



IHEEM 2023

WALES REGIONAL CONFERENCE

EXHIBITION & GALA AWARDS DINNER
CARDIFF CITY STADIUM

11TH AND 12TH MAY



GIG
CYMRU
NHS
WALES

Partneriaeth
Cydwasaethau
Gwasanaethau Ystadau Arbenigol
Shared Services
Partnership
Specialist Estates Services

EXHIBITORS

TERMS AND CONDITIONS

1. Definitions

- 1.1. 'IHEEM' is defined as the Institute of Healthcare Engineering and Estate Management and is responsible for the overall organising, marketing and management of the event.
- 1.2. 'Event' is defined as the Wales Regional Conference Exhibition and Gala Awards Dinner and referred to as the Wales 2023.
- 1.3. 'Venue' is defined as Cardiff City Stadium, Leckwith Road, Cardiff, CF11 8AZ.
- 1.1. 'Package' is defined as the relevant Exhibitor/Sponsor package included in this brochure and the details of each.
- 1.2. 'Exhibitor/Sponsor' is defined as the company or organisation named on the event booking form.
- 1.3. 'Space' is defined as the exhibition stand included in the Package as described in this document.

2. Booking an Exhibitor or Sponsorship Package

- 2.1. All bookings are subject to VAT.
- 2.2. Booking confirmation will only be effective upon receipt of a completed booking form and payment of the Package.
- 2.3. Full payment of the Package is required before the event.
- 2.4. Until full payment has been received, the booking is not confirmed and remains provisional. IHEEM has the right to sell this Package to other interested parties.
- 2.5. IHEEM retains the right to decline bookings if the Exhibitor or Sponsor requestor is not suitable for the event, has outstanding balances to pay IHEEM or for other reasons stated by IHEEM.
- 2.6. Upon completion and acceptance of the booking form and payment of the Exhibitor/Sponsor Package, the terms and conditions of this document shall constitute an agreement between IHEEM and the Exhibitor/Sponsor.

3. Allocation of Exhibitor/Sponsor stand/space

- 3.1. Every effort shall be made to allocate to the Exhibitor/Sponsor the stand space which has been booked. However, to facilitate an effective layout of the Exhibition and if IHEEM believes it to be in the best interest of the Exhibition, then IHEEM has the right to make a stand reallocation at any time.

4. Event Marketing and Promotion

- 4.1. IHEEM are responsible for the marketing and promotion of the event and reserves the right at any time to amend or vary the manner or methods of such marketing and promotion.

- 4.2. The Exhibitor/Sponsor acknowledges that IHEEM shall not be held responsible for the failure of all or any other contracted Exhibitors/Sponsors to attend the event or the failure of any number of attendees to attend the event for any reason beyond the reasonable control IHEEM.
- 4.3. Please note that IHEEM and third-party contractors may take photographs, video and audio footage of the event, which may include speakers, delegates, Exhibitors and Sponsors, and this may later be used in editorial features and/or in marketing and promotional material.
5. **Postponement or Abandonment**
 - 5.1. IHEEM at any time, without prior notification, may change the location of the venue, the date, the opening and closing times of the event.
 - 5.2. The Exhibitor/Sponsor shall not have any claim against IHEEM in respect of any loss or damage whatsoever consequent upon the event failing to be held for any reason outside IHEEM's control or the event venue being or becoming wholly or partially unavailable for the holding of the event for any reason.
6. **Cancellation by the Exhibitor/Sponsor**
 - 6.1. An Exhibitor/Sponsor shall not be at liberty to cancel or withdraw an application for a Package once it has been confirmed by IHEEM as set out in 2.1-2.7.
 - 6.2. If any Exhibitor/Sponsor notifies IHEEM in advance that, owing to unforeseen circumstances he is unable to attend the event and use the Package allotted to them, then IHEEM may, at their discretion, cancel the allotment.
 - 6.3. Notification to cancel the booking must be made in writing (email) to IHEEM.
 - 6.4. Should IHEEM succeed in re-letting any such cancelled Package they may, at their discretion, relieve the Exhibitor/Sponsor of any part of their responsibility for payment of the cancelled package.
 - 6.5. If any Exhibitor/Sponsor shall fail to pay any sum due to IHEEM or shall contravene or fail to observe any of the requirements of these terms and conditions, then IHEEM reserve the right to revoke the allotment of Package and to exclude the Exhibitor/Sponsor, their agents and property, at their expense from the event and venue and to re-allocate the Package.