



## CEBC 2025 Terms and Conditions

### 1. Schedule

Please ensure that you adhere to the agreed delivery timetables.

Full payment due to reserve the space	Payable by due date on the invoice
Set up	From 18:00 – 20:00, Wednesday January 29 <sup>th</sup> and 07:00 – 08:30 Thursday January 30 <sup>th</sup> 2024
Take down	From 17:00 – 19:00 January 31st, 2024

### 2. Your Booking

#### 2.1. The schedule for payments

- a) Payment shall be made by wire transfer.
- b) All bank charges to be born by exhibitor, full amount on invoice needs to be received by organizer.
- c) If the exhibitor does not pay the balance by the Due date CEBC reserves the right to cancel the booking and reallocate the space.

#### 2.2. Space

- a) CEBC ensures the provision of the following by CEBC to the stand holder:
  - i) Use of space allocated in the designated stand areas for the erection of an exhibition stand
- b) The size of the exhibition stand constructed must be no greater than:
  - i) 3m x 2m *Banners, signage and stands allowed, so long as they remain within the allocated space*
- c) The company engaging in this agreement is the sole exhibitor on the space purchased
- d) The exhibitor must not swap exhibition space with other exhibitors without prior written consent of CEBC
- e) The exhibitor must arrange for the exhibit to fill the allocated space in a professional manner. The exhibitor must not encroach upon other exhibitor spaces. The backs of exhibition stands must be presentable.
- f) Should the exhibitor arrive on site with a bigger stand layout than the space allocated CEBC has the right to require that the exhibitor reduce the size of the exhibition stand.
- g) The exhibitor must not attach anything to walls, floors or any other structural points in the Exhibition Arena without CEBCs permission.
- h) The exhibitor will be responsible for removing any items the CEBC has not permitted to be displayed.
- i) The exhibitor will be responsible for making good any damage caused by its actions.
- j) Exhibitors may only arrive at the exhibition site at the time specified in clause 3.1.
- k) Exhibitors can choose a preferred location for their stand on booking. The location chosen is not guaranteed and CEBC reserves the right to change the location of the stand after booking.

#### 2.3. Staffing of the exhibition stand

- a) Two all-access passes to the CEBC are included in the cost of the exhibition stand. Additional exhibitor passes and boat cruise tickets can be purchased via the CEBC website [www.cebcepo.eu](http://www.cebcepo.eu)
- b) One table and 2 chairs will be provided to each booth.
- c) All people on stand staff must wear the official CEBC passes and Lanyards at all times when on site.
- d) All exhibition stand staff shall comply with the Terms & Conditions for the venue and must abide by its terms at all times. It is the responsibility of the exhibitor to ensure that exhibition stand staff are aware of all Terms & Conditions currently in force.
- e) The exhibitor will be required to maintain at least one representative at the allocated exhibition space at all times during the applicable opening hours of the event.

#### 2.4. Termination

- a) CEBC may terminate your booking immediately in the event of the exhibitor:
  - i) Going into liquidation or being unable to pay its bills.
  - ii) Ceasing to trade for whatever reason
  - iii) Failing to pay fees by the due deadline(s) specified in clause 2.1 above
  - iv) Breaching regulations, Event Guidelines or statutory requirements.
- b) CEBC is not liable to the exhibitor for any costs, charges, refunds or damages whether direct or indirect arising from termination of this Contract by CEBC.
- c) Any cancellations made by the exhibitor will incur full charges. No refunds will be provided by CEBC under any circumstances.
- d) If the CEBC is cancelled because of COVID related issues or other the exhibitors will receive a full refund of exhibition costs invoiced and paid

#### 2.5. Non attendance

- a) If the exhibitor does not attend the conference CEBC shall be entitled to retain all fees paid by the exhibitor for the stand space, notwithstanding the exhibitor having given prior notice of its intention not to attend.

### **3. Access**

#### 3.1. Set Up

- a) Stand space will be available for setting up from 18.00 – 20:00, Wednesday January 29<sup>th</sup> 2025 and from 07:00 – 08:30 Thursday January 30<sup>th</sup> 2025

#### 3.2. Break Down

- a) Exhibition stands must be dismantled from 17:00 – 19:00 January 31<sup>th</sup> 2025

- 3.3. Shipping. Any materials that need to be shipped in advance for the conference can be shipped to the venue directly.

Central European University (CEU)

Budapest Nador U. 15, 1051

Venue contact: Edina Veres +36 70 277 2196

CEBC Contact: Bernadett Foldi: email: foldi.bernadett@redone.hu Tel: +36 70 633 9599

Delivery time for items shipped in advance: Goods must arrive on January 29<sup>th</sup> between: 10:00 – 17:00

### **4. Health & Safety**

- 4.1 All exhibiting companies are responsible for the safety of their staff, contractors, sub-contractors, other suppliers and visitors to their stand.

#### 4.2 Evacuation Procedure

- a) If you discover a fire or see any suspicious packages or see any member of the public or staff acting in a suspicious manner, please contact a CEBC representative without delay.
- b) If the fire alarm is sounded, please leave everything as it is and make your way to the nearest fire exit. A map of the fire exits and the position of the fire assembly points are posted on the walls of the venue.
- c) No naked flames, or dangerous/explosive/hazardous materials are permitted in the exhibition area at any time