

**Heart Rhythm Congress**  
**The ICC, Birmingham | 6 – 9 October 2019**  
**Exhibitor Booking Form**

<b>COMPANY NAME:</b>	
<b>CONTACT NAME(S):</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>EMAIL:</b>	

**Invoice Details (if different from above)**

<b>CONTACT NAME(S):</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>EMAIL:</b>	

**Stand – please state type and number**

	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice
<b>PLATINUM (Space Only)</b>			
<b>GOLD (Space Only)</b>			
<b>SILVER (Shell Scheme)</b>			
<b>PRIME BRONZE (Table top in Registration)</b>			
<b>BRONZE (Table top in exhibition Hall)</b>			
<b>PATIENTS DAY (Sunday Only)</b>			
<b>Tech Suite</b>			

**PLEASE NOTE: Electrics and furniture are not included with any stand.**

## Terms & Conditions

**Definitions** - In these terms and conditions the word 'Exhibitor' means any company, organisation or person who has applied for space allocation in an exhibition. The word 'Organiser' means Arrhythmia Alliance. 'Exhibition' means the event detailed on the Exhibition Booking Form.

**Stand Bookings Payment Terms** - Exhibitors must complete, sign and return the booking form; no application will be considered valid until a signed booking form is received. A booking is only confirmed when accepted by the Organiser in writing. Provisional bookings can be held for 14 days.

For all bookings made before 31 July 2019, 50% of your package will be invoiced on receipt of a booking form and must be paid within 30 days of the invoice date; the final 50% will be invoiced once the first payment is received however please note all final invoices will be issued on 31 July 2019 even if the first payment is outstanding.

If your booking is made after 31 July 2019, 100% of the package price will be invoiced and must be paid within 30 days of the invoice date.

We will exercise the right to claim interest of 8.5% per day from the first day after our normal credit terms of 30 days has passed. The interest will continue to accrue daily until the original invoice has been paid, the total interest when invoiced will be payable immediately.

**Cancellation** - All cancellations must be made in writing. Cancellations made more than 6 months prior to the Exhibition the Exhibitor will be refunded all payments less 10% administrative fee. Cancellations made after that time and up to 3 months prior to the Exhibition, the Exhibitor will be liable to pay 50% of their package price. If notification of cancellation is received within 3 months of the Exhibition opening, the Exhibitor will be liable for payment of the total package price.

**Postponement or Abandonment** - The Exhibitor shall have no claim against the Organiser in respect of any loss or damage caused by the prevention, postponement or abandonment of the Exhibition, for reasons beyond the control of the Organiser. Such obstacles and hindrances include, but are not limited to, the outbreak of war, act of terrorism, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

**Exhibits & Consumables** - Exhibitors should not engage in activities or display items, which would be against the best interests of the exhibition. If the Exhibitor wishes to provide food and/or beverages it must ensure that it complies with the regulations set out by the venue. Consumables may be subject to corkage.

**Security and Insurance** - The Organiser is not responsible for the safety and security of the exhibit or of any other property of any Exhibitor, or for the loss, damage or destruction by theft or fire, or from any other cause, to such exhibits or other property. Neither is the Organiser responsible for loss, damage or injury sustained by any Exhibitor or any other person where proved to be caused by the negligence or breach of duty of the Organiser. The Exhibitor shall indemnify the Organiser against any liability incurred by the Organiser to third persons, as a result of any act or omission of the Exhibitor, its employees or agents. The Exhibitor should affect its own insurance against the risk of any loss, damage or injury liability.

**Amendment of Exhibition Floor Plan** - Whilst we try and ensure to retain the published plan of the exhibition, the Organiser shall be entitled to vary the layout if it believes such amends to be in the general best interests of the exhibition.

**Build Up & Breakdown** - The Exhibitor must ensure that its stand is ready before the opening of the exhibition each day. The Exhibitor must comply with build-up, breakdown and delivery times, as set out in the Exhibitor manual. Late build up and early breakdown creates problems in the exhibition hall, contravenes health and safety regulations and is discourteous to other Exhibitors. Exhibits are not to be removed until the exhibition is closed, at which point all exhibit items should be removed from the premises within the time specified for exhibition breakdown.

**Delegate Numbers** - Whilst the Organiser will make every effort to secure a high level of attendance of delegates, there can be no guarantee of delegate numbers and no discounts or refunds are available if delegate numbers do not reach the projected levels.

**Social Functions** - Due to the HRC dinner taking place on the evening of Monday 7 October 2019, exhibitors should not organise any social functions for delegates at this time, for example dinner bookings.

By signing this booking form, I confirm I understand this is a legally binding contract and have read and agreed to the terms and conditions.

<b>Signature:</b>	
<b>Date:</b>	