



EUROPEAN INCENTIVE, BUSINESS TRAVEL AND MEETINGS EXHIBITION

EIBTM HOSTED BUYER TERMS AND CONDITIONS 2011

Please read these terms and conditions carefully.

1. Definitions

In these Terms and Conditions the following words shall have the following meanings unless the context otherwise requires:

“**EIBTM**” or “**Exhibition**” means the show to be held at Fira Barcelona from 29th November-1st December 2011 which is owned and organised by Reed Exhibitions Limited.

“Show Team” means the **EIBTM** team for the Exhibition at Reed Exhibitions Limited of Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN, UK.

“Exhibitors” means exhibitors who have contracted with Reed Exhibitions Limited to take stand space at **EIBTM**.

“Hosted Buyer” means the meetings and events professional who has applied to be a Hosted Buyer and has agreed to these Terms and Conditions and has been accepted by Reed Exhibitions Limited to attend the Exhibition as a buyer of meetings and events products and services where complimentary accommodation, transfers and flights are provided by Reed Exhibitions Limited and shall include Hosted Buyers (“with flights” and “without flights”).

“Pre-Scheduled Appointment Programme” means the appointment programme operated by Reed Exhibitions Limited to co-ordinate the appointments of the Hosted Buyer with Exhibitors during the Exhibition and “Pre-Scheduled Appointments” shall be conducted accordingly.

“Destination Presentation” means sessions hosted by Destination Exhibitors. Each Destination Presentation session will last for 20 minutes.

“No Show” refers to a Hosted Buyer who does not make the required number of appointments and is reported by the relevant exhibitors as a “No Show”, or a Hosted Buyer who misses 2 or more appointments per day of attendance or does not inform us of a cancellation prior to the 23rd of November 2011.

“Trade Visitor” means the person, accepted by Reed Exhibitions Limited, who will be granted access to the Exhibition as a buyer of meetings and events products and

services on a non hosted basis (i.e. without complimentary flights, transfers or accommodation provided by Reed Exhibitions Limited).

“Travel” means transportation arranged by Reed Exhibitions Limited by air, rail or bus as appropriate for the use of Hosted Buyers. For the avoidance of doubt, it does not include transportation by private vehicle or any transportation not arranged by Reed Exhibitions Limited.

2.1 Hosted Buyers (with travel)

Hosted Buyers (with travel) will receive from the Reed Exhibitions Ltd complimentary:

- Return / Round-trip economy travel from selected ports. Return travel will be booked to the same port.
- Accommodation (room only), at one of the Show Team’s official 4 or 5 star hotels for one (1) night unless otherwise agreed.
- Return / Round-trip transfers from *Barcelona Airport* and from the hotel to the show venue: Fira.
- Entry to **EIBTM**
- Pre-scheduled appointments with exhibitors of your choice and destination presentations in a personalised diary
- Entry to official **EIBTM** and networking events.
- Refreshments in the **EIBTM** lounges.

2.2 Hosted Buyers (without flights)

- Accommodation (room only), at one of the Show Team’s official 4 or 5 star hotels for one (1) night unless otherwise agreed.
- Return / Round-trip transfers from *Barcelona Airport* and from the hotel to the show venue: Fira.
- Entry to **EIBTM**
- Pre-scheduled appointments with exhibitors of your choice and destination presentations in a personalised diary
- Entry to official **EIBTM** and networking events.
- Refreshments in the **EIBTM** lounges.

As a condition of receiving the complimentary services from the Show Team, Hosted Buyers will be required to:

- Actively participate in the Pre-Scheduled Appointment Programme; Hosted Buyers will be required to select and rank in order of importance a number of appointment preferences, completing the number of appointment selections within the stated timeframe given by the Show team.
- Have 1 Destination Presentation per day of attendance at the exhibition scheduled in their diary
- Have the required minimum number of appointments per day scheduled in their diary (excluding Destination Presentation sessions).

- Attend all scheduled appointments, Destination Presentations, education and networking sessions scheduled by the Show Team and included by the Show Team in their diary.
- Rearrange directly with the exhibitor if an appointment is missed
- Wear business dress as a condition of entry to the Exhibition.
- Meet a minimum of seven (7) Pre-Scheduled Appointments (PSA) per day of attendance at the show
- Attend one Destination Presentation per day of attendance (or per visit)
- Conduct Pre-Scheduled Appointments individually

2.3 Failure by any person to comply with the requirements stated above may result in a review of the person's Hosted Buyer status and / or exclusion from the **EIBTM** Hosted Buyer Programme and future **EIBTM** Hosted Buyer Programmes without refund of any sums that may have already been paid by that person. A significant shortfall by the Hosted Buyer on the minimum commitment with respect to attending appointments and Destination Presentation sessions shall be treated by the Show Team as a cancellation and cancellation fees will apply (see "Cancellations" section below). Attendance at the above will be monitored on site by the Show Team.

3. **Travel and Accommodation for Hosted Buyers**

3.1 The Show Team will supply the Hosted Buyer (with travel) with a return/ roundtrip travel from designated point(s) of departure to **Barcelona International Airport or relevant train/bus station** either directly or connecting through appropriate ports. Travel will be arranged on dates suitable for attendance at the show. Please note that these arrangements are non transferable. The travel times will be allocated to ensure maximum time at the Exhibition. Travel changes requested by the Hosted Buyer (with travel) are subject to availability and cancellation of travel may incur a fee (see "Cancellations" section below). Any additional costs in reaching the agreed departure port will be the responsibility of the Hosted Buyer. All travel provided by the Show Team shall be standard economy fare. No upgrades are available.

3.2 Travel changes: Travel change requests will be considered on a case by case basis. EIBTM reserve the right to make charges for travel changes. All travel changes are subject to a fee of €50 in addition to the cost to change the travel arrangements payable to the Show Team. Prior to the 28th October 2011 there may be no charge. The **EIBTM** Show Team will notify the buyer the total costs to be incurred before proceeding with travel change.

3.3 Each Hosted Buyer (without travel) who is arranging their own travel will provide their travel details to the Show Team by the **16th November 2011**. Travel must allow attendance at the show that completes the obligations with regards to Pre-Scheduled Appointments and Destination Presentations.

3.4 The Show Team will provide the Hosted Buyer with return transfers from **Barcelona International Airport** to the venue and from the venue to their accommodation in Barcelona as per the transportation schedule.

3.5 The Show Team will provide the Hosted Buyer with the offered number of nights' accommodation in Barcelona (depending on the package offered) during the show. This will be on a room only basis. The Show Team will not be responsible for extra room costs incurred during the stay. Any room upgrades will be solely at the discretion of the hotel management.

4. **Cancellation by the Hosted Buyer**

4.1 Replacements: Accepted invitations to Hosted Buyers are non-transferable. In instances where a Hosted Buyer needs to cancel their participation prior to **28th October 2011** they may request that a colleague from their organisation attends as a replacement on the condition that the replacement completes the application form and is accepted by the Show Team. In this instance, a cancellation fee will not apply to the original buyer unless the flight has been confirmed. If the substitution is made after the cancellation date, cancellation charges will apply. If the substitution is not accepted, the usual cancellation charges will apply to the original Hosted Buyer.

4.2 **Cancellation of attendance: Whilst not encouraged, Hosted Buyers may cancel their attendance to the Exhibition with no penalty on or before the 28th October 2011. Cancellations received after 28th October 2011 will incur a fee of €400(Europe) or €1000 (Non-Europe). Cancellations received after the 23rd November 2011 will incur a fee of €500 (Europe) or €1200 (Non-Europe). All cancellations must be received by the Show Team by email (EIBTM-hosted@reedexpo.co.uk) and must be acknowledged by the show team to be effective.**

4.3 **A significant shortfall by the Hosted Buyer on their minimum commitment with respect to attending appointments and Destination Presentation sessions shall be treated by the Show Team as a No Show and the Hosted Buyer will incur a No Show fee of €500 (Europe) or €1200 (Non-Europe).**

4.4 **No Show: Hosted Buyers who do not inform the Show Team of their cancellation prior to the 23rd November 2011 and do not attend Show will incur a no show fee of €500 (Europe) or €1200 (Non-Europe).**

4.5 **CANCELLATION OF ATTENDANCE FEES, NO SHOW FEES AND TRAVEL CHANGE FEES SHALL BE PAYABLE BY THE HOSTED BUYER. THE SHOW TEAM SHALL TAKE PAYMENT OF SUCH FEES FROM THE HOSTED BUYER'S CREDIT CARD (DETAILS OF WHICH MUST BE PROVIDED BY THE HOSTED BUYER ON REGISTRATION). THE SHOW TEAM WILL PROVIDE THE HOSTED BUYER WITH A RECEIPT IN RESPECT OF SUCH CREDIT CARD CHARGES FOR SUCH FEES.**

4.6 The Hosted Buyer agrees that the above charges are a reasonable pre-estimate of the loss suffered by Reed Exhibitions Limited in the event of the Hosted Buyer breaching these Terms and Conditions.

5. **Exclusion of Liability**

5.1 The Show Team takes no responsibility:

- 5.1.1 For Hosted Buyers (with travel) who miss their **EIBTM** flight/ travel arrangements;
- 5.1.2 For the insolvency or failure of any airline company or hotel or ground handling company or other supplier;
- 5.1.3 For flight/ travel cancellation or delay;
- 5.1.4 If the Hosted Buyer is refused permission to board the aircraft or other mode of transport, or is refused entry to any Country.
- 5.1.5 For any delay or loss of baggage or excess baggage charges - any subsequent dispute shall be directly between the Hosted Buyer and the airline.
- 5.1.6 For hotel expenses (excluding the cost of the hotel room only) which must be settled with the hotel prior to departure.

Any replacement travel arrangements and other costs incurred in relation to the above will be at the expense of the Hosted Buyer or airline, where appropriate.

- 5.2 The Hosted Buyer must obtain adequate travel insurance coverage for their stay and it is recommended in particular that Hosted Buyers take out adequate cancellation insurance to cover the instances referred to in paragraph 5.1, insurance for their baggage and medical insurance.
- 5.3 Individual visa requirements, travel permits, other licences and inoculations will be the sole responsibility of the Hosted Buyer including any necessary costs incurred.
- 5.4 The Show Team, its agents, its employees, and its subcontractors shall not be liable for loss, damage or delay resulting from acts or threats of war, hijack, terrorist activity, civil commotion, industrial disputes, fuel shortages, natural disasters or adverse weather conditions, strikes or lockouts intervention or regulation, military activity or any other circumstances outside the Show Team's or its subcontractor's control which shall make it impossible or inadvisable for the Show Team to hold the Exhibition at the time and place provided or makes it impossible to get the Hosted Buyers to the Exhibition or to provide flights, hotels, transfer appointments, events or other services to Hosted Buyers. The Show Team reserves the right to re-schedule the Exhibition at another date and/or at an alternative site.
- 5.5 The Show Team shall not be liable to the Hosted Buyer in contract, tort or otherwise for any loss of profit, loss of business or revenue, loss of anticipated savings or any indirect or consequential loss or damage, costs or expenses arising out of or in connection with the Hosted Buyers attendance at the Exhibition.
- 5.6 The Show Team shall not be liable for the death or personal injury of any Hosted Buyer save where such liability can not be excluded under English Law.

5.7 The Show Team's liability to the Hosted Buyer or in respect of their attendance at the Exhibition under these Terms and Conditions whether in contract, tort or otherwise shall not exceed €1000.

Post Event Familiarisation Trips

5.8 Post Event Familiarisation Trips are organised by the **host destination**.

- Hosted Buyers are accepted by the host destination on the basis that they meet the criteria determined by the host destination
- Travel is co-ordinated by **EIBTM** and the host destination
- Accommodation is the sole responsibility of the host destination for the duration of the trip.
- If you need to cancel your Hosted Buyer participation in a Post Event Familiarisation Trip (Fam) with **EIBTM**, then you must inform us in writing by email to eibtm-hosted@reedexpo.co.uk
- Cancellations received prior to the **28th October 2011** do not incur a fee, unless travel has been agreed and confirmed. If travel has been confirmed, the cost thereof will be charged to the Hosted Buyer
- Cancellations received after **28th October 2011** may incur a fee from the host destination to cover costs incurred by them for travel and accommodation relating to the Fam Trip up to the date of cancellation and will be advised. Additional costs for revised travel may also be incurred and will be payable to EIBTM.

6. General – Hosted Buyers

6.1 Completion of an on line or other application form applying to become a Hosted Buyer at the Exhibition does not automatically guarantee a place on the Hosted Buyer Programme. Applicants will be notified by the Show Team if their application is successful. The Show Team's decision is final. Only one application form may be completed by each proposed participant and only the first application form will be accepted. Applicants must be over the age of 18.

6.2 Successful applicants will only be accepted as Hosted Buyers if they have read and agreed to these Terms and Conditions and have ticked the relevant boxes on the online application form and have provided their credit card details.

6.3 All sections of the application form must be completed. Failure to do so will result in the application not being processed.

6.4 All applicants for the Hosted Buyer Programme are required to supply valid credit card details as part of the application. A small fee of €5 will be deducted and is required to validate the credit card details provided. A receipt is provided. The fee is non-refundable, unless the application is declined.

6.5 Persons accompanying the Hosted Buyer are not included in any offers regarding the Hosted Buyer Programme.

- 6.6 Any disputes arising under these terms will be governed by English law and are subject to the non-exclusive jurisdiction of the English Courts.
- 6.7 By agreeing to these Terms and Conditions, you are consenting under all relevant data protection legislation to the Show Team communicating with you by telephone, fax, email and by post and using your personal information for internal processing and for disclosure to third parties such as travel operators, hotels and exhibitors in connection with your attendance at the Exhibition. In addition, we may use your details to invite you to other events organised by Reed Exhibitions Limited or its group to offer you other relevant products and services supplied by Reed Exhibitions' group or third parties. Please contact **+44 (0) 208 910 780** or email eibtm-hosted@reedexpo.co.uk at Reed Exhibitions Limited if you do not wish your personal information to be used in any of the ways mentioned above.

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