Appendix 3: Exhibitor Venue Terms & Conditions

Hello,

Below outlines the terms and conditions for the delivery, build and de-rig of any build taking place in etc venues 155 Bishopsgate. Please read the below and then sign and date this document to show that the below is fully understood and will be adhered to.

• Only a rubber wheeled pallet truck may be used to transport this set

• Ply wood boarding must be between the venue tiles and the pallet truck wheels at all times

• At no time will the wheels of the pallet truck be directly in contact with the venue tiles

• Any damage incurred during your tenancy may incur charges

• All pallet trucks and materials comply with venue measurements and fit within the goods lift and venue doors

•On arrival at the loading bay, please ensure all your materials are unloaded by the Goods Lift before calling it to ensure the fastest service is provided.

•Unless pre agreed with your Event Manager all deliveries and collections should take no longer than 30 minutes.

You will not be allowed on site with this equipment until this document has been signed and returned.

If you could both sign and date this document and then send this back to your Event Manager 5 working days prior to the event that would be great.

Kind Regards,

etc. venues 155 Bishopsgate

I have understood and agreed to the above points discussed:

NAME (Event Organiser): DATE SIGNED

I have understood and agreed to the above points discussed:

NAME (Exhibitor): DATE SIGNED