

TERMS AND CONDITIONS OF PARTICIPATION IN THE BRITISH GROUP PAVILION

AT INDEX SAUDI ARABIA: 9.9.2025-11.9.2025 Riyadh Front Exhibition & Conference Centre

1. Definitions

1.1 In these Terms and Conditions:

- “Organisers” means Commercial Interiors UK (CIUK);
- “Exhibitor” means a person, company or organisation, and the staff or agents of that company taking space/shell in the UK Pavilion at the INDEX Saudi Arabia Exhibition, Riyadh;
- “Event” means the INDEX Saudi Arabia Exhibition, Riyadh;
- “Venue” means the Riyadh Front Exhibition & Conference Center.

2. Contract

2.2 By submitting an online booking form the exhibitor accepts without reservation the following:

2.2.1 The Terms and Conditions of the Booking Form.

2.2.2 All regulations contained in these Terms and Conditions and any reasonable instructions subsequently issued by the Organisers.

2.2.3 All regulations laid down by the event venue including but not limited to security, health and safety, fire and traffic must be obeyed.

3. Booking Procedure

3.1 A completed Booking Form must be submitted online for all bookings.

3.2 To avoid misunderstandings, please ensure that all details are correct and note that any subsequent additions or alterations must be confirmed to Contract Furnishing and Design Association Limited (CIUK) on a similar form.

3.3 After submission of the online Booking Form and acceptance by Contract Furnishing and Design Association Limited, this application may not be withdrawn and will form a contract between your company and CIUK.

3.4 On receipt of the completed online Booking Form, CIUK will confirm your position and invoice for full payment. Payment is required within 7 days of date of invoice.

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4. Exhibition floor plan

4.1 The Organisers reserve the right to alter the layout of the exhibition at any time and in any respect.

4.2 Space/shell will be allocated to exhibitors by the Organisers.

4.3 Requests for location will be considered where possible but cannot be guaranteed.

5. Health & Safety

5.1 It is the responsibility of the exhibitor to ensure that his/her staff and any supplier/contractor working on his/her behalf, are familiar and abide by all Health and Safety regulations applicable in KSA.

5.2 The exhibitor is responsible for the health and safety of his/her allocated area and their products during setup, the show and breakdown.

5.3 In order to create and always maintain a safe environment, all exhibitors and contractors must abide by reasonable instructions from the Organisers and/or the venue.

6. Security/insurance

6.1 Each exhibitor is responsible for the security and insurance of their own display and its contents.

7. Installation, breakdown and removal of product

7.1 The show timings will be indicated to you in an Exhibitor's Show Guide which will be sent to you by the Organisers on booking.

7.2 No items may be removed, or installations broken down before the official closing time of the exhibition.

8. Stands

8.1 Each exhibitor will be allocated the stand area specified on their contract plus furniture, power and lighting, and fascia name as agreed.

8.2 Should the exhibitor have any queries regarding the size or layout of their stand whilst on site, the matter must be reported to the Organiser's onsite representatives immediately during set up, in order that the query may be investigated.

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9. Damage

9.1 Exhibitors shall not cause any damage to the venue and shall make good any such damage at their own expense.

9.2 All goods or exhibits brought onto the site are brought-in at the exhibitors' own risk.

9.3 Neither the Organisers nor the site owners shall accept such items into their charge or control and shall not be liable for any theft, loss or damage in respect of such items.

10. Payment terms

10.1 Payment is due within 7 days of date of invoice.

10.2 The Exhibitor will pay the total exhibition fee of £3,850.00, plus VAT to the Organiser.

10.3 All payments must be made in GBP by bank transfer to the account details provided by the Organiser, quoting the reference number.

10.4 If the Exhibitor fails to pay any amount by the due date, the Organiser may:

- a. Charge interest on the overdue amount at the current interest rate
- b. Refuse the Exhibitor access to the exhibition until payment is received in full.
- c. Cancel the Exhibitors booking, retaining any payments already made.
- d. All fees are non-refundable except where the exhibition is cancelled by the Organiser for reasons other than the Exhibitor's breach.
- e. The Exhibitor is responsible for all bank charges and taxes associated with the payments.

11. Cancellation by the exhibitor

11.1 If participation is cancelled by the exhibitor when a contract has been signed and full payment made, the amount paid is non-refundable.

12. Bankruptcy or liquidation

12.1 In the event of an exhibitor becoming bankrupt or insolvent or entering into liquidation or having a receiver, administration, sequestrator or trustee appointed over any of its assets, the Organisers shall be at liberty to terminate forthwith the contract with the exhibitor and the terms and conditions relating to cancellation of space set out in clause 10.1 shall apply.

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13. Force majeure

13.1 If the event is abandoned, cancelled, suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the venue or any other cause not within the control of the Organisers, the Organisers may at their entire discretion, repay the space rental paid by the exhibitor, or part thereof, but shall be under no obligation to do so.

13.2 The Organisers shall be under no liability to the exhibitor in respect of any actions, claims losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the exhibitor, as the result of the happening of such an event.

14. General

14.1 Each exhibitor shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.

15. The Organiser's representative

15.1 All correspondence and queries re this event should be communicated to:

Sue Graves, Head of International Business Development
sue@commercial-interiorsuk.com
Mobile: +44 (0) 7891 594796



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