



2018

**DUBLIN IRELAND**  
**21-23 MARCH**

# Security Printers

Connecting issuing authorities & solution providers

**EXHIBITION  
TERMS &  
CONDITIONS**

by **INTERGRAF**

# Exhibition Terms & Conditions

## 1. Definitions

In these Terms and Conditions:

- a) the term 'Organiser' means 'INTERGRAF a.i.s.b.l.'.
- b) the term 'Exhibitor' means the person, company or firm to whom a booth at the Exhibition has been granted by the Organiser.
- c) the term 'Exhibition' refers to the 'Security Printers, International Conference & Exhibition'.

## 2. Application for booth space and assignment

Application for a booth must be made via the online Exhibition booth booking form and submitted to the Organiser. The application will constitute the Exhibitor's commitment of participation and acceptance of these Terms and Conditions.

The application shall not be deemed to be accepted until approved in writing by the Organiser. Applications will be accepted on a 'first-come, first-served' basis, provided, however, that the Organiser reserves the right to accept or reject applications without giving any reason.

The Organiser reserves the right to modify booth assignments and the floor plan if in the best interest of the Exhibition. Subletting or sharing of space is prohibited without prior approval of the Organiser. In no case more than two different companies will be authorised to share one booth.

## 3. Payment

Booth renting fees as set out in the Exhibition online booth booking form must be paid in full on receipt of the invoice and in advance of the Exhibition. In the event that the Exhibitor fails to meet such payment obligations (whether as to the amounts or to the date of payment) the Organiser reserves the right to cancel the Exhibitor's reservation and to resell or reallocate the booth space allocated. In such a case the provision of paragraph 5 below relating to cancellation charges shall apply.

All invoices relative to the rental of the booth, additional furniture or services linked to the Exhibition will be exclusively sent to the invoicing address mentioned in the online Exhibition booth booking form. No invoice will be issued to other companies sharing the booth or any supplier of the Exhibitor.

## 4. Cancellation by the Organiser

Neither the Organiser nor its employees, managers or agents shall have any liability to the Exhibitor in case the Exhibition is cancelled, postponed or relocated due to circumstances outside the Organiser's control such as force majeure including but not limited to war, fire, natural disasters, explosion, national emergency, labour dispute, strike, lock-out, embargo, civil unrest, legal proceedings or government regulations that make it impossible or impractical for the Organiser in its absolute discretion to hold the Exhibition.

## 5. Cancellation by the Exhibitor

Any Exhibitor who cancels his booth must formally notify the Organiser in writing by email at [securityprinters@intergraf.eu](mailto:securityprinters@intergraf.eu). If the cancellation is notified before or on 15/06/2017, a cancellation charge of 25% of total charge for the booth will be applied by the Organiser. If the cancellation is notified on or after 15/06/2017, no refund will be made.

The Organiser shall have the absolute discretion to reallocate or resell the cancelled booth. The Exhibitor hereby acknowledges that the above charges represent a reasonable compensation for the costs incurred by the Organiser as a result of the Exhibitor's cancellation and that they do not represent a penalty.

## 6. Rental of a booth and its use

Rental includes the following equipment and services: back and side panels (standard booth structure) plus a frieze featuring the Exhibitor's company name and the following standard furniture: 1 high table, 3 bar stools, 1 info counter, 3 spotlights, standard electricity connection with 1 electric socket, standard carpet and 2 complimentary conference passes per booth. The Organiser commits to rent the booth and the furniture for the period and at the conditions stipulated in these Terms and Conditions.

The fixing of display material to the booth will be permitted only by methods laid down by the Organiser. No nails, screws or other fixtures may be driven into any part of the Exhibition building, including floors, nor any part of the exhibition building be damaged or disfigured in any way. Should any damage occur, the Exhibitor responsible shall be liable for reparation charges incurred.

## 7. Occupation of a booth

The Exhibitor, his servants, agents and employees may enter the exhibition area for the purpose of setting up and preparing their exhibits during the set-up days as follows: Monday 19/03/2018 from 08.00 to 18.00 hrs for free built booths and Tuesday 20/03/2018 from 08.00 to 18.00 hrs for standard shell scheme booths. All booths must be complete and ready for the event opening by 11.00 hrs on Wednesday 21/03/2018. In case of an Exhibitor failing to take possession of his allocated booth, the charges for such allocated booth will nevertheless remain due to the Organiser. The Organiser shall have the right to refuse the Exhibitor to occupy or use the booth until all amounts due to the Organiser by the Exhibitor have been paid. The Exhibition will open on Wednesday 21/03/2018 from 11.00 to 19.00 hrs, Thursday 22/03/2018 from 08.30 to 18.00 hrs and Friday 23/03/2018 from 08.30 to 14.00 hrs. Booths must be open for viewing and staffed during these hours. The Exhibitors shall remove by 20.00 hrs on Friday 23/03/2018 from the exhibition area all exhibits, displays, booth fittings, materials and other things brought to the exhibition area by the Exhibitor. Removal of exhibits and dismantling of booths may not commence until the official closing time of 14.00 hrs on Friday 23/03/2018.

After the installation of a display, all empty shipping crates and/or other containers must be labelled, removed and stored outside of the exhibition area. Gangways must be kept clear and free for passage and must not be littered or obstructed. All movement of and fixture to the booth panels rented by the Organiser must be carried out by the contractors appointed by the Organiser. All electrical installations and connections must be carried out by the contractors appointed by the Organiser.

Exhibitors shall, after the closure of the Exhibition, return the booths and their respective furniture in the same condition as they received them, except for normal wear and tear. In case of damages the Organiser reserves the right to proceed to all necessary repairs and bill the occupant of the damaged booth.



Questions about booth and advertisement sales? Exhibitor support needed?

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INTERGRAF | Avenue Louise 130A, bte 2 | B-1050 Brussels | [www.securityprinters.org](http://www.securityprinters.org)

## 8. Advertising and marketing material

In all advertising and marketing material produced by the Exhibitor mentioning its participation in the event, the Exhibitor must mention that access to the Exhibition area is subject to full registration with the Organiser according to the rules for registration to the Security Printers, International Conference & Exhibition.

For advertising its participation in the Security Printers, International Conference & Exhibition, the Exhibitor will receive the list of participants who gave consent for their contact details to be shared with Exhibitors, in PDF format, prior to the event. The Exhibitor, its officers, agents or employees are not allowed to communicate this list or any part of it to any third party.

## 9. Movement - shipment of exhibits

The arrangement and payment for transporting goods to and from its exhibition booth, custom clearance, receiving, decorating, storing and removing its exhibits are entirely the responsibility of the Exhibitor. In case of failure to do so, the Exhibitor agrees to pay for the additional incurred costs.

## 10. Storage

There is no provision for storing material at the exhibition venue prior to the Exhibition. Exhibitors are strongly encouraged to make the necessary arrangements with the appointed forwarding agent.

## 11. Contractor services

Where an official contractor has been designated to perform services, including but not limited to shipping, storage and delivery, furniture rental, cleaning and audio-visual services, no Exhibitor or representative shall contract such services with another party than the said official contractor. The Organiser assumes no responsibility or liability for any of the services performed or materials delivered by the contractors.

## 12. Third party's rights

The Exhibitor warrants that the exhibits do not in any way whatsoever violate or infringe any third party's rights including trade mark, copyrights, designs, names and patents whether registered or otherwise, and agree to fully indemnify the Organiser and its agents and contractors against all costs, expenses and damages arising from any third party's claim infringement by the Exhibitor and/or the Organiser of such third party's rights.

## 13. Fire regulations

All materials used for building, decorating or covering booths or displays must be of non-flammable material. The Exhibitor must comply with all instructions given by the relevant authorities to avoid the risk of fire or any other risk.

## 14. Insurance

The Exhibitor shall carry out its own insurance, the Organiser assumes no responsibility for the safety of the properties of the Exhibitors, its officers, agents, employees or visitors from thefts, damages by fire, accident or any other cause whatsoever. The Exhibitor shall adequately insure all exhibits or any other property brought to the premise of the Exhibition in the joint names of himself and the Organiser on a full 'all risks' basis for a sum insured equivalent to the full value of all their exhibits and any other property brought to the Exhibition. The Exhibitor shall provide the Organisers with satisfactory evidence that adequate insurance is in force.

## 15. Bankruptcy or liquidation

In the event of an Exhibitor becoming bankrupt or entering into liquidation other than for the purpose of reconstruction or amalgamation, or having a Receiver appointed, the Organiser shall be at liberty to terminate forthwith the contract with such an Exhibitor, and all sums paid by the Exhibitor under the contract shall be forfeited.

## 16. Savings clause

All matters not addressed in these Terms and Conditions shall be subject to the sole discretion of the Organiser.

## 17. Liability

Information given by the Organiser about the Exhibition is accurate to the best of its knowledge but does not constitute any warranty or representation by the Organiser and therefore any mistake or omission will not entitle the Exhibitor to cancel his booth booking.

The Organiser or its employees shall have no liability for any damage, loss or injury to the property or body or life of the Exhibitor or its dependants unless said damages, losses or injuries are intentionally and directly caused by the Organiser or its employees.

## 18. Compliance with regulations

The Exhibitor shall abide by the rules and regulations of the exhibition venue which are deemed to be integral parts of and incorporated into these Terms and Conditions. In the event of conflict between the provisions of such rules and regulations and these Terms and Conditions, these Terms and Conditions shall prevail.

## 19. Additional rules and regulations

These Terms and Conditions contain the entire agreement between the Organiser and the Exhibitor and may not be changed orally, but only in writing signed by a duly authorised representative of the Organiser. An Exhibitor's terms and conditions of purchase or other terms and conditions shall not apply to this order.

## 20. Governing law and jurisdiction

If any provision of this agreement is determined to be invalid or contrary to any existing or future law, statute or ordinance of Belgium, such invalidity shall not impair the operation of or affect any other provisions hereof which are valid, and the invalid provisions shall be construed in such manner as shall be as similar in terms to such invalid provisions as may be possible, consistent with applicable law. This agreement shall be governed by and construed in accordance with Belgian law and the parties hereby irrevocably submit to the jurisdiction of Brussels' courts.



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# Advertising Terms & Conditions

## 1. Definitions

In these Terms and Conditions:

- a) the term 'Publisher' means 'INTERGRAF a.i.s.b.l.'
- b) the term 'Advertiser' means the person, company or firm ordering an advertisement from the Publisher. It explicitly excludes advertising agencies.

## 2. Order for an advertisement and assignment

Order for an advertisement must be made using the corresponding order form and submitted to the Publisher. By sending the order form the Advertiser accepts these Terms and Conditions.

Orders will be accepted on a 'first-come, first-served' basis, provided, however, that the Publisher reserves the right to accept or reject orders without giving any reason. No order shall be deemed to be accepted by the Publisher unless and until confirmed in writing by the Publisher.

## 3. Payment

Advertising fees as set out in the corresponding order form must be paid on receipt of the invoice and in any case in full in advance of the printing of the publication mentioned in the order form. In the event that the Advertiser fails to meet such payment obligations, the Publisher reserves the right not to publish the advertisement and the Advertiser is responsible for all reasonable expenses (including debt collector and lawyer fees) incurred by the Publisher in collecting all sums due.

## 4. Cancellation by the Publisher

Neither the Publisher nor its employees, managers or agents shall have any liability to the Advertiser in case the publication is cancelled or postponed due to circumstances outside the Publisher's control such as force majeure including but not limited to war, fire, natural disasters, explosion, national emergency, labour dispute, strike, lock-out, embargo, civil unrest, legal proceedings or government regulations that make it impossible or impractical for the Publisher in its absolute discretion to publish the advertisement.

Failure by the Publisher to publish any ordered advertisement does not entitle the Advertiser to any legal remedy and the Publisher only commits to refund the paid advertising fee.

## 5. Cancellation by the Advertiser

The order is non-cancellable by the Advertiser. The Publisher does not refund for advertisements ordered.

The Publisher hereby acknowledges that the above charges represent a reasonable compensation for the costs incurred by the Publisher as a result of the Advertiser's cancellation and that they do not represent a penalty.

## 6. Provision of advertising material

The Advertiser will provide all materials for the advertisement in accordance with the Publisher's instructions within the time frame given in the order form. The Publisher shall not be required to publish any advertisement that is not received in accordance with the instructions or within the timeframe set up in the order form.

## 7. Proofs

The Publisher is not responsible for errors or omissions in any advertising materials provided by the Advertiser.

## 8. Positioning

The Publisher shall have the right to insert the advertisement at its discretion.

## 9. Third party's rights

The Advertiser warrants that the advertisement does not in any way whatsoever violate or infringe any law or any third party's rights including trade mark, copyrights, designs, names, logos, picture and patents whether registered or otherwise, privacy, publicity, and agrees to fully indemnify the Publisher and its employees and contractors against all costs, expenses and damages arising from any and all third party's claim infringements by the Advertiser and/or the Publisher of such third party's rights.

## 10. Savings clause

All matters not addressed in these Terms and Conditions shall be subject to the sole discretion of the Publisher.

## 11. Liability

The Publisher shall in no event be liable to the Advertiser for more than the total amount paid to the Publisher by the Advertiser for the advertisement.

The Publisher specifically disclaims any warranty regarding the number of recipients of the publication and any benefit the Advertiser might obtain from including an advertisement in the publication.

## 12. Additional rules and regulations

These Terms and Conditions contain the entire agreement between the Publisher and the Advertiser and may not be changed orally, but only in writing signed by a duly authorised representative of both the Publisher and the Advertiser.

An Advertiser's terms and conditions of purchase or other terms and conditions shall not apply to this order.

## 13. Governing Law and Jurisdiction

If any provision of this agreement is determined to be invalid or contrary to any existing or future law, statute or ordinance of Belgium, such invalidity shall not impair the operation of or affect any other provisions hereof which are valid, and the invalid provisions shall be construed in such manner as shall be as similar in terms to such invalid provisions as may be possible, consistent with applicable law.

This agreement shall be governed by and construed in accordance with Belgian law and the parties hereby irrevocably submit to the jurisdiction of the Belgian courts.



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