

## TERMS & CONDITIONS OF EXHIBITING

INEC, November 12<sup>th</sup> & 13<sup>th</sup> 2025

### CONTRACT FOR STAND SPACE

- Applications are processed on a case-by-case basis for companies with a good credit record with IPPN
- Application for stand space at the Exhibition must be on the IPPN's official Contract Form and must (if so required) contain information on all exhibits to be displayed. Until the completed Contract Form has been received and accepted by IPPN, IPPN has the right without giving notice to the Exhibitor to relocate the stand space to another exhibitor and the application will be deemed to have been rejected.
- All payments must be made in accordance with the terms and methods of payments set out on the invoice or contract form.
- In the event the Exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) IPPN reserves the right to cancel its contract with the Exhibitor and to resell or reallocate the stand space allocated to the Exhibitor
- Stand bookings can only be processed on receipt of payment
- All companies must have Insurance for Public and Employers liability

### FLOOR PLAN

- All dimensions and locations shown on the official floor plan are assumed but not guaranteed to be accurate.
- IPPN reserves the right to make any modifications that may be necessary to meet the needs of the exhibitors or the Exhibition as a whole.
- IPPN has the absolute right to allocate and assign space among exhibitors and to relocate exhibitors after initial assignment if circumstances warrant this, at its sole discretion.

### **Consult the floor plan for the size of the exhibit space.**

- Build your display to fit inside this area.
- Where an exhibitor's display is built beyond the limitations and restrictions set forth in these rules, IPPN reserves the right to correct such display violations by having the exhibitor alter, remove or rearrange any or all of the display, so that it will comply with regulations.
- If the exhibitor is not available to make such corrections, IPPN has the authority to make any and all necessary corrections at the exhibitor's expense.
- Compliance with Regulations - The Exhibitor shall abide by and observe all requirements, laws, rules and regulations whether imposed by IPPN, the proprietors or managers of the Exhibition building or any other competent authority
- Sharing of stands is strictly prohibited.
- Admission: **IPPN considers it a serious offence for any exhibitor to register any people other than their own staff. Any exhibitor found to breach the admission and registration policy for this event will be excluded. Wholesale suppliers to your company can only be granted access to the venue by prior arrangement with the Expo management team, an allocated time will be given for these visits.**
- If it appears to IPPN that the Exhibitor may be engaged in activities which are deemed to be contrary to the best interest of the Expo, it's attendees, staff; activities and products which appear unethical, in breach of the law, or contravening IPPN's ethos, mission and values; IPPN may without being under any liability to refund or abate any charges paid or due herein; cancel any stand space

allocation which may have been made to the Exhibitor; require him forthwith to vacate the stand allocated to him and refuse the Exhibitor the right to participate further in the Exhibition.

- Exhibitors are not permitted to operate or distribute promotional material outside the confines of their own stand; this includes the Expo Floor, Conference registration area, auditorium, seminar and meeting rooms, catering hall, and all other areas of INEC, hotel and campus. Materials will be removed by Expo Management.
- Dismantling of displays. Due to health and safety regulations, in order not to disturb the conference session and out of courtesy to neighbouring exhibitors, the use of trolleys and the movement of equipment in the removal of displays is strictly prohibited before the official closing time of the Expo.
- IPPN is entitled to final approval of exhibitors and all aspects of their exhibits / sponsorship / advertising / passport prizes etc.
- Pre-delivery of goods to the venue is at the owner's risk and IPPN and INEC staff will not be held responsible for any loss or damage to exhibition deliveries at any time.
- The Expo commences at 8.30am sharp on Wednesday 12<sup>th</sup> November 2025. Exhibitors are obliged to have their stands ready for trading by this time. Exhibitors attempting to set up after this time must follow the direction of the Expo management team. This may involve a delay in your set-up.
- IPPN reserves the right to reconfigure stand space if and as necessary.
- IPPN reserves the right to reassign stand space that is not occupied by the time of Expo opening.
- Exhibitors are not permitted to obstruct the view, occasion injury, or adversely affect the displays of other exhibitors, nor can they obstruct access points for IPPN or INEC staff. IPPN will require rearrangement at the Exhibitor's expense of any display that violates these guidelines.
- Exhibitors may conduct giveaways from the confines of their own stand however IPPN will not announce winners or distribute prizes.
- Use of amplified sound systems will be restricted by IPPN should they be found to interfere in any way with the conference sessions.
- IPPN will not be responsible for any lost or stolen goods or equipment for the duration of the conference including deliveries to the venue prior to the event and goods stored at the venue post event.
- Exhibitors are not permitted to attend the seminar sessions unless they are a direct sponsor of that session.
- In the event of an Exhibitor failing to co-operate with the Expo Management team, IPPN reserves the right to remove exhibitor and/or their stand at any point during the event.
- All stands must be vacated by 5pm on Thursday November 13<sup>th</sup> 2025. IPPN cannot facilitate the storage of any equipment overnight.
- All exhibitors will be required to comply with the INEC's Safety requirements.

#### CANCELLATION:

- In rare circumstances, events are cancelled by IPPN
- Should this happen, we will try to contact you as early as possible by email, with the email address you have supplied at the time of booking.
- IPPN will not be held responsible for any inconvenience, losses of any kind or expenses incurred by the exhibitor because of an event being cancelled, rescheduled or moved to a different venue.
- The exhibitor is wholly responsible for any expenses that they incur to facilitate attending an event.
- Should the exhibitor cancel their participation for any reason, IPPN reserves the right to retain all fees paid. No refunds will be provided unless otherwise agreed in writing by IPPN

**PARKING:**

- The main Gleneagle and Brehon car park may be used by exhibitors free of charge.
- Parking is prohibited in the small car park directly outside the INEC/Gleneagle Hotel. Only vehicles who have pre-arranged parking with the Expo team will be allowed.

#### MISCELLANEOUS REGULATIONS

- Children under 16, are prohibited in the exhibition area
- All live animals are prohibited, with the exception of assistance dogs and service animals.