



OCEANS '07
ABERDEEN • SCOTLAND
18-21 JUNE 2007

Exhibitor's Manual

18 – 21 June 2007

*Aberdeen Exhibition and Conference Centre,
Aberdeen, Scotland*

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1. WHO, WHERE AND WHEN

(a) Introduction and Contacts

- **General Oceans '07 Exhibition Enquiries:**
 - Emily Wilson/Victoria Withy
Oceans '07 Aberdeen Secretariat
C/o Aberdeen Exhibition and Conference Centre
Bridge of Don, Aberdeen, AB23 8BL, United Kingdom
Tel: 0044 (0) 1224 330487
Fax: 0044 (0) 1224 825276
Email: oceans2007@aecc.co.uk

- **Finance and Administration:**
 - Emily Wilson/Victoria Withy
Oceans '07 Aberdeen Secretariat
C/o Aberdeen Exhibition and Conference Centre
Bridge of Don, Aberdeen, AB23 8BL, United Kingdom
Tel: 0044 (0) 1224 330487
Fax: 0044 (0) 1224 825276
Email: oceans2007@aecc.co.uk

- **Official Contractors (shell scheme, furniture and electrical) and Onsite Exhibition Queries:**
 - Sian MacLeod
Aberdeen Exhibition and Conference Centre
Bridge of Don, Aberdeen, AB23 8BL, United Kingdom
Tel: 0044 (0) 1224 824824
Fax: 0044 (0) 1224 825276
Email: smacleod@aecc.co.uk

- **Official Freight Forwarders:**
 - Ashley Preston/Ashley Head
EFI Logistics
Crown House, High Street
East Grinstead, West Sussex
RH19 3AF United Kingdom
Tel: 0044 (0) 1342 317777
Fax: 0044 (0) 1342 317600
Email: ashley.preston@efilogistics.com
Web: www.efilogistics.com/oceans07.htm

(b) Venue

The Oceans '07 Aberdeen conference and exhibition is being held at Aberdeen Exhibition and Conference Centre (AECC), Bridge of Don, Aberdeen, AB23 8BL, United Kingdom. For contact details see above under "Official Contractors". AECC is positioned adjacent to the A90 trunk road and Aberdeen International Airport is only a 15-minute drive away. There is ample free parking at the Centre – exhibitors are advised to use Car Park 5 for easy access to the exhibition hall, however please note all exhibitors will need to report to the AECC's main Concourse Entrance for registration prior to entering the exhibition hall. Directional signage will be displayed. For detailed travel information please visit www.aecc.co.uk.

(c) **Timetable**

Please note these times are provisional and may change depending on the Final Conference Programme.

Exhibition opening hours:

Tuesday 19 June 2007	1200* – 2000** hrs
Wednesday 20 June 2007	0830 – 1700 hrs
Thursday 21 June 2007	0830 – 1800 hrs

*Official opening at 1200 hrs. Delegates will not be permitted to enter the exhibition hall before this time.

**Includes the Exhibitor's Reception from 1800 – 2000 hrs.

Stand build-up (except by prior arrangement with the Official Contractors):

Sunday 17 June 2007 (Space only stands)	0900 – 1700 hrs
Monday 18 June 2007 (All stands)	0900 – 1700 hrs

Stand breakdown:

Thursday 21 June 2007	1800 – 2000 hrs
Friday 22 June 2007	0900 – 1700 hrs

Stands must remain completely intact until the exhibition has closed at 1800hrs on Thursday 21 June 2007 for health and safety reasons.

2. ACTION CHECKLIST

(a) Essential actions

	Deadline	Relevant Form
<input type="checkbox"/> Terms and conditions – ensure you have read and understood the terms and conditions governing the exhibition, attached as an Appendix.	n/a	n/a
<input type="checkbox"/> Payment – pay any outstanding balances. Exhibitors that have not made full payment prior to arrival at the venue will not be allowed to set up.	15 June 2007	n/a
<input type="checkbox"/> Insurance – check that you have adequate insurance in place.	15 June 2007	n/a
<input type="checkbox"/> Company write up – provide the Oceans '07 Aberdeen Secretariat with your 50 word company write up and logo for inclusion in the final programme by email to oceans2007@aecc.co.uk	30 March 2007	n/a
<input type="checkbox"/> Name Board – advise your name panel details by completing and returning FORM A (NB only applies to shell scheme stands).	21 May 2007	Form A
<input type="checkbox"/> Exhibitor staff registration - complete and return form.	31 May 2007	Form F
<input type="checkbox"/> Space Only Stands – complete and return a risk assessment and stand layout drawing. (NB only applies to space only stands).	21 May 2007	n/a

(b) Optional Actions

<input type="checkbox"/> Freight and Delivery – check instructions (if applicable).	14 June 2007	Form G
<input type="checkbox"/> Accommodation – book early via www.oceans07ieeeeaberdeeen.org	A.S.A.P.	n/a
<input type="checkbox"/> Additional Stand Requirements – book any additional items for your stand.	21 May 2007	Forms B, C, D* & E
<input type="checkbox"/> Internet Access – book wireless internet access for your stand (short-term access can be booked on site).	21 May 2007	Form E
<input type="checkbox"/> Commercial Theatre – provide the Oceans '07 Aberdeen Secretariat with your commercial theatre presentation title if you have reserved a slot.	30 March 2007	n/a

- Please note a wider range of furniture than the items listed on booking Form D, can be ordered through AECC's preferred supplier Stanco Exhibitions at www.stanco.co.uk, further details on page 7.

3. BASIC STAND INFORMATION

(a) Stand Size

Oceans '07 Aberdeen have offered two stand size options, 3m x 3m or 2m x 3m. These are either shell scheme or space only and this was pre-selected when your stand was booked. If you have booked two spaces the stand size will be doubled (i.e. 3m x 6m or 2m x 6m) and so on. To view the current exhibition floor plan please visit www.oceans07ieeeeaberdeeen.org.

(b) Shell scheme

Example of a 2m x 3m 2-walled corner shell scheme stand:



Example of a 2m x 3m 3-walled centre shell scheme stand:



What is included in your package: A carpeted area with 2.5m high modul shell scheme of grey velcro-compatible infill panels with aluminium components, fascia board and one "flag" fingerboard per stand divide detailing stand number and name, two x 120w spotlights and one x 500w socket. Additional items including furniture and AV equipment can be ordered by completing FORMS B, C, D and E.

Fascia panel wording: The Official Contractors will produce the fascia name panels in a standard type which cannot include logos or slogans. Please complete and return FORM A to advise of the correct wording for your company.

Fixings: Shell scheme panels should be carefully treated to avoid damage and care should be taken when mounting display panels. Light material may be attached by the use of velcro pads. Advice should be sought from the Official Contractors (details on page 1) for mounting heavy materials as special battens may be needed.

Height limitations: No stand fitting or display feature on shell scheme stands may exceed 2.5m in height. If in any doubt please contact the Official Contractors (details on page 1).

(c) Space only stands

What is included: Carpeted floor space marked out to the dimensions booked. Electrical power must be arranged separately with the Official Contractors (details on page 1) using FORM B.

Stand dimensions: Space only stands must fit entirely within the space allocated to the exhibitor and must be constructed in a manner that poses no danger to public health and safety. Stand constructions will be liable to inspection by the Organisers and the local authorities. **Exhibitors must submit drawings of the proposed stand to the Official Contractors (details on page 1) for their prior approval as well as that of the local authorities.**

Height restrictions: Any exhibitor planning to build a stand in excess of 5m high must send detailed plans to the Official Contractors (details on page 1) to obtain prior approval.

Neighbouring stands: Consideration must be given to adjoining exhibitors when building high walls against neighbouring stands.

Risk assessment: Exhibiting companies must submit a risk assessment to the Official Contractors (details on page 1) for approval.

4. SETTING UP AND MANAGING YOUR STAND

(a) Official Freight Contractor

The following company has been appointed as the sole official shipping, customs and onsite handling contractor for Oceans '07 Aberdeen. You may arrange shipping and couriers through other suppliers if you wish.

Ashley Preston or Ashley Head
EFI LOGISTICS
Crown House, High Street
East Grinstead, West Sussex
RH19 3AF United Kingdom
Tel: 0044 (0) 1342 317777
Fax: 0044 (0) 1342 317600
Email: ashley.preston@efilogistics.com
Web: www.efilogistics.com/oceans07.htm

Please direct all transport and freight handling enquiries to EFI Logistics. For health and safety reasons EFI Logistics is the only company permitted to operate mechanical handling equipment at the AECC for this event. Please order services in advance. **Please contact EFI Logistics for a quote as the rates are dependant on the services you require.**

(b) Customs Clearance

Exhibitors appointing EFI Logistics for shipping and forwarding will be issued with precise instructions to facilitate entry to the UK and transport to the AECC. Please contact EFI Logistics if further information is required.

All international shipments should be consigned as follows:

Exhibitor Name
Oceans '07
C/o EFI Logistics
London

Notify: Ashley Preston
Tel: 0044 (0) 1342 317777

Please send a **shipment pre-alert** to EFI Logistics via email ashley.preston@efilogistics.com or fax 0044 (0) 1342 317600. Full shipping instructions will be sent to all registered exhibitors by EFI Logistics under separate cover.

(c) Delivery of Exhibition Materials

Advanced Receiving Warehouse

You can deliver up to **two weeks before move-in** to the **Oceans '07 Advanced Receiving Warehouse**. Please ensure that all packages are clearly marked with the Exhibitor name, stand number and Oceans '07.

Southern UK Warehouse:

OCEANS '07 Advanced Receiving Warehouse
C/o EFI Logistics,
Church Road, Lowfield Heath,
West Sussex RH11 0PQ,
United Kingdom

Aberdeen Warehouse:

OCEANS '07 Advanced Receiving Warehouse
C/o EFI Logistics/ Caledonian
2 Lawson Drive, Dyce
Aberdeen AB21 0DR,
United Kingdom

EFI Logistics will receive shipments at these facilities up to and including **Thursday 14 June 2007**.

Delivery Direct to Show Site

Deliveries of smaller packages (e.g. one or two boxes) will be accepted at the AECC, however larger items must be handled by EFI Logistics.

Deliveries to your stand must be addressed as follows:

Exhibitor contact name and mobile phone number
Exhibitor company name
OCEANS '07
AECC Arena – Stand number
AECC
Bridge of Don, Aberdeen, AB23 8BL, United Kingdom

Deliveries can be made during the exhibition build-up period as shown in the timetable but not before Friday 15 June 2007. Deliveries must be made between 0900 – 1700hrs. Please note no deliveries will be accepted on Saturday 16 or Sunday 17 June 2007.

If you need unloading services at the AECC please pre-book these with EFI Logistics.

Please note if you arrange for a courier company to deliver your goods you must ensure that they are aware that any handling by EFI Logistics will be charged for. You must also ensure that someone is available to sign for and receive the goods. If no one is available to receive your shipment EFI Logistics will receive the goods until you arrive. A charge will be made for this service.

During the show: under normal circumstances, no goods may be delivered to or removed from stands during the open hours of the exhibition.

(d) Heavy Lifting

In the interest of health & safety, the officially appointed contractor – EFI Logistics - is the **only** company permitted to operate mechanical and other cargo handling equipment in the exhibition hall and outside in the unloading areas.

The use of lorry-mounted “HIAB” type cranes & lifting equipment is prohibited at the AECC. For services available from EFI Logistics, please see FORM G.

(e) Lifting/ Packing Cases

The following guidelines regarding the movement of heavy exhibits and packing cases must be adhered to:

- Use of own forklift trucks is prohibited.
- Work areas should be maintained free from general waste and packaging materials that could hazard operatives.
- Packing cases must not be allowed to obstruct gangways, passageways and fire exits.
- Nails etc. must not be left protruding from any packing case or material.
- All packing cases and material must be removed from the exhibition hall as soon as possible.

EFI Logistics is the only company permitted to operate mechanical handling equipment at the AECC and inside the exhibition hall. All lifting and mechanical handling will be operated by EFI Logistics in strict accordance with their Health & Safety Policy.

(f) Removal of Exhibition Materials

The deadline for goods collection is **1700 hrs on Friday 22 June 2007**. Please ensure you notify your freight/courier company of this deadline. Trucks for collection must arrive and check in with EFI Logistics at least 2 hours before this deadline.

Anything left in the exhibition hall after this time will be removed without notification and storage or disposal fees will be incurred.

The Organisers are not responsible for any items left in the exhibition hall. If you have any problems with your goods collection, please notify EFI Logistics (details on page 1).

(g) Storage

There is no storage space available at the AECC for exhibitors' unused goods and packing boxes. Anyone wishing to arrange storage should contact EFI Logistics (details on page 1) or complete and return FORM G.

Please note exhibitors are expressly forbidden to store any exhibits or pack materials behind or between stands due to the risk of fire.

Packaging found abandoned in these areas or outside the freight doors will be removed by EFI Logistics. Please make sure your empty packing is clearly marked – empty case labels will be available on site from EFI Logistics.

(h) Hire of Electrical, Stand fitting, Furniture and AV Items

The Official Contractors have a catalogue of additional items available for rental. These can be booked by completing and returning FORMS B, C, D & E. Please note a wider range of furniture products can be viewed and ordered via the AECC's preferred supplier Stanco Exhibitions by visiting www.stanco.co.uk. Please remember to enter the exhibition name (Oceans '07 Aberdeen) and your stand number along with the address of the AECC when ordering online. Please ensure you order all additional items in advance of the exhibition. Last minute onsite orders will only be dealt with when all advance orders have been fulfilled.

(i) Electrical installations

AECC is the official electrical contractor for Oceans '07 Aberdeen. The installation or alternation of any electrical fitting by any person other than a member of the contractor's staff is strictly prohibited. In accordance with current Health and Safety Regulations all electrical equipment and fittings should comply with applicable test regulations. Any exhibitor in need of additional electrical requirements, such as a power socket, should contact the Official Contractors (details on page 1) or complete and return FORM B.

(j) Internet access

An internet café area will be established in the exhibition hall for the ad hoc use of Conference delegates and exhibitors. More frequent users are recommended to make use of the wireless network at AECC. Computers equipped with wireless cards should automatically recognise IFB on site and credit card payment for access periods of up to 24 hours can then be made by clicking on Internet Explorer and following the on-screen instructions. Equipment purchase and longer-term hire must be booked in advance. Please contact the Official Contractors (details on page 1) or complete and return FORM E.

(k) Cleaning

The exhibition hall and stands will be cleaned prior to opening each day. Exhibitors are requested to place refuse for collection in the bags provided and leave them in the aisles at close of business. If any special cleaning services are required, exhibitors should contact the Official Contractors (details on page 1).

(l) Security

At the close of each day, the exhibition hall will be locked and the alarm activated, however, the Organisers and AECC cannot accept responsibility for any damage to and / or loss of any property introduced by exhibitors or contractors. Additional exhibition security will be onsite during the following times:

- o Monday 18 June 2007 0800 – 1730hrs
- o Tuesday 19 June 2007 0800 – 2030hrs
- o Wednesday 20 June 2007 0800 – 1730hrs
- o Thursday 21 June 2007 0800 – 2000hrs

(m) Insurance

Exhibitors must be aware of the clauses concerning insurance and exhibitors' liabilities set out in the enclosed Terms and Conditions and **ensure that they take out their own insurance to cover all risks.** Exhibitors wishing to discuss insurance matters should contact their own insurance company.

(n) Exhibitor Registration

Included within the exhibition package is one lead exhibitor pass and one exhibition-only pass per stand space booked. Therefore if you have booked a double stand space you will be entitled to two lead exhibitor passes and two exhibit staff passes and so on.

The lead exhibitor registrant is effectively a full registration including access to the conference sessions and the Welcome and Exhibitor's Receptions. **Please note the Conference Banquet ticket is not included.** The exhibit staff pass allows access to the Exhibiton and Welcome and Exhibitor's Receptions only. If your company would like to book tickets for the Conference Banquet at the historic Fyvie Castle on Wednesday 20 June 2007 or the Traditional Scottish Ceilidh on Tuesday 19 June 2007 please complete the appropriate sections of the Exhibitor's Registration Form together with payment method. For more details on the social events please visit www.oceans07ieeeeaberdeem.org.

Please complete and return the enclosed FORM F with the names of your stand personnel.

(o) Car Parking

Car parking will be available for exhibitors in Car Park 5 at the AECC however all delegates and exhibitors must enter the building via the AECC's main Concourse Entrance. The West Entrance, located in Car Park 5 will be open during build up and break down times, however it will remain closed due to security reasons on the live days of the conference. Please go to the main Concourse Entrance on arrival at AECC to register and collect your badge.

(p) Stand catering

The Catering Department at AECC has unrivalled expertise which is provided throughout every event to a high standard, both in terms of food quality and customer care. A wide range of exhibition stand catering options are available and AECC will be pleased to discuss your requirements with you.

For further information on all of AECC's in-house catering facilities and services, please contact the following:

- Exhibitor stand catering Scott McDonald
- Refrigeration rental Catering Development Manager
- Beverage equipment rental Tel: 0044 (0) 1224 330422
- Linen rental Email: smcdonald@aecc.co.uk
- Catering room requirements

- General catering enquiries David McDonald
- Catering General Manager
- Tel: 0044 (0) 1224 330325
- Email: dmcdonald@aecc.co.uk

The AECC do, however, recognise that on certain occasions, companies will require to provide services that AECC do not supply or cannot source. Should this be the case, a permit must be purchased in order to allow food and beverage items to enter the building.

It is the responsibility of the AECC to ensure all contractors offering/delivering services, have taken all the necessary steps to fulfil their duties legitimately and safely. Therefore, before a permit is issued, the contractor must satisfy the management of the AECC that they are meeting all requirements under Health and Safety and Food Hygiene Regulations. Evidence of the following will be required:

1. Health and Safety Policy
2. All risk assessments for the operation
3. Hazard analysis and critical control points
4. Registration with local authorities environmental health department
5. Adequate insurance cover

Permit application must be made at least 14 days in advance of the Conference and Exhibition to David McDonald, Catering Manager, Aberdeen Exhibition and Conference Centre, Bridge of Don, Aberdeen, AB23 8BL, Tel: 0044 (0) 1224 330325, Email: dmcDonald@aecc.co.uk in order for your permit to be granted. Late requests will be denied. Should you require further information or clarification, please contact David McDonald.

Permit Costs

- 5 day food permit @ £250.00 + VAT
- 5 day beverage permit @ £250.00 + VAT
- Full permit @ £500.00 + VAT

(q) First Aid

Any person requiring first aid treatment should notify the Oceans '07 Secretariat, a member of the security team, or an official of the AECC. The first aid room is located in the Concourse area of AECC.

(r) Fire Precautions

The use of naked flame, volatile or any other items that could be considered a fire hazard is prohibited unless special written permission has been obtained from the Official Contractors (details on page 1).

Any person discovering an outbreak of fire should immediately notify the Oceans '07 Secretariat, a member of the security team, or an official of the AECC.

(s) Smoking Policy

Under Scottish law smoking is banned in all enclosed public places therefore smoking is not permitted within the Aberdeen Exhibition and Conference Centre. Smoking within the premises could result in prosecution.

5. PR AND PUBLICITY

(a) Company Write-up in Final Programme

Exhibitor's are entitled to submit a 50 word Company write up for inclusion in the final programme. Please also include a jpeg of your logo. Please submit to the Oceans '07 Aberdeen Secretariat (details on page 1) no later than 30 March 2007.

(b) Public Address System

The public address system is for official announcements only – no advertising is allowed.

(c) Commercial Theatre

The theatre is located within the exhibition hall and is available for booking by exhibitors to deliver commercial presentations to delegates. This is a separate forum and the presentations are not included in the submission or review process of the main conference. Exhibitors are entitled to book one half hour slot per stand space booked. There are only a limited number of slots available and these are allocated on a first come first served basis. To view the remaining slots available please visit the Sponsorship and Exhibition page of the Oceans '07 Aberdeen website www.oceans07ieeeeaberdeem.org. To book one of the few remaining slots please contact the Oceans '07 Aberdeen Secretariat (details on page 1).

The theatre will be set for at least 40 people and contain a screen, data projector, laptop, PA system, lectern and microphones. Exhibiting companies are responsible for promoting their session and generating interest amongst delegates. Catering will not be provided in the theatre.

If you have booked a presentation slot, please provide the talk title no later than 30 March 2007 so that it can be included in the final programme. Details should be sent to the Oceans '07 Aberdeen Secretariat (details on page 1).

(d) Exhibition Visitor Passes

Oceans '07 Aberdeen will provide exhibitors with 5 passes that can be distributed to clients to allow them entrance to the exhibition only (not to any of the scientific sessions, lunches etc.). The passes will be circulated to the main contact for your Company by email. Please print the passes and distribute as required. The client will be required to complete their details on the pass and exchange it upon arrival at the AECC for a badge.

Visitors will be allowed access to the exhibition during the following times only:

- Tuesday 19 June 2007 1400 – 1700 hrs
- Wednesday 20 June 2007 1400 – 1700 hrs
- Thursday 21 June 2007 1400 – 1600 hrs

6. ACCOMMODATION

Exhibitors can book accommodation by visiting the accommodation page of the Oceans '07 Aberdeen website www.oceans07ieeeeaberdeem.org. Accommodation is being handled by the Aberdeen Convention Bureau and rates have been negotiated with a number of Aberdeen hotels. Please book early to avoid disappointment.

APPENDIX 1 - TERMS AND CONDITIONS:

1. DEFINITIONS

- a) "EXHIBITOR" – includes the Exhibitor and its employees and agents
- b) "EXHIBITION" – Relates to the Oceans '07 Aberdeen Conference and Exhibition on 18 – 21 June 2007 at the Aberdeen Exhibition and Conference Centre, Aberdeen, Scotland
- c) "ORGANISERS" – Refers to the Organising Committee of the Oceans '07 Aberdeen Conference under the auspices of the Oceanic Engineering Society and the Institute of Electrical and Electronics Engineers (IEEE)
- d) "VENUE" – Aberdeen Exhibition and Conference Centre

2. CHARGES FOR SPACE AND STAND CONSTRUCTION

- a) Space only charges at the relevant rate are for floor space marked out to the dimensions required with no walls, floor covering, fittings or services. Exhibitors will need to appoint a contractor to design and build their stand and order their furniture and electrical requirements. Space only stands must be constructed in accordance with the guidelines and requirements specified by the Organisers or as otherwise set out in the Exhibitor Manual
- (b) Space and shell scheme charges at the relevant rate are for floor space with shell scheme fitted. Shell scheme includes walls, carpeting, lighting and fascia board with company name. Charges include the cost of shell scheme only where specified in the allocation of space. All shell scheme stands are to be erected by the Organisers' appointed contractors only.

3. ALLOCATION OF SPACE

The Organisers will endeavour to allocate space in order of receipt of applications and wherever possible in accordance with the Exhibitor's choice and preference. Consideration will however be given to the overall layout and functions of the exhibition as a whole and the Organisers reserve the right to reassign space allocated.

4. PAYMENT FOR SPACE

Any application for space not accompanied by payment within the deadlines set may be deemed null and void. No exhibitor may commence setting up at the Exhibition unless full payment for the space has been made. Where payment is not made in accordance with these Terms and Conditions, any deposit may be forfeited and the space re-allocated. The defaulting Exhibitor must pay any loss incurred by the Organisers by reason of such a non-payment.

5. OTHER SERVICES

All stand rental costs will include a 50 word company listing with logo in the final programme, five exhibition only passes to be distributed to the exhibitor's clients to allow access to the exhibition during specific time periods, pre-registration of stand personnel, general security, stand cleaning and aisle cleaning.

6. REVISION OF LAYOUT

Should it be necessary to revise the layout of the Exhibition, for any reason, the Organisers reserve the right to transfer an Exhibitor to a suitable alternative stand location. Layout floor plans provided to the Exhibitor do not constitute a representation that the stand allocated to the Exhibitor will remain in the position shown.

7. STAND INTERIORS

Exhibitors erecting interior displays must ensure that all such work conforms to the requirements of the Organisers and other appropriate authorities.

8. COMPLETION OF EXHIBITS

All stand fitting and decoration should be completed by the time and date specified by the Organisers. The Organiser will recharge any charges levied by the Venue for overtime working by Exhibitors.

9. DISMANTLING OF EXHIBITS

Exhibits must not be removed and displays must not be dismantled, either partially or totally, before the closing time on the last day of the exhibition. All exhibits and displays must be removed as soon as possible after this time. All exhibitor products and materials must be completely removed from the premises as soon as possible after the exhibition.

10. UNOCCUPIED SPACE

Where space allocated is not occupied by the Exhibitor, the Exhibitor shall pay to the Organisers the entire cost of the stand space booking. The Organisers reserve the right to re-allocate or otherwise deal with this space as they so decide.

11. PROHIBITION OF TRANSFER

Exhibitors may not assign, sub-let or grant licences in respect of the whole or any part of the space allocated to them without the written permission of the Organisers.

12. FIRE RISKS AND SAFETY

All materials used in construction of interior displays must either be made of non-flammable material or be effectively fire proof. Exhibitors shall not place, or suffer to be placed, or kept on the space allocated to them any substance that is, in the opinion of the Organisers, of a dangerous, explosive or objectionable nature. All aisles and fire exits must be kept clear of exhibits. Exhibitors must adhere to all fire and safety regulations applicable to the Exhibition.

13. PROTECTION OF EXHIBITS

All exhibits must be properly protected so as to avoid danger to any person or persons visiting or taking part in the Exhibition. The Exhibitor shall indemnify the Organisers against all such claims, actions, costs and liabilities on account of any injury or damage being caused by or accountable to any exhibit to any persons whatsoever.

14. EXHIBITION SERVICES

The Organisers will make all reasonable efforts to provide necessary services for the smooth running of the Exhibition but shall have no responsibility for the breakdown or failure of such services.

15. GENERAL INSURANCE

The Organisers do not accept responsibility for any damage to stands or loss of property relating to any stand or anywhere else in the exhibition or in the course of its delivery or removal from any cause whatsoever. The Organisers are not

responsible for any loss sustained by Exhibitors from fire, theft, damage or any other reason, or for personal injury or loss to or by any person employed by the exhibitor, anyone visiting its stand, or third party. Exhibitors should ensure that they take out their own insurance to cover all risks (including but not limited to those referred to in this paragraph and paragraph 17 and are responsible for satisfying themselves about the suitability and adequacy of such insurance).

16. EXHIBITORS' LIABILITIES AND THIRD PARTY COVER

The Exhibitor shall be responsible for all acts or omissions of itself, its employees, contractors, agents and visitors and shall indemnify the Organisers, other Exhibitors and visitors and keep them indemnified against all liability in respect thereof including any legal costs and expenses and any compensation and other costs paid by the Organisers to comprise or settle any claims and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the Organisers or incurred or become payable by them arising therefrom in respect thereof, including any claims arising out of the supply of the Exhibitor of any kind whatsoever whether such samples be sold or given away free. The Exhibitor shall maintain appropriate third party liability insurance.

17. POSTPONEMENT OR ABANDONMENT

If by reason of fire, storm, tempest, lightning, material emergency, war, labour disputes, strikes or lockouts, civil disturbances, explosions, inevitable accident, force majeure or any cause not within the control of the Organisers whether ejusdem generis or not, the opening of the Exhibition is prevented or postponed or abandoned, or the building becomes wholly or partially unavailable for the holding or the Exhibition, the Exhibitor shall have no claim for damages of any kind against the Organisers in respect of any loss or damage thereby sustained and the Organisers shall be entitled to retain such part of all sums paid by the Exhibitor as the Organisers consider necessary. If, in the opinion of the Organisers, by rearrangement or postponement of the period of the Exhibition, or by substitution of another hall or building, or in any reasonable manner the Exhibition can be carried through, the contract for the space shall remain binding upon the parties, except as to size and position of stands as to which the Organisers shall determine any modification, substitution or re-arrangement they consider necessary. If the Exhibition is cancelled by the Organisers for any other reason the Exhibitor shall have no claim against the Organisers except for the reimbursement of any deposit paid or final payment made to the Organisers.

18. ADVERTISING MATTER

Exhibitors may distribute advertising or printed material from their stands but shall not distribute any such material in the neighbourhood of entrances or exits nor in such a manner as to cause annoyance or disturbance to other Exhibitors. In the event of a complaint the matter shall be referred to the Organisers for their binding decision. Exhibits and other devices within the stand shall be operated and controlled so that there is no disturbance to other Exhibitors.

19. DAMAGE TO SHELL SCHEME

The Exhibitors shall pay to the Organisers forthwith, upon demand, the costs of making good all damage to stands suffered during the period in which the stand is allocated to the

Exhibitor, other than damage caused by the Organisers and their sub-contractors.

20. SALE OF GOODS

Selling from stands is not permitted.

21. ELECTRICAL FITTINGS AND SUPPLIES

In addition to the lighting supplied with the shell scheme, additional power points and lighting are obtainable from the official contractors appointed by the Organisers. The charges and conditions for these additional supplies will be advised to the Exhibitors prior to the Exhibition.

22. MUSIC AND PHOTOGRAPHY

The Organisers reserve all photographic rights for the Exhibition. Any Exhibitor who wishes to arrange photography of their stands should have prior permission of the Organisers. The use of amplified systems on stands requires the prior written consent of the Organisers and, together with any video, films or other audio equipment, must not be used such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit such use if annoyance is being caused. The Exhibitor is responsible for obtaining any copyright permissions and licences for the use of music and will indemnify the Organisers in respect of any failure to do so.

23. ADMISSION

Admissions to the Exhibition will be restricted to those persons who in the opinion of the Organisers have a legitimate interest in the subject of the Exhibition. The Organisers reserve the right to refuse admission or to eject or otherwise exclude from the Exhibition any person or persons without assigning any reason.

24. CANCELLATION OF SPACE

All cancellations MUST be made in writing to the Oceans '07 Aberdeen Conference Secretariat, and will receive an acknowledgement. Deposits for stand/exhibition space are non-refundable once booked. If the cancellation is received before the 30 June 2006 – an additional 25% of the full amount will be charged, from 1 July – 31 December 2006 – an additional 50% of the full amount will be charged. Any cancellations received after 31 December 2006 will be charged the full amount.

25. PASSES AND TICKETS

Non-transferable passes will be supplied free of charge by the Organisers to admit Exhibitors, attendants and contractors. No Exhibitor, attendant or contractor will be admitted without such pass being produced on entering the exhibition hall.

26. CONDUCT OF EXHIBITORS AND REPRESENTATIVES

The Exhibitor shall not allow the stand to be used for any illegal or immoral purposes or for betting or gaming. The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to the other Exhibitors or visitors. Business shall be conducted only from the Exhibitor's own stand and under no circumstances from any gangway or elsewhere in the Exhibition. Any encroachment on the gangways and passageways shall be deemed to be a breach of contract and articles and goods

found therein during the period of the Exhibition may be removed by the Organisers or their agents and the Organisers shall not be responsible for any loss occasioned by such removal. Any publicity material shall be displayed and/or given away only from the Exhibitor's own stand.

27. HEALTH AND SAFETY LEGISLATION

Exhibitors must ensure that all employees, contractors, sub-contractors and agents in the construction and dismantling of their stands/exhibits, and in the course of all work carried out on site by all or any of them, ensure that all necessary steps are taken to comply with the health and safety legislation applicable in the UK at the time of the Exhibition.

28. JURISDICTION AND WAIVER

This Exhibitor/Organiser contract shall be governed by and construed in accordance with the laws of Scotland and each party agrees to submit to the exclusive jurisdiction of the courts of Scotland. No failure or delay by any party to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same, or of some other right, power or remedy.



ABERDEEN EXHIBITION AND CONFERENCE CENTRE
Bridge of Don
Aberdeen
AB23 8BL
Tel: 0044 (0) 1224 824824
Fax: 0044 (0) 1224 825276

FORM A – SHELL SCHEME FASCIA NAME FORM

Stand Number: _____ Exhibitor Name: _____

Return Date: No later than 21 May 2007

Please print the name as you wish it to appear on your stand:

Please return this form by fax to 0044 (0) 1224 825276

Signed: _____

Contact Tel No: _____



ABERDEEN EXHIBITION AND CONFERENCE CENTRE LTD
 Bridge of Don, Aberdeen, AB23 8BL
 Tel: (01224) 824824 Fax: (01224) 825276

ORDER FORM B - ELECTRICAL ITEMS

EXHIBITION:	RETURN BY: 21 May 2007
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Quantity	Description	Unit Price (inc VAT)	Total
	8" fluorescent fitting	£68.62	
	6" fluorescent fitting	£60.39	
	120W spotlight	£47.35	
	500W socket outlet	£56.95	
	2amp fridge or coffee machine supply (one per appliance)	£86.95	
	Connection from client's own equipment to any supply below (per connection)	£41.13	
	10amp single phase, mains, 240V	£107.33	
	16amp single phase, mains, 240V	£148.81	
	20amp single phase, mains, 240V	£183.94	
	32amp single phase, mains, 240V	£242.75	
	32amp three phase, 415V	£514.76	
Total Due			

**Please submit order with plan showing position of fittings no later than date indicated above.
 THIS IS NOT A VAT INVOICE. A VAT INVOICE WILL BE ISSUED ONCE PAYMENT HAS BEEN RECEIVED.**

For assistance and advice on stand fitting, contact Sian MacLeod on 0044 (0) 1224 330419.

Signed: _____ Date: _____

Contact: _____ Exhibitor: _____ Stand No: _____

Address: _____

Postcode: _____ City: _____ Country: _____

Tel: _____ Fax: _____

Email: _____

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER

Complete with drawing showing positions of all additional items ordered

Please debit my Visa / MasterCard / American Express / Maestro

Exp Date: _____ Valid From: _____

Issue No.: _____ Security Code: _____

Signature: _____ Card Holders Name (block capitals): _____

ORDER FORM C - STAND FITTINGS

EXHIBITION:	RETURN BY: 21 May 2007
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Quantity	Description	Unit Price (inc VAT)	Total
	Additional wall panel for offices, stores etc, 2.5m high x 990mm wide	£70.50	
	Lockable door section, 2.5m high x 990mm wide	£124.60	
	Lockable concertina door	£124.60	
	Lockable sliding door	£124.60	
	Coat hook rail	£23.50	
	Clear acrylic half panel	£70.50	
	Clear acrylic full height panel	£123.37	
	Flat shelving (white laminate), 990mm x 300mm	£23.50	
	Garment rail (per metre)	£23.50	
	Muslin ceiling, white (per square metre)	£11.69	
	Muslin ceiling, black (per square metre)	£11.69	
	Loop nylon panels to order, single sided	£81.07	
	100mm raised platform (per square metre)	£17.62	
	Aluminium edging (per metre)	£9.99	
	Carpet	POA	
Total Due			

**Please submit order with plan showing position of fittings no later than date indicated above.
 THIS IS NOT A VAT INVOICE. A VAT INVOICE WILL BE ISSUED ONCE PAYMENT HAS BEEN RECEIVED.**

For assistance and advice on stand fitting, contact Sian MacLeod on 0044 (0) 1224 330419.

Signed: _____ Date: _____

Contact: _____ Exhibitor: _____ Stand No: _____

Address: _____

Postcode: _____ City: _____ Country: _____

Tel: _____ Fax: _____

Email: _____

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER
 Complete with drawing showing positions of all additional items ordered

Please debit my Visa / MasterCard / American Express / Maestro

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Exp Date: _____ Valid From: _____

Issue No.: _____ Security Code: _____

Signature: _____ Card Holders Name (block capitals): _____



ABERDEEN EXHIBITION AND CONFERENCE CENTRE LTD
 Bridge of Don, Aberdeen, AB23 8BL
 Tel: (01224) 824824 Fax: (01224) 825276

ORDER FORM D - FURNITURE

EXHIBITION:	RETURN BY: 21 May 2007
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Quantity	Description	Unit Price (inc VAT)	Total
	High bistro table, beech (each)	£96.43	
	Low bistro table, beech (each)	£64.62	
	Round table (1,100mm), beech (each)	£66.97	
	Coffee table, beech (each)	£37.60	
	Bar stools, black (each)	£41.12	
	Cabinet, lockable (each)	£61.10	
	Computer plinths, 100cm high, ash top (each)	£49.35	
	Café style chair (each)	£35.25	
	2 seater sofa (blue leather)	£105.75	
	3 seater sofa (blue leather)	£152.75	
	Folding literature racks (each)	£35.25	
	Velcro, 250mm hook and loop (per roll)	£43.47	
	Curved bar unit	£82.25	
	Glass fronted fridge*	£123.37	

* Please note, when requesting a fridge, that you will also require a **stand catering permit**. For further information see the section on stand catering in your organiser's/exhibitor's handbook

Total Due

**Please submit order with plan showing position of fittings no later than date indicated above.
 THIS IS NOT A VAT INVOICE. A VAT INVOICE WILL BE ISSUED ONCE PAYMENT HAS BEEN RECEIVED.**

For assistance and advice on stand fitting, contact Sian MacLeod on 0044 (0) 1224 330419.

Signed: _____ Date: _____

Contact: _____ Exhibitor: _____ Stand No: _____

Address: _____

Postcode: _____ City: _____ Country: _____

Tel: _____ Fax: _____

Email: _____

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER
 Complete with drawing showing positions of all additional items ordered

Please debit my Visa / MasterCard / American Express / Maestro

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Exp Date: _____ Valid From: _____

Issue No.: _____ Security Code: _____

Signature: _____ Card Holders Name (block capitals): _____

ORDER FORM E - AUDIO VISUAL

FORM F – AV EQUIPMENT	RETURN BY: 21 May 2007
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Qty	Description	Unit Price (inc VAT) 1 day	Unit Price (inc VAT) 2 day	Unit Price (inc VAT) 3 day	Total
	Plasma Screens				
	42" including floor stand, speakers and cables	£257.32	£452.38	£540.50	
	50" including floor stand, speakers and cables	£319.86	£575.75	£731.72	
	61" including floor stand, speakers and cables	£626.66	£1,128.00	£1,486.38	
	Delivery and collection*	£41.13	£41.13	£41.13	
	Wall brackets and non-standard installations	POA	POA	POA	
	TFT Screens				
	17"	£70.50	£112.80	£125.33	
	19"	£94.00	£117.50	£169.20	
	Projectors				
	XGA 1600ANSI	£146.87	£264.38	£337.23	
	2Meg wired connection (per day)	POA	POA	POA	
	Wireless Lan (1 hour connection time)			£5.87	
	Wireless Lan (24hrs connection time)			£23.50	
	Telephone line & handset			£64.62	
	Telephone calls (per unit)			0.21	
Total Due					

**Please submit order with plan showing position of fittings no later than date indicated above.
 THIS IS NOT A VAT INVOICE. A VAT INVOICE WILL BE ISSUED ONCE PAYMENT HAS BEEN RECEIVED.**

For assistance and advice on stand fitting, contact Sian MacLeod on 0044 (0) 1224 330419.

Signed: _____ Date: _____

Contact: _____ Exhibitor: _____ Stand No: _____

Address: _____

Postcode: _____ City: _____ Country: _____

Tel: _____ Fax: _____

Email: _____

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER
 Complete with drawing showing positions of all additional items ordered

Please debit my Visa / MasterCard / American Express / Maestro

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Exp Date: _____ Valid From: _____

Issue No.: _____ Security Code: _____

Signature: _____ Card Holders Name (block capitals): _____

*** Delivery & collection charge required**



OCEANS '07 ABERDEEN

FORM F - EXHIBITOR REGISTRATION FORM

Included within the exhibition package is one 'lead exhibitor' pass and one 'exhibition only' pass per stand space booked. If you have booked a double stand space you will be entitled to two lead exhibitor passes and two exhibit staff passes and so on. The 'lead exhibitor pass is effectively a full registration however, please note the conference banquet ticket is not included. The 'exhibition only' pass allows access to the exhibition and Welcome and Exhibitor's Receptions only.

Organisation: _____ Stand No(s): _____

If you are entitled to register more than two exhibitors, please provide a separate sheet with the additional names. All social event ticket booking and payment can be submitted via one form.

Name(s) of Stand Personnel as it will appear on the badge (please complete in block capitals):

Lead Exhibitor: _____

Exhibit Staff: _____

Please indicate any specific dietary requirements: _____

Tickets for Social Events

	Ticket Cost:	No. of Tickets	Total Cost:
Monday 18 June 2007 – Civic Reception	£ 0.00	_____	£ _____
Tuesday 19 June 2007 – Exhibitor's Reception	£ 0.00	_____	£ _____
Tuesday 19 June 2007 – Ceilidh	£35.00	_____	£ _____
Wednesday 20 June 2007 – Conference Banquet	£85.00	_____	£ _____
Total Cost for Additional Tickets			£ _____

Please charge my: Access/Mastercard Visa Card Amex Card

Cardholders name in full and billing address: _____

Card Number:

Expiry date:

Signature (as it appears on the card): _____ Date: _____

Please note that the credit card sale will show under the name 'Aberdeen Centre, Bridge of Don, Aberdeen'

Please return this form no later than 31 May 2007 to:
Emily Wilson,
Oceans '07 Aberdeen Secretariat,
C/o Aberdeen Exhibition and Conference Centre,
Bridge of Don, Aberdeen, AB23 8BL,
Tel: 0044 (0) 1224 330487, Fax: 0044 (0) 1224 825276,
Email: oceans2007@aecc.co.uk



FORM G - LIFTING/FREIGHT HANDLING, TRANSPORT/STORAGE

You can order EFI services on line at www.efilogistics.com/oceans07.htm

TO BE COMPLETED BY THE EXHIBITOR

PLEASE COMPLETE AND SEND DIRECTLY TO EFI LOGISTICS IN THE UK VIA FAX OR E-MAIL:

Facsimile + 44 (0)1342 317600 E-Mail: ashley.preston@efilogistics.com

We acknowledge receipt of the EFI tariff/ instructions for this event and accept your standard trading conditions (BIFA 2005). We request services for this event as follows:

INTERNATIONAL EXHIBITOR SERVICES Transport from (coming from outside the UK/ EU)

Please insert city and country where your shipment will originate

UK/ EU EXHIBITOR TRANSPORT SERVICES Transport – collection from our facility in

Please include city and country where shipment will originate

- ADVANCED RECEIVING WAREHOUSE**
We will deliver to the Oceans 2007 Advanced Receiving Warehouse
- INTERNATIONAL CUSTOMS CLEARANCE IN THE UK**
including collection and transfer to show site & all services through to stand

ON SITE SERVICES We need the following services on site at Oceans 2007

- UNLOADING & DELIVERY TO OUR STAND AREA**
- FORK LIFT FOR ASSEMBLY WORK**
- CRANE FOR ASSEMBLY WORK**
- ON SITE STORAGE (EMPTIES)**

TELL US ABOUT YOUR EXHIBIT HERE

Useful details include weight of your heaviest item, sizes (please show L x W x H) of any large pieces or items with special handling requirements:

PLEASE COMPLETE THIS SECTION:

NAME	<input type="text"/>	PO Number	<input type="text"/>
ORGANISATION	<input type="text"/>	Stand Number	<input type="text"/>
ADDRESS	<input type="text"/>		
	<input type="text"/>		
TELEPHONE	<input type="text"/>	FAX No.	<input type="text"/>
E-MAIL	<input type="text"/>	Vat No.	<input type="text"/>