

MELLO 2020

Exhibitor Information

Clayton Hotel Chiswick, 626 Chiswick High Road,
London, W4 5RY

Wednesday 20th May & Thursday
21st May 2020

Mello returns to the Clayton Hotel in May for the annual two-day event with over 800 Private Investors and 60 AIM listed companies. This is a ticket only, midweek event and delegates are engaged investors who are really interested in the companies attending. They tend to have a long-term investment perspective and in the era of social media, many of them are very influential. [Click here](#) to view the programme for Mello London 2019, to give you an idea of the event and the video of a previous event can be seen [here](#).

WE PROVIDE

- A six-foot covered table with ample space for your pop-up banners and two chairs
- Up to 4 passes for your team
- Advertisement in the programme & website
- A 30-minute presentation slot with AV capability*
- Exhibition times that maximise stand traffic and networking opportunities.

* You may choose, subject to availability, two slots in a smaller room seating around 35-40 or one slot in a larger room, seating between 65-80.

YOU PROVIDE

- Laptops, products and demos to showcase what you do
- Pop up banners
- Company brochures
- Your presentation on USB as back-up
- Your recent annual accounts
- Business cards

COSTS

	Price after 31 st March	Early Bird discount**
Exhibit & present for one day	£3,750	£2,900
Exhibit & present for two days	£4,950	£3,900
Presentation only	£1,900	£1,450
Stand only for one day	£2,500	£1,900

** The early bird discount is conditional on booking before 31st March and payment of our invoice before the event commences, on 20th May 2020.

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Exhibitor Terms & Conditions

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DEFINITIONS

“Company”	A company who agrees to exhibit and/or present at Mello London.
“The Event”	The event that Mello Events organises at the Clayton Hotel for its associates and wider investment community, at which companies may present and/or exhibit in order to promote their business.
“Fee”	Fees are as stated as above plus VAT levied by the Organisers on the Company in exchange for event organisation and promotion services that Mello London provides and other subcontracted services.
“The Organisers”	Mello Events Limited, a company limited by guarantee.

1. THE ORGANISER’S OBLIGATIONS

The Organisers will provide the following services and facilities:

- 1.1 Promote the Event to its associates and the wider investment community.
- 1.2 Secure the venue and facilities for the Event.
- 1.3 Manage attendance at the Event.
- 1.4 Arrange availability of refreshments for delegates and exhibitors at the Event.
- 1.5 Provide a stand and space for exhibition of promotional materials for the Company to display.
- 1.6 Promote the Company within the Exhibition promotional material in advance of the Event for delegate information.
- 1.7 Provide an opportunity for the Company to present to attendees for thirty (30) minutes, as agreed, subject to payment of fee as detailed and availability.

2. THE COMPANY’S OBLIGATIONS

- 2.1 The Company will pay the agreed Fee to the Organisers in exchange for the services and facilities set out under Definitions above.
- 2.2 The Fee is payable within thirty (30) days of receipt of the invoice or before the event if Early Bird offer applies. All payments must be made by cheque or bank transfer and made payable to Mello Events Limited. If booking within 30 (thirty) days of the event, the Organisers will require payment by 20th May 2020.
- 2.3 The Company will provide information on the services it provides to be included in promotional material in advance of the Event. A catalogue may be published and/or information will be published on the Mello Events website, on the basis of the information supplied by the Company. The Company is obliged to provide this information by 1st May, with a word limit 250, failing which the information will not be included in the catalogue and/or on the Internet site.
- 2.4 The Company will provide an electronic version of its presentation in a format agreed with the Organisers, to form part of the presentation by 12pm on Thursday 14th May 2020.
- 2.5 If the Company wishes the Organisers to arrange an audio and/or visual recording of the Company’s presentation and Q&A the additional expense will be paid for by the Company.
- 2.6 The Company must make separate arrangements for the storage of their empty containers and materials during the conference.

3. STAND ALLOCATION AND PAYMENT

- 3.1 Upon agreement between the parties to exhibit, the Organisers will send an invoice to the Company.
- 3.2 Stands are assigned subject to availability. The Organisers reserve the right at any time to re-arrange the stand layout or allocation and compensation will not be given.

4. EQUIPMENT

- 4.1 All stands, fittings and materials which the Company proposes to use for the Event must be fire-retardant in accordance with the appropriate legislation.
- 4.2 The Organisers reserve the right to require the Company to remove anything from its stand which is not appropriately certified or which it deems unsuitable, in its absolute discretion. The Company will indemnify the Organisers against all actions, costs, claims and demands in respect of any breach of the provisions of this clause.

5. CANCELLATION

- 5.1 The Organisers reserve the right at any time to change the date and/or venue of the Event or to cancel it altogether if they deem it necessary by reason of fire, flood, extreme weather conditions, acts of war or violence, malicious damage, explosion, earthquake, strike, civil disturbances, political unrest, riot, labour dispute, power cuts or any other cause beyond the Organisers' control; or if the Organisers for any other reason deems it necessary or advisable. In such cases, the Company waives any and all claims he might have against the Organisers for refunds, damages or expenses.
- 5.2 In the event that the Event is cancelled by the Organisers for commercial reasons then all Fees paid by the Company for the stand will be refunded. The Company agrees that under these circumstances he will have no further claims against the Organisers.
- 5.3 If the Company cancels its attendance or does not attend for any reason, the Organisers will refund the Fees as follows:
- 5.3.1 At least 4 (four) full weeks before the Event is scheduled to take place, 100% of the fee will be refunded.
- 5.3.2 Between 2 (two) and 4 (four) full weeks before the Event is scheduled to take place, 50% of the fee will be refunded.
- 5.3.3 Less than 2 (two) calendar weeks before the Event is scheduled to take place, there will be no refund.

6. INSURANCE AND SECURITY

- 6.1 The Company should ensure that all items on the stand are covered by full and comprehensive insurance and that valuables are locked away at all times. The Organisers cannot accept responsibility for any losses incurred. The Company is required to effect public liability insurance in accordance with clause 8.

7. LIMITATION ON LIABILITY

- 7.1 The Organisers will not be liable for any errors appearing in any literature you have provided regarding the Company.

8. INDEMNITY

- 8.1 The Company shall defend, indemnify and hold harmless, the Organisers from any loss, liability, claim or demand, including reasonable legal fees, made by any third party arising from any cause whatsoever in connection with the participation at the Event by the Company, his agents, contractors or employees.
- 8.2 The Company should also ensure that it has its own Public Liability insurance, with an Indemnity Limit of at least £1,000,000 per claim and such insurance policy must include an 'Indemnity to Principals Clause' including subrogation rights.

9. DATA PROTECTION

- 9.1 The protection of privacy is an important concern to the Organisers. Any data collected will be treated by the Organisers in accordance with current data protection legislation.
- 9.2 The Organisers will use your data to deliver event services (conferences and dinners) incorporating; administration (pre, post and during the event), communications, invoicing and payment, exhibitor/presenter lists (we are unable to remove you from the Programme once this has gone to print), post-event feedback, quality, research and voting.
- 9.3 In order to meet our event obligations to you we may share relevant personal data with other presenters, venues, delegates, organisers, print houses, finance partners, connected communities, faculties, committees and external delivery partners (eg AV supplier).
- 9.4 For more information about our data protection policy please go to the melloevents.com website.

10. SUBLETTING AND CANVASSING

- 10.1 No part or whole of any exhibition site may be sublet by the Company without the prior written permission of the Organisers.

11. ACCEPTANCE OF AGREEMENT

- 11.1 The acceptance of this Agreement by the Company must be made by returning to the Organisers, the Terms & Conditions the completed registration form.
- 11.2 Upon receipt of the completed Registration Form and Terms & Conditions by the Company, the Organisers will issue an invoice for the sum as agreed plus VAT, for payment within thirty (30) days.

12. BREACH OF TERMS AND CONDITIONS

- 12.1 If the Company remains in breach of any of the Terms and Conditions contained herein, after the Organisers has issued notice of any breach in writing, the Organisers reserve the right, without notice to the Company to offer the stand to another company or use it in any manner it deems fit. This shall not be construed as affecting the responsibility of the Company to pay the full amount specified by the contract. Any dispute or enforcement shall be settled under English Law.

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Registration Form

Registering Company Details	
Company Name	
Address	
Contact Email	
Address for Invoice	

Now, tell us what you whether you would like to Exhibit and/or Present:

	Wednesday	Thursday
Exhibit & Present		
Exhibit only		
Present only		
If presenting, preference for one larger room, or two smaller		
If presenting, preference on time (am/pm)		

By sending this form, you agree to the following
I will send the Company logo (in jpg/png format) with this form
I will forward the summary/synopsis of the profile of the Company for inclusion in the programme and on the website (up to 250 words) by 1st May
I will send the names, job titles of those attending by 15th May
I acknowledge that the Company presentation should be sent to the Organisers and received by Monday 18th May by 12pm. If it is not sent by 18 th May, it should be brought on a USB.
I have read the terms of conditions contained within the Exhibitor Information document.

Signed: _____

Date: _____

For Office Use			
Logo		Invoiced	
Wording		Scheduled	