

TERMS & CONDITIONS

GENERAL

Applications for booth space will only be considered for allocation if the signed contract has been received by EAGE Conferences bv. A floor plan will be made available in order to locate the preferred booth. Booth allocation will be final after receipt of payment of the first invoice (50% of booth rental).

It is not allowed to re-allocate (part of) a booth to another exhibitor without the written permission of EAGE Conferences bv. Co-exhibitors must be indicated on the contract, all the contacts will be between EAGE Conferences bv and/or their assigned suppliers and the main exhibitor.

EAGE Conferences bv reserves the right to alter the layout of the exhibition and consequently to revise or modify the leases of the booths. The final booth layout and allocation is at the discretion of EAGE Conferences bv.

CANCELLATION AND REFUND

In case of cancellation of a booth reservation, the following penalty rule will apply:

- Cancellations received prior to 15 March 2010: cancellation fee shall be 50% of the total booth rental
- Cancellations received on or after 15 March 2010: cancellation fee shall be 100% of the total booth rental.

INVOICES & TERMS OF PAYMENT

After receipt of the contract a first invoice (50% of the booth rental) will be sent.

The second invoice will be sent early 2010. No interest can be claimed on early payments.

For contracts received on or after 1 January 2010, a 100% invoice will be sent; payment within 30 days is required.

For contracts received on or after 1 April 2010, a 100% invoice will be sent; immediate payment is required.

Payment must be made in Euro according to the instructions stated on the invoice. For credit card payments a 5% surcharge is applicable.

Location and publication cannot be guaranteed without payment.

Payment needs to be received at least 6 weeks prior to the event. EAGE keeps the right to remove booths from the floor plan if payment isn't received by that time.

VAT

Space/booth rental is considered a service; therefore we have to charge you VAT, even if you have an EC VAT number.

INSURANCE

The security of individual booths is at all times the responsibility of the exhibitor. Each exhibitor exhibits at his own risk. Booths should not be left unattended at any time, particularly during the vulnerable build-up and break down periods. Please do not leave your booth the last day before you have packed the small items.

Exhibitors must cover the cost of all necessary insurance for damage to their own goods and for liability in respect of personal injury or damage to property of third parties.

RESPONSIBILITY

EAGE Conferences bv does not accept responsibility for damage to booths or damage or loss of any property in any booth or anywhere else at the exhibition, or in the course of its delivery thereto or removal there from, from any cause whatsoever. Exhibitors are advised to insure against these risks.

EAGE Conferences bv is not responsible for any loss sustained by exhibitors from fire, theft, damage or any other reason, or for personal injuries or loss to or by any person employed by the exhibitor or any third party. As a result exhibitors shall have no claim whatsoever against EAGE Conferences bv and/or the European Association of Geoscientists and Engineers.

EAGE Conferences bv will not be liable for any financial loss incurred by the exhibitors resulting from cancellation or curtailment of the exhibition for any reason whatsoever.

BOOTH SPECIFICATIONS

The minimum size of a booth is 9 m². Please indicate on the contract the m² space required and preferred booth number(s). The latest floor plan is available at www.eage.org.

You are entitled to have a(n):

- two sides open booth when you order more than 30 m²
- three sides open booth when you order more than 70 m²
- island booth when you order more than 100 m².

Whilst in practice every care is taken to ensure that booth spaces are of the dimensions stated on the contract at the time of accepting the exhibitors' application, the organiser shall not be liable for any variation that may occur, up to a tolerance of 5% of the allocated area.

Exhibitors who wish to be interconnected by a computer network should all endeavour to book their booths in the same area and express this requirement in their contracts.

BOOTH PACKAGE

The minimum size of a booth is 9 m². Included in the booth rental package is:

- White wall panels (height 250 cm) with aluminium frame
- Main connection 1 kW, including socket outlet
- 1 (120 W) spotlight per 3 m²
- Normal electricity consumption
- A fascia with name board including black regular lettering on the open sides of the booth, in a standard style
- Carpet tiles (choice of different colors)
- Booth cleaning incl. emptying garbage bins.

EXHIBITORS' REGISTRATION

All exhibitors **MUST** register. For every 9 m² booked and paid; two voucher numbers are issued. These voucher numbers can be used for free registration in two ways:

- Free registration of one **full delegate** (conference & exhibition) costs **2 voucher numbers**
- Free registration for access to the **exhibition only** (booth personnel) costs **1 voucher number**.

Pre-registration starts at 1 January 2010. Registration can be made through the website www.eage.org or by filling out the registration form that will be included in the Second Announcement).

POINT SYSTEM

EAGE works with a point system for booth allocation. The company having the highest number of points can make the first booth selection on the floor plan. Points have been allocated on the basis of:

- amount of square meters booked and paid for during the last 5 years: 1 point for every 9 m²
- amount of Euros (excl. VAT) spent on sponsoring and/or advertising during the last 5 years: 1 point for every € 1.000.

The signed booth space contract needs to be received at the EAGE Head Office before **15 September 2009** in order to have point priority.

EXHIBITORS' MANUAL

An exhibitors' manual will be made available to all participating exhibitors on our website www.eage.org. In this manual detailed information is given on all matters concerning the installation and furnishing of the booths.

PROGRAMME & CATALOGUE

Exhibitors are entitled to have a company profile included in the Programme & Catalogue (maximum 100 words). Company profiles of co-exhibitors, having clear exposure in the booth, will also be included if their share is at least 9 m². Co-exhibitors using less than 9 m² will be included with contact details only. The details will also be included on the Extended abstracts CD Rom.

The company profile cannot be guaranteed for bookings made after **1 April 2010**.