



The International Union of Air Pollution  
Prevention and Environmental  
Protection Associations - IUAPPA

# 13th World Congress and Exhibition on Clean Air

August 22 – 27, 2004

Hilton Metropole, London, UK

LONDON 2004

# Invitation to Exhibit



Incorporating the NSCA

Annual Conference & Exhibition, Environmental Protection 2004



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## The Exhibition

The 13th World Clean Air and Environmental Protection Congress and Exhibition in August 2004 will incorporate the NSCA Annual Conference and Exhibition.

The triennial World Congress is one of the leading events in the international environmental meetings calendar. It brings together scientists, regulators and representatives of industrial and business communities who will explore emerging trends and developments in environmental sciences, technology and policy. Throughout the Congress, key environmental themes relevant to business and industry will be addressed, with particular focus on: air quality monitoring assessment and management, technologies for a low-carbon economy; environmental quality and sustainability in cities and mega cities; and resource efficiency and waste.

The allied exhibition will give you the ideal opportunity to promote environmental goods and services to a wide and influential audience. There are also openings for sponsorship and advertising.

At previous Congresses held in Europe attendance has ranged from 800 to 1200 delegates.

The exhibition will be open to delegates and visitors at the following times:

Monday, August 23:	08:30 to 16:30
Tuesday, August 24:	09:30 to 16:30
Wednesday, August 25:	09:30 to 16:30
Thursday, August 26:	09:30 to 16:30

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## The Venue

The venue for the Congress and Exhibition will be the Hilton Metropole Hotel, London W2. The Exhibition Hall will be the venue for all refreshment and lunchtime breaks.





## EXHIBITION PACKAGES

Details of additional services will be included in the Technical Manual

A

### Exhibition Package A

*Stand Space Only*

Exhibitor's Manual

2 Exhibitors' badges

1 Badge entry to sessions

1 Delegates kit

100 word Company / product profile in the Final Programme

Cleaning of public areas and gangways

Tea/Coffee and lunch for registered exhibitors

Get-together Reception for registered exhibitors

All for: €350 per square metre

B

### Exhibition Package B

*Shell scheme rental*

White Shell Scheme Frame

Fascia Panel – name of company on the fascia panel in standart lettering

Exhibitor's Manual

2 Exhibitors' badges

1 Badge entry to sessions

1 Delegates kit

100 word Company / product profile in the Final Programme

Cleaning of public areas and gangways

Tea/Coffee and lunch for registered exhibitors

Get-together Reception for registered exhibitors

All for: €375 per square metre

C

### Exhibition Package C

*Shell scheme rental*

White Shell Scheme Frame

Fascia Panel – name of company on the fascia panel in standart lettering

500w Power socket inc. electrical mains

2 100w Spotlights inc. Electrical mains

Exhibitor's Manual

2 Exhibitors' badges

1 Badge entry to sessions

1 Delegates kit

100 word Company / product profile in the Final Programme

Cleaning of public areas and gangways

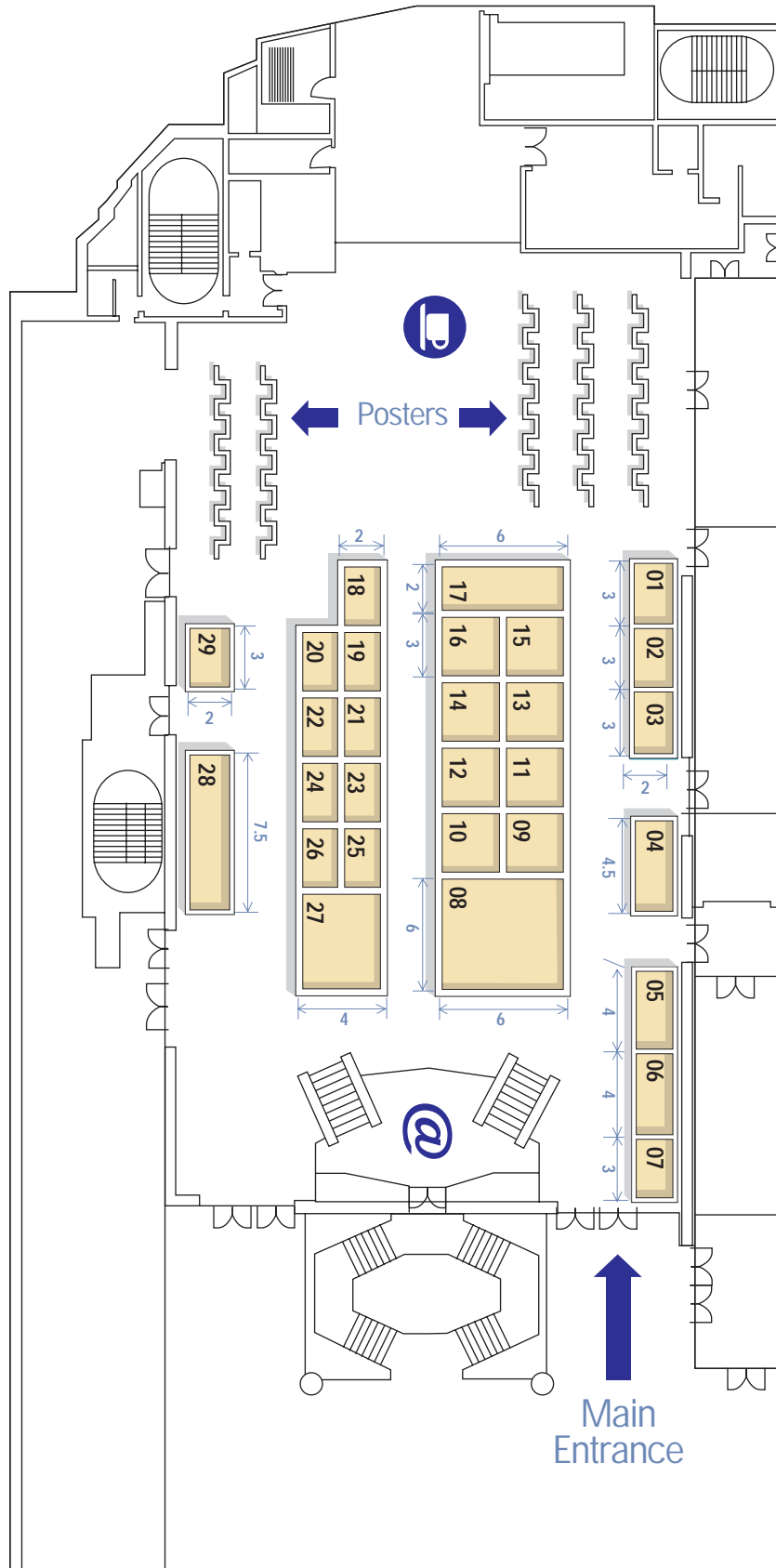
Tea/Coffee and lunch for registered exhibitors

Get-together Reception for registered exhibitors

All for: €400 per square metre



# Exhibition Floorplan





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## 13th World Congress and Exhibition on Clean Air

August 22 – 27, 2004 Hilton Metropole, London, UK

### EXHIBITION APPLICATION FORM AND CONTRACT

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information

Please complete and send to:

#### 13th World Clean Air Congress

NSCA, 44 Grand Parade, Brighton BN2 9QA UK

Fax: +44 (0) 1273 606626

E-mail: admin@nsca.org.uk

NAME OF COMPANY: .....

CONTACT NAME: .....

ADDRESS: .....

POST/ZIP CODE: ..... COUNTRY: .....

TELEPHONE (COMPANY): ..... DIRECT : .....

FAX (COMPANY) : ..... DIRECT : .....

EMAIL (COMPANY) : ..... DIRECT : .....

WEBSITE: .....

WE HEREBY APPLY TO BOOK EXHIBITION SPACE,

The cost Of which Is: **Package A** € 350 Per Square Metre

The cost Of which Is: **Package B** € 375 Per Square Metre

The cost Of which Is: **Package C** € 400 Per Square Metre

Choice	Stand No	Package A / B / C	No. of Square Metres	Total Price
<b>1<sup>st</sup> Choice</b>				€
<b>2<sup>nd</sup> Choice</b>				€
<b>3<sup>rd</sup> Choice</b>				€

**Special notes:** Please indicate if your stand must be located adjacent to or opposite the following

companies, or if special configuration is needed .....

- This is a provisional booking. Please hold for 14 days.
- Please send me a first deposit invoice for 50% of the total amount due.

**We Have Read The Regulations & Agree To Observe & Be Bound By Them**

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

# Terms and Conditions

These terms are the contractual agreement between the organizer and the exhibiting firm.

## Application to Participate

Application to participate will be considered only if: submitted on the appropriate forms, duly filled in and signed and accompanied by the necessary payment. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal all payments shall be fully refunded.

## Obligations and rights of the exhibitor

Registration implies full acceptance by the exhibitors of the exhibition regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the exhibition without compensation or refund of sums already paid, and without prejudice to the exhibitor.

By submitting an application to participate, the exhibitor makes a final and irrevocable commitment to occupy the space allocated and to maintain his/her installation until the date and time fixed for closure of the exhibition.

The exhibitor may only present on his/her stand or space the materials, products or services described in the application to participate. No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

## Obligation and rights of organizer

The Organizer undertakes to allocate exhibition space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of reception of application forms accompanied by payment.

The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to exhibitors. The Organizer reserves the right to offer to a different firm any stand or space that has not been occupied by the eve of the opening of the exhibition, with no obligation to provide compensation to the defaulting exhibitor.

## Cancellation Policy

Cancellation must be made in writing to:

### Kenes International

Suite 77, 176 Finchley Road

London, NW3 6BT, UK

Tel: +44-(0)20 8953 4333

Fax: +44 (0)20 8953 6333

E-mail: mforeman@kenes.com

### The Organisers shall retain:

- 10% of the agreed package amount if the cancellation is made more than 12 months prior to the Congress
- 50% of the agreed package amount if the cancellation is made between 12 and 4 months prior to the Congress
- 100% of the agreed package amount if the cancellation is made after 4 months prior to the Congress

## Liability Insurance

The organizer provides general guard service and third party insurance at the exhibition site. Equipment and all related display materials installed by exhibitors are not insured by the organizer, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors. The exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents through full and comprehensive insurance, and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

## EXHIBITION REGULATIONS

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays.

Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager. The organizer reserves the right to alter the general layout or limit the space allotted to each exhibitor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the organizers will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas which ensure clear views of surrounding exhibits.

In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed by strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No display may be dismantled or packing started before the designated hour. It is the exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the exhibitor's risk and expenses.

Exhibitors are obliged to ensure that their stands permanently manned during the exhibition opening hours.

Payment is to be made in accordance with the conditions of payment on the exhibit application form.

Should the exhibitor fail to make a payment on time, the exhibition manager is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand or seek compensation for nonfulfilment of contract.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors' badges will not be mailed in advance and may be collected from the exhibition manager's desk.

The Organizer ensures daily cleaning of the aisles. Exhibitors are responsible for the cleaning of their stands.

The provision of refreshments to the participants by exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.

Exhibition areas and fittings made available to exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the exhibitor.

Any special decoration or fittings must be submitted to the Organizer for prior authorization.

Advertising panels and display are not permitted outside the exhibition areas allotted to exhibitors.

The organizers will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.