

CLOSING DATE 8 May 2020

In February 2020 MEDLAB once again proved it's success as a stand alone event, with well over half of the GAMBICA group rating the show at 7 and above out of 10. We do not yet have the full official statistics for the event (expected at some point in March) however over 600 exhibitors attracted 25K+ visitors to the 2019 event. Full information will be available on the website www.medlabme.com. Alternatively contact Kirsty Roberts for a copy of the GAMBICA report and/or to request a copy of the official report when released. In 2021 the event will, again, occupy the six Za'abeel halls at DWTC and GAMBICA are, again, holding an excellent location adjacent to the main entrance to Za'abeel Hall 1.

IMPORTANT CHANGES TO THE 2021 EVENT

Please note there are a couple of important changes to the event costs/application procedure for MEDLAB 2021. These are listed on the application form, however the most notable is:

Closing Date. The closing date for the GAMBICA pavilion will be **8 May 2020** and we will only be able to guarantee stand availability up to that date. After 8 May 2020 applications will be accepted subject to availability.

WE PROVIDE

- An excellent group location
- 'Walk on, One stop Service' - fully built shell scheme stand to a high specification – with a generous furniture package including display counter (with company logo), carpet, fascia, spotlights, table and 4 chairs, power outlet, wifi access (optional) & daily stand cleaning. A full range of additional furniture and display items are available as optional extras.
- Our stand builder also offers extremely cost-effective graphic production and installation
- On site support including ♦ communal lounge area serving hot & cold refreshments ♦ information & 'sign posting' point from which all GAMBICA group members are promoted ♦ wifi & communication facilities ♦ Practical assistance by GAMBICA personnel throughout build-up and show dates
- Group promotion including online & printed guide to the British Companies at MEDLAB which is circulated to British embassies and posts and our distributor database, as well as distributed from the information stands.
- In addition to the overall administration of the group, the grant claim process and the above on-site facilities, GAMBICA provides help & advice prior to, during and after the event.

WE CHARGE

We charge £8,055 for a 9m2 stand on this basis, other sizes pro-rata, and an administration and on-site service fee of £675 (GAMBICA members), £895 (non-members). This charge is made to cover GAMBICA's administration costs for the event and on-site service costs (ie on-site GAMBICA representative, wifi/internet point, refreshments, practical assistance before the event and on-site assistance during the build-up and the show itself). If actual expenses are in excess of our estimates, a further charge will be made and will be invoiced after the event. We will issue an invoice on receipt of your application form and 50% of stand costs & the full admin fee are payable NOT later than 8 May 2020. The final balance will be due by early November. Please note that no booking will be confirmed without payment.

DIT TAP (TRADE SHOW ACCESS PROGRAMME) GRANTS

TAP funding has not yet been confirmed for MEDLAB 2021. We anticipate that grants will be available at £2,500 per eligible company. If you think your company will be eligible please indicate this on the attached application form, and we will supply further details in due course. Please note: the number of grants is limited and will be allocated on a strictly 'first come, first served' basis.

A flow chart enabling a 'quick' check on eligibility is attached. A full copy of the DIT Terms and Conditions can be obtained from Kirsty Roberts, and is available on our website (www.gambica.org.uk).

The total number of grant 'lives' is 6 per company (counted from 1 April 2009).

Matched funding arrangements have been waived for the grants although eligible costs at least equal to the amount of grant will still be required.

We anticipate the grant level for MEDLAB will be £2,500

DETAILS OF SERVICES

Exhibiting in a GAMBICA organised group benefits exhibitors by relieving them of much of the burden of stand design, booking administration, liaising with contractors, etc. Group stands are normally well positioned in the exhibition hall and have a high standard of presentation and finish, often far superior to the organisers' shell stands. Exhibitors, particularly newcomers, benefit from the local knowledge and market experience of other companies in the group.

DIT DEFINITIONS

SME - A business that meets all of the following criteria:

- a) has not more than 250 employees;
- b) has an annual turnover not exceeding EURO 50m , or an annual balance sheet total not exceeding EURO 43m;

ELIGIBLE ORGANISATION - Means either:

- i) an SME (known as a “category (i)” Eligible Organisation); or
- ii) a business or organisation matching the requirements at A and B below (known as a “category (ii)” Eligible Organisation).
 - a) Has less than 250 employees.
 - b) Has an annual Turnover of between £83,000 and £5 million.

DIT reserves the right to review the eligibility of organisations that are distinct and independently operated but are part of or owned by an organisation itself larger than an Eligible Organisation. Between 1 April 2019 and 31 March 2020, TAP TCPs will aim to provide at least 75% to 85% of Grants to Participants which fall within category (ii) above.

EXPORT WIN - Means a deal, contract, sale or other specific type of agreement for an eligible UK company which has resulted from significant support provided by DIT. Export Wins is the metric DIT uses to measure export activity.

GRANTS TO EXHIBITORS

Eligible companies will be paid a flat rate grant of £2,500 if participating with the GAMBICA led group. Participants must be able to provide GAMBICA with evidence that they have paid a minimum of £2,500 on costs directly related to their attendance at the exhibition. Grant applications must be submitted to GAMBICA not later than 5 weeks prior to the event, and grants are paid after the event.

STAND STAFFING AND DISPLAYS

The stand must be in the name of a UK registered company.

Exhibitors should arrive at least 24 hours before the opening of the event to set up their display, unless agreed in writing, with GAMBICA, prior to departure. Stands must be staffed at all times by personnel conversant with the company's products until the end of the show.

PAYMENT

We will invoice you on receipt of your application form. Payment of this invoice must be made by BACS. Stand fees will only be refunded if the space can be reallocated.

Costs were calculated on 26 February 2020. GAMBICA reserves the right to adjust any increase or decrease in costs due to unavoidable increases in stand costs and/or exchange rate fluctuations.

In addition we are very pleased to advise that we have maintained the GAMBICA management fees at the same rates as for 2020, and made only a minimal increase to the stand costs. This is, however, based on a minimum number of group participants. If this is not met we may have to adjust our charges, and this will be advised on or shortly after 8 May 2020.

GAMBICA will be responsible for payment of all space and construction costs within strict time limits. Companies wishing to withdraw from the event after the closing date will be liable for a large part of the costs. **Please note our Terms and Conditions (number 8) regarding cancellation.**

TRAVEL, INSURANCE & FREIGHT

GAMBICA does not provide any insurance cover for this event. Companies should therefore ensure that all possible liabilities are covered, including the possibility of loss, damage, cancellation or postponement due to external causes.

GAMBICA will advise exhibitors on the requirements for freight, travel and accommodation and nominate agents for these services, although exhibitors are responsible for making their own arrangements. Unless you inform us to the contrary, we will assume you agree to your company's name being included in the list of participants made available to our freight and travel agents and other relevant service providers.

ACTION

To take part, carefully review the enclosed Terms and Conditions, complete and return the GAMBICA application form and note the payment dates. If you have any queries with regard to MEDLAB 2021 please contact Kirsty Roberts on telephone 020 7642 8086 or mobile 07587 081026, email kirsty.roberts@gambica.org.uk.

RETURN THIS FORM TO: Kirsty Roberts, GAMBICA. Email: kirsty.roberts@gambica.org.uk. Tel: 020 7642 8086

IMPORTANT PLEASE READ INFORMATION ATTACHED BEFORE COMPLETING. The TOTAL COSTS shown below do not include any DIT grant.

WHAT YOU GET

A high quality stand with carpet and fascia, lighting, power connection, furniture package & strong group identification & optional Wifi
 Stand Cleaning Assistance with planning, design and layout of stands, travel and group shipping On site information stand offering the provision hospitality area incl hot/cold refreshments GAMBICA staff on hand for practical assistance during build up and the period of the show Entry in Group brochure (circulated to overseas posts, our distributor database & distributed from the Information Stand

WHAT YOU PAY

Please complete the form below indicating, where applicable, size of stand required (minimum 9 sq m, and then in multiples of three eg 12,15 sq m) and if you are a member/non-member of GAMBICA or BIVDA. Requests for specific locations eg corner stands, will be allocated strictly on a 'first come, first served' basis, but are also subject to the overall block dimensions and layouts

A	Stand Costs	£895 (incl UAE 5% VAT) per sq m	X	Please enter sq m required:	=	£ _____
B	Corner Surcharge*	£390 per stand (optional)		Please tick here if you wish to book a corner location	<input type="checkbox"/>	= £ _____
C	Management Fee	Members		£ 675 + UK VAT = £ 810	OR	=
		Non Members		£ 895 + UK VAT = £1074		£ _____
	TOTAL			(A + B + C)		= £ _____

TAP GRANTS. If you think that your company will be eligible for grants, under the DIT TAP scheme please check here. We will then supply the grant application form and full terms and conditions.

- Minimum stand size is normally 9 sq m (occasionally 6 sq m dependent on block layout).
- Payment of 50% of total costs shown above is due by not later than 8 May 2020. Balance three months before the event or immediately if the show is less than 3 months away.
- **Corner Surcharge*** This is a new charge which was introduced in 2020. Please note that this will NOT be charged in the event we are unable to allocate a corner location.

ADDITIONAL MANDATORY FEES Please note, in addition to the above, the following charges will apply, and will be invoiced by Informa prior to the event (usually in December):

\$275 ADMINISTRATION FEE. Reduced to \$25 if companies can provide own insurance certificate
NEW: \$465 Digital Exhibitor Toolkit. This is a mandatory charge and replaces the Omnia Membership fee (previously \$275). As well as Omnia Membership, and a number of valuable promotional benefits, this will also now include 1 Visitor Scanner/Reader for each exhibitor and 1 Mobile app and will be charged at \$465 per exhibitor.

On receipt of application an invoice will be provided. Payment should be made by BACS and no booking can be confirmed without payment. Please return this application as quickly as possible - special requests will be on a first come-first served basis

COMPANY			
ADDRESS			
POSTCODE			
CONTACT		EMAIL	
TELEPHONE		WWW	
BRIEF DESCRIPTION OF PRODUCTS (50 words, to be used in pre-event group publicity)			

We have read and agree to comply with the conditions overleaf and undertake to pay GAMBICA costs as specified above

SIGNED _____ DATE _____

GAMBICA CONDITIONS OF CONTRACT FOR PARTICIPATION IN AN EXHIBITION

1. In these conditions "Exhibitor" will mean the company, firm or individual signing this application and, where appropriate, will include their employees and agents. "Organisers" will mean the organisers of the exhibition.
2. The allocation of the area and position of stands will be within the sole discretion of GAMBICA. Where necessary, GAMBICA may vary the area and position of stands allocated and payment will be increased or reduced accordingly. Any variations in area will not normally exceed 20% of the original allocated space.
3. If an Exhibitor commits an act of bankruptcy or goes into liquidation, receivership or administration or any act is done or event occurs which has a similar effect to the foregoing under any applicable law, this contract will be determined and any monies already paid will be retained by GAMBICA.
4. Exhibitors must comply with time limits notified to them by GAMBICA. Goods and services exhibited should be of UK origin; any Exhibitor who wishes to display goods or services, which are not of UK origin, must apply to GAMBICA for permission, with details of the goods or services in advance of the cut-off date.
5. UK export agents may be Exhibitors provided that: (a) they have the appropriate sales franchise for the product concerned, (b) they apply well in advance of the cut-off date, and (c) they provide a signed declaration from their principal confirming that the agent is an accredited representative and that it is understood that this participation will be taken into account when determining the principal's eligibility for future UKTI support.
6. Exhibitors may not sublet any space allocated to them nor may advertisements of other companies, firms or individuals be displayed. Only goods and services mentioned in the application form may be promoted.
7. GAMBICA will bear no liability for loss, damage or destruction of any property of the Exhibitor caused other than by the negligence of GAMBICA. GAMBICA will bear no liability for economic loss. GAMBICA will bear no liability for loss or damage sustained as a result of circumstances beyond GAMBICA's control, including but not limited to, unusual weather conditions, war, hostilities, national emergency, riot, revolution, rebellion, labour disputes or strikes. If, due to such an event, cancellation or postponement of the exhibition is considered necessary by the Organisers or GAMBICA, GAMBICA will be entitled to retain such proportion of sums paid by Exhibitors as may be necessary to cover unavoidable loss and expense.
8. Cancellation of participation by the Exhibitor before the closing date will incur an administration penalty equivalent to 50% of the management fee.

Should the Exhibitor cancel after the closing date they will be liable for the full Management Fee and Organisers Multi Media fee, plus GAMBICA will be entitled to demand a lump sum compensation from the exhibitor. The level of compensation is determined by the date of the cancellation and amounts to:

The first instalment of the stand rent (50%), for cancellations received up to two weeks after the closing date

The total stand rent for cancellations received thereafter (ie more than two weeks after the closing date)

By analogy, this also applies to a reduction in stand area and to cases where GAMBICA cancels the contract as a result of a default of payment by the exhibitor.

The decisive criterion is the date of receipt at GAMBICA of the declaration of cancellation or the date on which the exhibitor falls into arrears respectively.

GAMBICA reserves the right to recover the full costs and to reallocate the space at its discretion.

9. The Exhibitor will indemnify GAMBICA against any claims by third parties arising from the Exhibitor's activities during the exhibition. No material, which may present a risk to health and safety, may be brought onto the exhibition site without GAMBICA's written consent. Exhibitors must obtain insurance cover for the exhibition including public liability, all risks on their property and employer's liability. This should indemnify the Organisers, GAMBICA and UK Trade & Investment against any claims or costs resulting from personal injury or property damage resulting from the acts of the Exhibitor.
10. Should any services provided to the Exhibitor, including but not restricted to electric power, telephones or refreshments, these will be charged for as extra.
11. Stand Design for Space Only Exhibitors. Companies wishing to take space only who are designing and building their own stands MUST advise GAMBICA prior to the closing date. Designs should be submitted as soon as they are available and are subject to approval by GAMBICA. We strongly recommend that companies do not incur costs on design and build until your plans have been agreed by GAMBICA. Stand designs also must be sent, by the exhibitor, to the appointed UK pavilion stand construction company.

12. All companies must ensure that their exhibits and/or internal stand decoration do not obscure the pavilion design features. A full set of drawings and plans (with dimensions) will be provided, but can be obtained from GAMBICA on request prior to this if required. In most cases the maximum height permitted is 2.5 metres.
13. Stands must be properly attended at all times the exhibition is open. No exhibit may be removed before the end of the exhibition without the written permission of GAMBICA. All materials must be removed within the period set by the Organisers. The Exhibitor will indemnify GAMBICA against any damage or loss to the structure, building or land occurring during occupation.
14. GAMBICA reserve the right to exclude any Exhibitor who is in debt to GAMBICA or whom it considers unsuitable to be an Exhibitor. GAMBICA may require the removal of any literature which contains serious linguistic errors or which is judged to be embarrassing or otherwise unacceptable.
15. GAMBICA may use any grants held by them for the Exhibitor to set-off any monies owed by the Exhibitor.
16. Exhibitors are deemed to have full knowledge of the Organisers' rules of the exhibition, will obey these at all times and indemnify GAMBICA against any liability which may arise due to failure to follow the said rules.
17. Should the exchange rate of the pound sterling to the currency in which payments to Organisers are required change by more than 5% from the date of application to the date of the Exhibition, based on the Reuters Exchange Rate Service, the payment by the Exhibitor shall be raised or lowered accordingly to reflect any additional or reduced costs to GAMBICA.
18. This contract is subject to English law and to the exclusive jurisdiction of the English court.