frustrated Contracts) Act 1943 shall not apply to the Contract or any part thereof.

## 5 CHARGES

The charges for the Stand (including site and Shell Stand where applicable) are as set out in this document. The Contractual Price includes: (i) Complete Shell Stand as specified (except on special "space only" sites); (ii) Light fitting and floor covering as provided by Organiser; The Contractual Price does not include: Connections for electricity, electric current, insurance, loading and handling equipment and staff, telephones, furniture, flowers; or the provision of anything else not expressly mentioned.

## 6 PAYMENTS

A non-refundable 25% deposit for the Stand applied for must accompany the application and the balance shall become payable on 25 January 2008 and must be paid by 15 February 2008. In the case of non-payment of any sum payable by the Exhibitor to the Organisers or of the breach of or non-observance by the Exhibitor of any of the terms or conditions of the Contract, the Organisers shall be entitled to re-enter upon the space and remove and exclude the Exhibitor without prejudice to the right of the Organisers to recover any monies due under this contract or under any claim for damages by the Organisers.

## 7 CANCELLATION OR DEFAULT BY THE EXHIBITOR

An exhibitor shall not be entitled to cancel or withdraw his application for a Stand once it has been received by the Organisers. There can be no refund of the deposit or of the balance due hereunder under any circumstances. If any Exhibitor notifies the Organisers in advance that owing to unforeseen circumstances he is unable to occupy the Stand allotted to him the Organisers may, at their discretion, cancel the allotment without prejudice to any claim by the Organisers against the Exhibitor. Should the Organisers succeed in re-letting any such Stand they may, at their discretion, relieve the Exhibitor of part of his responsibility for payment for the unused Stand.

If an Exhibitor shall fail to pay any sum due to the Organisers or shall contravene or fail to observe any of the requirements of these terms and conditions, the Organisers reserve the right to revoke his allotment of any Stand and to remove and exclude the Exhibitor, his agents and property, at his expense from the Exhibition premises and to re-allot the Stand. Such action by the Organisers shall not prejudice any other remedy they shall have against the Exhibitor nor reduce the amount payable or owing by the Exhibitor to the Organisers.

## 8 OCCUPATION OF STAND

Every Exhibitor shall occupy the Stand allotted to him by 08.00 hours on 18 June 2008. Should the Exhibitor fail to exhibit, the Organisers reserve the right to deal with the Stand as they think fit. Non-occupation will in no way absolve Exhibitors from their financial liabilities to the Organisers. An allotted Stand must be adequately occupied by the Exhibitor to whom it is allotted. The Organisers reserve the right to take over and clear at the Exhibitor's expense, the Stand-fitting and Exhibits from the whole or any part of a Stand which they regard as being unsuitable or inadequately occupied. Any payment made of such a Stand will remain payable by the Exhibitor.

## 9 BANKRUPTCY ETC.

In the event of any Exhibitor ceasing to carry on business or committing any act of bankruptcy, or of a Company going into liquidation, the Organisers shall be entitled to determine the contract forthwith, and all monies paid by the Exhibitor under such contract shall be forfeited.

## 10 ERECTION AND REMOVAL OF EXHIBITS

**Installation**  
 Delivery and installation of exhibits by Exhibitors occupying "space only" sites may commence on 15 June 2008. Delivery and installation of exhibits by Exhibitors occupying Shell Scheme sites may commence on Tuesday 17 June 2007 at 08.00 hours. No exhibitor may enter the hall or deliver goods before the dates and times indicated without the express written permission of the Organisers.

## Dismantling

Thursday 19 June 2008. Removal of exhibits by Exhibitors shall be undertaken on Thursday 19 June after 16.00 hours and removal of stand-fitting by official Contractors by 23.59 hours. Every Exhibitor must leave space occupied by him by the said time clear, and in a clean condition and in the event of the Exhibitor failing to comply with this condition, a charge shall be paid by the Exhibitor forthwith for every hour after the time during which the said space shall remain un-cleared and unclean, and if the Exhibitor has failed to do such work, the Organisers may arrange for such work to be done and the said charges shall be applied therefore. The charge will be equivalent to the costs incurred by the Organisers as a result of failure to comply with these rules. Any structures, goods or materials left in the premises 24 hours after the hire period will be regarded as refuse and will be disposed of accordingly.

## 11 STANDS

All Exhibitors must comply with the requirements of the Hilton Management and/or other relevant Authority and all Exhibitors are deemed to have notice of such requirements and conditions and are bound thereby. Exhibitors must not build stands or display their goods so that, in the opinion of the Organisers, they obstruct the light or impede the view along the open spaces or gangways, or may inconvenience other Exhibitors. A drawing and details of the Organisers' Shell Stand scheme appears in this document. No external modifications of these Stands will be permitted but the interior design or decoration will be at the discretion and expense of the Exhibitor subject to Section 8. Detailed design drawings of space only Stands giving all dimensions, together with the name and address of the Exhibitor's Stand fitter must be submitted to the Organisers before 19 April 2008. Late submission may result in refusal to build.

## 12 FIRE-PROOFING

All materials used for building, decorating, draping or covering Stands or displaying exhibits must be non-flammable or made non-flammable by impregnation with fire proofing solution and bear a branding mark denoting that this has been done and in all ways comply with the requirements of all Authorities including the Hilton and local Bye-Laws (see section 18).

## 13 EXHIBITION BUILDING

Exhibitors must not cut or alter the floor or in any way alter the structure of the exhibition building. The Organisers expressly disclaim all responsibility in this connection.

## 14 OBSTRUCTION

Exhibitors must undertake at all times not to obstruct, by their goods or in any other way, gangways or open spaces, and no sign or structure may be hung or projected over gangways or open spaces. The removal of obstructions or offending structures must be undertaken forthwith by the Exhibitor on notification by the Organisers and in default the necessary action will be taken at the Exhibitor's expense.

Detach along perforation

Contact Name	Purchase Order No
Position	
Organisation	
Address	
Postcode	
Tel	Fax
Email	

I would like to receive the quarterly e-newsletter  (Please tick)

## THE EXHIBITION (page 8)

	Stand No	Sq/m		Price £
1st choice			25% of 1st choice	
2nd choice			Plus VAT	
3rd choice			<b>TOTAL</b>	

Space only / Shell Scheme site required (Delete as appropriate)

## EVENTS 2007 – 2008 (please specify which events – page 10)


## SPONSORSHIP AND ADVERTISING

### SPONSORSHIP (page 4)

1st choice
2nd choice
Your alternative suggestion

### INSERTS (page 4)

Conference Bag  Carrier Bag   
**Deadline 12 May 2008** **Deadline 6 June 2008**

### ADVERTISING (page 5)

Daily News  Public Finance  Conference Handbook

## HOTEL ACCOMMODATION

Please tick box to receive further details (no payment required)



# BOOKING FORM 2008

Please complete and return the original of this form, showing all your promotional requirements, when making your application for stand space.

**No application for stand space will be considered without a deposit payment of 25% of your first choice stand cost.**

Cheques for the deposit should be made payable to **IPF Limited** and must accompany the application form. Invoices will be issued for the balance for the exhibition space, sponsorship, mailings and promotions.

Allocation is on a first come first served basis, so early booking is advised.

This form should be photocopied for your reference and the original sent to:

**Cynthia Godley**  
**Exhibition and Sponsorship Manager**  
**CIPFA, 3 Robert Street**  
**London WC2N 6RL**

**Tel: 020 7543 5749 Fax: 020 7543 5780**

I hereby agree to the Terms and Conditions stated in this document. Duly authorised by and signed on behalf of the exhibiting organisation.

Signed:
Name (Block capitals)
Position
Date

**DATA PROTECTION:** Your information will be used by CIPFA to administer and manage your event booking and will be held on our database. CIPFA will not sell or pass on your details to third parties outside the CIPFA Group without gaining your prior consent.

# TERMS AND CONDITIONS

Fold

Fold

**Cynthia Godley**  
**Exhibition and Sponsorship Manager**  
**CIPFA**  
**3 Robert Street**  
**London, WC2N 6RL**

## 15 LIGHT, POWER AND OTHER SERVICES

All electrical work must be carried out by the official contractor. Any additional requirements should be ordered direct from the official electrical contractor. The cost of electricity, water and other services and fittings other than the general lighting and heating of the Halls, shall be borne by Exhibitors requiring the same. Exhibitors shall make payment as the Organisers may direct for electrical current consumed. All electric fittings and devices must comply with the regulations of the Hilton and any other appropriate Authority.

## 16 STAND MAINTENANCE AND CLEANING

Exhibitors shall maintain their exhibits in good repair and appearance to the satisfaction of the Organisers throughout the period of the Exhibition. Gangway cleaning is arranged daily by the Organisers.

## 17 OFFICIAL CONTRACTORS

Exhibitors may only use the Official Contractors appointed by the Organisers for the following services they may require catering, electricians, telephones. The Organisers reserve the right to change or appoint additional Official Contractors as may be found necessary. Exhibitors must submit to the Organisers 6 weeks before the opening day of the Exhibition the names and addresses of the contractors they propose to employ to carry out the interior decoration and fitting out of their allotted Shell Stand. The Organisers reserve the right to refuse admission to the Exhibition premises to any Contractor or sub-contractor not previously notified to them.

## 18 FIRE RISKS AND SAFETY

Exhibitors will adhere to the Regulations of the Hilton and other Authorities concerning explosive and dangerous combustible materials and undertake to effect adequate insurance in respect of third party claims and associated risks. Exhibitors shall not jeopardise any current insurance policies or licenses, and shall in all cases comply with the special or any requirements of the Fire Insurance offices, the Hilton or other Authorities concerned. In no circumstances shall naked lights or lamps, explosives or articles of a dangerous or inflammable or objectionable nature, or temporary electrical fittings, be installed or used in the Hilton without the written permission of the Organisers, who shall be at liberty at any time to remove such articles from the Exhibition areas.

### Smoking

Smoking is prohibited in any part of the Hilton or premises of which the Exhibition areas form a part.

## 19 CINEMATOGRAPHY APPARATUS, ETC.

No cinematography apparatus or film, radio, television, gramophone or any other apparatus which reproduces words or actions or persons or things shall be introduced into the Hilton without the permission of the Organisers. When permission is granted by the Organisers, the following conditions apply:

- (i) Only non-flammable film may be used.
- (ii) The projector housing and covering must be of non-flammable material.
- (iii) Adequate soundproofing of sound films is essential.
- (iv) Seating, if any, must meet the requirements of the Hilton.
- (v) Details of all arrangements must be submitted to the Organisers for approval before work is put in hand.
- (vi) The regulations laid down by the Performing Rights Society governing the playing of words or music have been observed.

## 20 EXHIBITS

All Exhibits are subject to the approval of the Organisers. Every Exhibit must be open to view and every Stand adequately staffed during the opening hours of the Exhibition. All Exhibits (whether moving or not) must be adequately protected from any danger, at the Exhibitor's expense, in such a manner as to meet with the requirements of the Authorities and Organisers. Exhibitors agree to indemnify the Organisers against any claims arising in respect of their Exhibitors or the use of their Stands whether under the Patents and Designs Act or the Trade Mark Act or from any alleged breach of copyright or passing off or otherwise howsoever. All goods delivered to the Exhibition must enter by specified entrances and must be accompanied or received by a representative of the Exhibitor. Empty cases and packing must not be stored on Stands or in Offices. Cases and packing not removed from the premises by 08.00 on 18 June 2008, will be disposed of by the Organisers as they think fit.

No Exhibit shall be allowed to be removed before the close of the Exhibition, and the Organiser shall have a lien on any exhibit or material of the Exhibitor for any money owed to them by the Exhibitor, whether in respect of Stand rent, goods supplied, work done, or other expenses, including liquidated damages, and shall be entitled to enforce such lien by sale of any goods subject thereto as the Organisers see fit.

## 21 CONDUCT OF EXHIBITORS

Exhibitors shall not make retail sales from Stands without written permission from the Organisers. Exhibitors and their representatives, agents, staff and contractors, must comply with the direction of the Organisers given as they may think fit from time to time, the terms and conditions of the Hilton or other appropriate Authority for places of public entertainment. All the said directions, terms and conditions may be varied from time to time without notice to the Exhibitor and such variation shall be deemed to be part of this business. Exhibitors shall conduct themselves in a manner not objectionable to other Exhibitors, to visitors or to the Organisers. In the event of these terms not being observed, the Organisers shall be entitled forthwith to terminate the Exhibitor's license to occupy the Stand. Exhibitors are not allowed to fix advertisement upon any part of the Hall or Conference venue. Distribution of literature or publications by Exhibitors are strictly prohibited unless this is conducted upon their own Stand. Exhibitors are permitted to have literature distributed by the Organisers, at the Organiser's discretion, in the delegates pack, which must be arranged in compliance with deadline dates set by the Organisers.

## 22 CATERING ETC.

The Hilton, the proprietors of the Hall require that all items for consumption on the premises by eating or drinking shall be obtained solely from the Official Contractors for catering. The Exhibitor will not allow or suffer to be done anything which shall be a nuisance or an infringement of any of the licensing laws or suffer to allow any betting or gambling to take place during the period of the Exhibition. Exhibitors shall not dispense alcoholic refreshments when principal conference sessions are taking place.

## 23 RISKS AND INSURANCE

All Exhibits and articles brought into the Hilton by the Exhibitor or his staff or contractors shall be at the sole risk of the Exhibitor or contractors. The Organisers shall not be responsible for any loss or damage occasioned thereby by any causes whatsoever. The Organisers shall not be liable for any loss, delay, damage, costs, expenses or monies paid in respect of the postponing, abandoning, cancelling, transferring or curtailing of the Exhibition by reason of fire, storm, tempest, riot, war, strike, lock-out, trade dispute, process of law or for any other cause beyond their control, or without prejudice to the generality of the foregoing any other case of any nature whatsoever and the Organisers may vary or determine the contract without liability by giving the Exhibitor notice in writing to that effect. The Organisers shall not be liable for any loss or damage whatsoever caused by or arising out of their act or omission or otherwise of the Organisers' servants, agents, contractors, invitees, licensees or any goods or things of whatsoever nature brought in or upon the building by or with the Authority or for the benefit of the Exhibitor. The Exhibitor hereby indemnifies and shall keep indemnified the Organisers against any action, liability, costs, claims or expenses arising out of any act or omission of whatever nature by the Exhibitor or his servants, agents, contractors or invitees or licensees within the Halls or in other parts of the building, or howsoever otherwise in connection with the Exhibition. Before the commencement of the Exhibition, the Exhibitor shall insure his legal liability for negligence under a General Third party Policy and submit the said policy to the Organisers if requested.

## 24 INTERPRETATION AND ALTERATIONS

The Organisers reserve the right to alter, amend, or add to any of these terms and conditions for the better conduct of the Exhibition, and to waive any of these terms and conditions in particular cases. No waiver or indulgence in relation to any particular case shall be a waiver in relation to any other matter involving that Exhibitor or any other Exhibitor and any such waiver or indulgence shall be without prejudice to any remedy which may be available to the Organisers in relation to that Exhibitor. Should any questions arise whether provided for in these terms or not the decision of the Organisers shall be final. The Exhibitor undertakes not by any act or omission to do anything which would lead to the cancellation by the Hilton of its contract with the Organisers. The descriptive headings in these terms and conditions are for reference only and are not part of the contract.

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