

EXHIBITOR POLICY

AIR OPS EUROPE



AIR OPS
EUROPE

THE BUSAV SUPPORT SERVICES CONVENTION

20 & 21 September 2017
Hangar 16 | Cannes Airport | FRANCE

ELIGIBILITY TO EXHIBIT

All exhibitors and co-exhibitors at the AIR OPS EUROPE must have relevant commercial activities in Business Aviation industry in order to exhibit. By signing the EBAA application/contract for exhibit stand, the exhibitor agrees to abide by all rules and regulations as interpreted by EBAA. In fairness to all participants, exhibitors found in violation of EBAA rules and regulations will be required to make necessary changes on site at the exhibitor's expense. If satisfactory changes cannot be made, EBAA reserves the right to terminate any and all rights to the exhibit space, and the exhibitor will forfeit all fees paid.

The event is scheduled to be held in Hall 16 at Cannes Mandelieu Airport on September 20 and 21 2017.

TYPES OF EXHIBITS

Exhibits will be limited to products or services directly involved with supporting flight operations. EBAA reserves the right to deny space to any company whose products and/or services are not appropriate to business aviation. Exhibitors must display only products or services manufactured or dealt by them in the regular course of business. The featuring of a name or advertisement of a non-exhibiting firm or business shall not be permitted.

SPACE ASSIGNMENT

The attribution of the stands is made on a First Registered First Served basis. Exhibitor application form will be available on the official Event website. Companies can purchase more than one stand. In this case, exhibiting companies are offered the possibility to either book 2 side-by-side stands or a complete island constituted by four individual stands. Those two options are provided under a space availability condition and EBAA is not forced to guarantee this availability to exhibitors. The price of these options is simply the sum of the number of constituting stands.

All exhibit applications must be accompanied by payment in full and are refundable under conditions set out above.

The concrete separation between the stands must remain in place throughout the 2-day Convention and stand structures may not extend from one stand to the next. Each stand must remain separate.

All display material and demonstrations must be confined within the limits of the exhibitor's purchased stands. Exhibits must not project beyond allotted space. Exhibits may not exceed the back wall height (2.5 m). Normal aisle traffic cannot be interfered with at any time. Exhibits management reserves the right to modify or relocate Exhibitor's space at any time if in the best interests of the event.

TIME TABLE AND OPENING HOURS

- Exhibition 20 September 2017: 08:00-18:00
- Exhibition 21 September 2017: 08:00-18:00

SOUND RESTRICTIONS

At no time should music, videos, or any electric or other mechanical devices be used at a level that interferes with the neighbouring exhibitors' stand activities. Computers and screens using audio visual may be placed in stands provided that the screens and receivers are placed in the rear of inline stands to eliminate noise and congestion in the aisles and provided that the sound is held at a low level. Speakers and other sound devices must be positioned so that sound is directed into the stand rather than into the aisle. EBAA reserves the right to determine what is appropriate regarding music, music volume, and video noise. EBAA reserves the right to determine at what point sound constitutes an interference with others and whether it must be discontinued.

STAND SPACE CONFIRMATION

Exhibitors will be notified by email of their respective stand placement once their applications and payments are received.

CERTIFICATE OF INSURANCE

All exhibitors are required to provide EBAA with an appropriate Certificate of Insurance prior to the event. Certificates of insurance must be provided to EBAA by September 8, 2017. Certificates should be sent to: EBAA, Attn: Martine Wellens, Square de Meeûs 37, BE- 1000 Brussels, Belgium, or via fax to: +32 2 318 28 01; or via email to mwellens@ebaa.org. Commercial General Liability and Workers' Compensation and Employers Liability

SECURITY/LOSS PREVENTION

EBAA will provide 24-hour security beginning with the first day of move-in and continuing until the Exhibit Hall is vacated. Exhibitors are responsible for their equipment and property. All property of the Exhibitor is understood to remain under their custody in transit to, within, and from the confines of the Exhibit Hall. Each party agrees to be responsible for its own property through insurance or self-insurance and shall be held harmless each of the other parties for any and all damage caused by theft and those perils normally covered by fire and extended coverage policy. EBAA is not responsible for any loss of or damage to exhibitor property.

INABILITY TO HOLD SHOW

If, because of war, fire, strike, terrorist acts, exhibit facility construction or renovation project, government regulation, public catastrophe, act of God or any other cause beyond the control of the EBAA, the Show or any part thereof is prevented from being held, is cancelled by the EBAA, or the exhibit space becomes unavailable, the EBAA, in its sole discretion, shall determine the more appropriate way to refund the Exhibitor. This refund will be done in proportion of the balance of the aggregate exhibit fees after deduction of the expenses incurred by the EBAA, but in no case shall the amount of the refund to the Exhibitor exceed the amount of the exhibit fee paid.

REGISTRATION/BADGES

Each exhibitor is allocated with minimum four conference registration badges per stand¹. Registration includes entrance to all education sessions. Purchase additional full conference badges at discounted rate. Once stand space is confirmed, exhibitors will be asked to send information on registering exhibit stand personnel via mail.

¹ The number of registration badges available are linked to the stand.

PRIVATE MEETING SPACES

Each stand space registration gives right to book 7 slots of 25 min of dedicated private meeting spaces.

The 25 min meeting slots are not divisible into smaller meeting slots.

The private meeting spaces are constituted by a delimited semi private meeting area equipped with a round table with 3 chairs. Up to a maximum of 6 persons can be accommodated in private meeting space.

Noise during use of the private meeting spaces should be kept to a minimum so as not to disturb others in the adjacent rooms.

Rooms should be left in a neat and orderly condition. Any promotion/documents/papers found in the room after the meeting will be removed.

Meeting rooms must be vacated at least five minutes prior to the slot closing time.

All private meeting room applications are to be submitted at least 1 hour before the scheduled meeting. The schedules are made under a first-come- first- served rule.

Cancellations and changes are accepted up to 2h prior to the scheduled meeting; after this deadline the meeting slot is either used or lost for the exhibitor.

EXHIBITOR HOSPITALITY EVENTS

EBAA requests that exhibitors do not schedule hospitality events during the official Convention schedule.

CANCELLATION POLICY

All requests for cancelation of stands must be received in writing. If cancelation request is received before June 09, 2017, the exhibitor will receive a refund of 100% of its payment. If cancelation request is received between June 09, 2017 and July 11, 2017, the exhibitor will receive a refund of 75% of its payment. **There are no refunds after July 11, 2016.**

OFFICIAL SERVICE CONTRACTORS

To ensure the orderly and efficient installation, operation and removal of displays, EBAA has designated Concept Expo Group as Official Service Contractor. EBAA holds this firm responsible for quality service and fair prices and will intercede on behalf of exhibitors in the event of faulty work or unfair charges.

NO SMOKING POLICY

A no smoking policy applies to the exhibit areas, all areas therein and the meeting rooms. Exhibitors found in violation of this policy will risk penalties including stand closure.

CHILDREN

Children are not permitted entry into session rooms. Children and teenagers under the age of 18 are not permitted on the Exhibit Hall floor.

VIOLATIONS OF RULES AND REGULATIONS

As a condition for exhibiting, each exhibitor shall agree to and observe all policies on and off the show floor. The action taken against an exhibitor for violation of rules and regulations will be determined on the basis of the particular circumstances of each case. EBAA Show Management reserves the right to restrict or evict exhibits that, because of noise, method of operation, materials, or any other reason become objectionable, and also to prohibit or evict any exhibit which, in the opinion of Show Management, may detract from the general character of the exhibits as a whole.

Some infractions will be communicated in a warning notice that may not result in a violation penalty if it is deemed by the EBAA Show Management in its sole discretion that corrective measures were completed in a timely fashion and no other parties were negatively impacted. Prior years' warning and other penalties may be taken into account in assessing penalties. EBAA reserves the right to levy a more severe penalty, including refusal or termination of the exhibit, at its sole discretion without progressing through each of the following successive steps. In the event of such restriction or eviction, EBAA will not be liable for any refunds on rentals or other exhibit expenses. All sanctions also apply to non-exhibiting companies with an EBAA Exhibiting history.

PUBLICITY

EBAA Show Management may list exhibitor's name, trade names and contact details in any directory or other promotional materials. It is allowed to photograph or record exhibitor's space, stand and personnel and use such photographs or recordings within the promotion of the event. Exhibitors acknowledge that Show Management and its partners may photograph or record any person who attends the event and without any further notification, may use such photographs as mentioned.

DIRECT SELLING

Exhibitors are not permitted to distribute materials outside of their assigned exhibit space – including areas outside the show facility, such as hotels – without written approval from EBAA management.

Direct selling on the exhibit floor is prohibited.

Advertising material of any description may be displayed and distributed only within the display space assigned to the exhibitor presenting such material. Canvassing by exhibitors outside their assigned exhibit is prohibited. Distribution of publications and marketing materials outside of assigned exhibit space or product demonstrations outside of purchased exhibit space, including all stand-to-stand distribution, is also prohibited.

Canvassing and solicitation, except by exhibiting companies, are prohibited within 80 km of Exhibit facilities.

GOVERNING LAW

In the event of a dispute, the Courts of the legal district of the registered seat of EBAA have sole jurisdiction.