



Aberdeen City and Shire Pavilion Offshore Europe 2017 5-8 September 2017

Exhibitor Space Package

Stand Position

The Aberdeen City and Shire Pavilion is situated in a prime location of the exhibition. Details of the show can be found at www.offshore-europe.co.uk . The stand number is **Hall 2 2C20**

Stand Design

The Aberdeen City and Shire Pavilion is a highly visible double deck exhibition stand. The position of the stand and its innovative design attracts maximum exposure and impact. The lower deck has a number of individual exhibitor spaces around the perimeter of the stand which will stimulate and attract interest. Also, on the ground floor, are the partner areas and an open plan hospitality area with seating areas for networking and a semi private meeting space which will be available to all exhibitors for booking.

The upper deck has been designed to offer a versatile business lounge adaptable for presentations, receptions, workshops or business meetings. It has catering facilities for hospitality and the lounge may be booked by the stand partners for private use.

The Pavilion is an open plan design to allow free flow of clients to move onto and through the stand from all sides. The bold regional branding provides a strong, consistent identity and a dynamic business environment for exhibitors to operate in. The Aberdeen City and Shire stand attracts a high footfall through the number of exhibitors on the ground floor, the sponsors and partners who support and use the facilities and the extensive programme of events and workshops taking place on both the ground and upper lounge.



Front elevation of the Aberdeen City and Shire Pavilion

Exhibitor Space

Premium Workstations

- 42" Plasma Screen
- Bespoke Bench Seating
- Bespoke Metal Rail
- Lockable Storage
- Literature Distribution
- Partner Logo
- Plug & Play Media Input
- Light Tape Edging



Each exhibitor space also consists of

- An exclusive 2m x 1.5m area
- Power sockets
- Internet access
- An invitation to events organised by Aberdeen City and Shire during OE17 including events in the VIP programme.
- Exhibitors will be mentioned in all PR material issued to the press before, during and after

the exhibition

- **The cost for the Exhibitor Space Package is £4,000.00 + VAT**

The Aberdeen City and Shire OE 2017 stand contractor is Rocket Exhibitions Ltd. Rocket will issue an online manual and will be presenting at the Exhibitor's Briefing Meeting where each exhibitor will have an opportunity for a question and answer session. Rocket will be your contact for technical requirements for your Exhibitor Space. **Please note any additional items out with the specification of the Exhibitor Space Package would incur a charge.**

Please note storage space is limited on the Exhibitor Space and a small amount of storage space is available on the ground floor of the exhibition stand. It is advised that exhibitors bring their promotional material into the show on a daily basis.

Ground Floor Facilities

In addition to the Exhibitor Spaces, the ground floor includes an open plan area, for use by Exhibitors for networking, informal meetings and customer appointments. Facilities include tables and seating and a self-serve drink station.

Upper Lounge

The Upper Lounge is a large open plan area which can be available for exhibitor use.



The facilities include:-

- An informal meeting space / hospitality area with a café style seating
- AV facilities - Plasma screen, lap top and PA
- Kitchen, with fridge, hot and cold water and a coffee and tea station
- This lounge may be booked exclusively by Exhibitors, in advance, subject to availability
- Hospitality for an Exhibitor event in this lounge can be booked through the AECC catering team and will be at the Exhibitor's expense
- If a licence is required, details will be provided by AECC

EXHIBITOR SPACE PACKAGE – STANDARD TERMS AND CONDITIONS OF BOOKING

1. "Exhibitor" or "Partners" includes all employees or agents of an exhibitor and "Aberdeen City Council" includes all employees or agents of Aberdeen City Council.

2. Should it be necessary to revise the layout of the stand, for any purpose, Aberdeen City Council reserves the right to transfer an exhibitor to an alternative site.

3. On receipt of your booking form, an invoice will be sent for 50% of the cost of participation. The balance of the cost is payable 6 weeks before the exhibition.

4. Exhibitors cancelling bookings after signing the booking form will forfeit their deposit and will be liable for payment of the balance of the charge. Aberdeen City Council will not waive payment of the balance of the charge unless:

- a) The cancellation is made in writing.
- b) The cancellation is received by Aberdeen City Council at least six weeks prior to the opening of the Exhibition
- c) Aberdeen City Council are able to re-let the cancelled space in its entirety.

5. The exhibitor must complete their exhibits before the opening of the exhibition.

6. Exhibits must not be removed and displays must not be dismantled either partially or totally, before the closing time on the last day of the exhibition. All exhibits and any display material must be removed as soon as possible after this time.

7. Aberdeen City Council reserves the right to re-allocate or otherwise deal with any stand booked by an exhibitor but not occupied by him. The exhibitor will be liable for any consequential expense incurred by Aberdeen City Council.

8. Except with the express permission of Aberdeen City Council, only exhibitors who have booked space with Aberdeen City Council are entitled to occupy a stand.

9. Stands must be staffed at all times throughout the open hours of the exhibition.



10. The exhibitor hereby undertakes to acquaint himself with the fire and safety regulations affecting the venue of the Exhibition before the opening of the Exhibition and to observe these throughout his occupation of his stand. Aisles and fire exits must be kept clear of exhibits. Aberdeen City Council and the exhibition organiser shall be entitled to remove any articles blocking aisles or fire exits and shall not be liable to the Exhibitor for any loss or damage occasioned by such removal.

11. All exhibits must be adequately labelled and protected so as to avoid danger to persons visiting or taking part in the exhibition. Aberdeen City Council and the exhibition organiser shall be indemnified by an exhibitor against all claims on account of any injury to any persons whatsoever occasioned by or attributable in any way to his exhibit.

12. The exhibitor undertakes to insure to their full replacement value the contents of his stand and all associated equipment and materials. Aberdeen City Council, the owners or tenants of the exhibition venue and the organisers of the exhibition shall have no liability to the exhibitor for damage to or loss or destruction of the exhibit or other property brought to the exhibition venue by or for the exhibitor or any other person.

13. The exhibitor shall be liable to the Aberdeen City Council for any loss of business, income, profit, goodwill, use or anticipated services and for any special or indirect loss arising from or in connection with the exhibitor's use of the Exhibitor's Space as well as any claim made by any third party arising from the supply by the exhibitor of samples of any kind whether such samples be sold or given away free, but that only in the event of negligence or breach on the part of the exhibitor, its employees, or any other parties for whom it is responsible in law.

14. Aberdeen City Council, the owners or tenants of the exhibition venue and the organisers of the exhibition shall not be liable to the exhibitor or any other person for loss, injury or damage of any kind arising from or in any way attributable to this agreement or anything to be provided hereunder. In the event of postponement, delay, abandonment or change, Aberdeen City Council shall be entitled to retain such proportion of any payments made by the exhibitor to Aberdeen City Council as they may consider necessary.

15. In the event of postponement or change of duration or venue of the exhibition, Aberdeen City Council shall be entitled to make any modification, re-arrangement or substitution of allocated stances as Aberdeen City Council may consider necessary, and these conditions shall remain binding on the exhibitor and Aberdeen City Council except as regards size and position of allocated stances.

16. Aberdeen City Council reserves the right to stop any activity on the part of an exhibitor that may cause annoyance to other exhibitors or visitors. The exhibitor may distribute advertising and printed material from his stand but must not distribute such material in the vicinity of entrances and exits, nor in such a manner as to cause annoyance or disturbance to other exhibitors. Exhibits or other devices which emit sound must cause no disturbance to other exhibitors. In the event of complaints, Aberdeen City Council's decision shall be final.

17. The exhibitor agrees to be contacted by either Aberdeen City Council or Aberdeenshire Council in the lead up to the exhibition and to participate in a post-show survey in order to evaluate the success/management of the event.

18. Exhibitors shall comply with these conditions and any further conditions, which may be imposed by



the proprietors or tenants of the venue or the organisers of the Exhibition. Failure by the exhibitor to do so shall entitle Aberdeen City Council to require his immediate withdrawal from the exhibition and/or the removal of all or any part of his exhibits and display material, the exhibitor shall not be entitled to any refund of payments made by him to Aberdeen City Council.

19. Failure to comply with any of the above is likely to result in an exhibitor being precluded from future involvement in this or other events organised by the Aberdeen City Council and/or Aberdeenshire Council.