

## CPD, Conference & Event Unit

### TERMS AND CONDITIONS FOR EXHIBITORS – Aseptic Preparation & Dispensing of Medicines (APDM)

#### 1. Definitions

In these terms and conditions the expressions shall have the following meanings:

'Exhibitions' -The Aseptic Preparation & Dispensing of Medicines Exhibition

'Exhibitor' - the person, business or company having a stand at the Exhibition

'Organiser' – CPD, Conference & Event Unit

'the University' - the University of Leeds (0113 343 2494/8104)

#### 2. Payment

The Exhibitor must forward to the Organiser the total fee of £575 no later than 15 days prior to the Exhibition date. If payment in full is not made by this date, the University may allocate the reserved space to another Exhibitor although the Exhibitor will remain liable for the full fee if the University is unable to do so.

#### 3. Cancellation by the University

Subject to the return of monies already paid in advance to the University, the University reserves the right to cancel any Exhibitor's booking at any time upon 14 days' notice. The University shall not be liable for any loss or damage suffered by an Exhibitor resulting from such cancellations.

#### 4. Cancellation by the Exhibitor

The Exhibitor shall be entitled to withdraw upon notice, subject to the following payments to the University:

-50% of the total fees payable will be charged for cancellations received up to 15 days before the commencement date of the course

-No refunds will be made for cancellations received within 14 days of the commencement of the date of the course but substitutes will be accepted upon written notice.

#### 5. Facilities and Information

The University shall use its endeavours to accommodate all reasonable wishes of the Exhibitor relating to the positioning of stands and materials. The University reserves the right to alter the positioning of the stands at any time.

It shall be the responsibility of the Exhibitor to make known all requirements to the Organiser and the University shall at its discretion comply if practicable.

The Exhibitor shall only be entitled to exhibit publicity material which promotes exclusively its own business.

#### 6. Liability

The Exhibitor shall comply with all legal requirements and accept responsibility for all claims arising in connection with the Exhibitor and the Exhibitor's stand(s). The Exhibitor shall indemnify the University in respect of all liabilities arising from the Exhibitor's acts or omissions.

#### 7. Insurance

The Exhibitor shall have general public liability insurance for the Exhibition, covering claims of a minimum value of £3 million. If required by the University, the Exhibitor shall provide a copy of its present insurance policy.

#### 8. General

These conditions are the entire legal arrangements between the University and the Exhibitor and exclude anything else agreed in oral or written form.

No variation of these conditions shall be effective unless agreed in writing by the Organiser.

English law and the jurisdiction of the English courts shall apply to these conditions.

If one party waives the other party's obligations on a temporary basis under these conditions, it shall not prejudice the right of that party later to enforce that waiver.

The University withholds the right to cancel the Exhibition without further liability, if such cancellation is caused by an event which could not have been reasonably foreseen by the University, e.g. industrial action, failure of utilities, intervention of authorities.