

**CLOSING DATE FRIDAY 19 JUNE 2020**

Taking place every three years, ACHEMA is the world's leading event for the process industry. In 2018 some 3,737 exhibitors attracted over 145,000 visitors. Key sectors at the show include Pumps, Compressors, Valves & Fittings; Pharmaceutical Packaging & Storage Solutions; Mechanical Processes; Thermal Processes and Instrumentation. Control & Automation Techniques as well as Laboratory and Analytical Techniques which occupies three, centrally located halls at Messe Frankfurt and is the second largest sector by exhibitor numbers. Full information on the exhibition can be found at [www.achema.de](http://www.achema.de)

For the first time, this year, UK group participants will be able to submit their application direct to GAMBICA and we will then deal with all aspects of group participation. We and DECHEMA hope that this should save participants money, time and effort in having to deal with multiple deposit payments and booking confirmations.

**WE PROVIDE**

- An excellent group location in Hall 4.2 - one of the main halls for laboratory technology
- 'Walk on, One stop Service' - fully built shell scheme stand to a high specification - includes carpet, fascia (displaying company logo or name, spotlights, lockable cabinet, table and 4 chairs, power outlet & daily stand cleaning (additional furniture items including display cabinets/glass showcases etc can be ordered as optional extras)
- On site support includes ♦ meeting facilities at no additional charge ♦ communal lounge area with hot & cold refreshments ♦ information & 'sign posting' point from which all GAMBICA group members are promoted ♦ communication facilities
- A Guide to the British Companies at ACHEMA is produced & circulated to our distributor database, British embassies/posts and key contacts, as well as distributed from the information stand. Each group participant has a 100 word product/service description together with their logo in colour.
- 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**

£5,382 for a 9m2 stand on this basis, other sizes pro-rata, plus the organisers charges, and an administration and on-site service fee of £850 (GAMBICA members), £995 (non-members). This charge is made to cover GAMBICA's administration costs for the event and on-site service costs (ie on-site GAMBICA representatives, wifi/internet point, lounge/meeting and hospitality facilities, practical assistance before the event and on-site assistance during the build-up and the show itself).

Costs are subject to exchange rate fluctuations and if these vary greatly and/or actual expenses are in excess of our estimates, a further charge will be made and will be invoiced nearer the event. 50% of stand costs & the full admin fee are payable immediately with the application form. An invoice will be issued on receipt. 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 ACHEMA 2021. We anticipate that grants will be available at £1,500 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](http://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 ACHEMA will be £1,500**

## 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;
- c) is independent, i.e. not more than 25 % of its capital or voting rights are owned by one enterprise, or jointly by several enterprises, which fail to meet any of the above points a) and b), although this threshold may be exceeded in the following two cases:
  - (i) if the business is held by public investment corporations, venture capital companies or institutional investors, provided no control is exercised either individually or jointly over it;
  - (ii) if the capital is spread in such a way that it is not possible to determine by whom it is held and the business can legitimately declare that 25% or more of it is not owned by one enterprise or jointly by several enterprises falling outside the definition of a SME.

New to Export – During the past 12 months less than 10% of turnover resulted from proactive exports (i.e. sales to new overseas customers that have been actively identified by the business) and no more than 25% of turnover resulted from a combination of proactive and reactive exports. (Reactive exports would normally result from unplanned approaches from potential overseas customers and from UK-based third parties, or from overseas responses to UK-focused web sites).

OR - Have been exporting for less than 10 years

## GRANTS TO EXHIBITORS

Eligible companies will be paid a flat rate grant of £1,500 if participating with the GAMBICA led group. Participants must be able to provide GAMBICA with evidence that they have paid a minimum of £1,500 on costs directly related to their attendance at the exhibition. Applications must be submitted to GAMBICA not later than 8 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.

GAMBICA reserves the right to adjust any increase or decrease in costs due to unavoidable increases in stand costs and/or exchange rate fluctuations.

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 AICHEMA 2021 please contact Kirsty Roberts on telephone 07587 081026 or email [kirsty.roberts@gambica.org.uk](mailto:kirsty.roberts@gambica.org.uk).

RETURN THIS FORM TO: Kirsty Roberts, GAMBICA. Email: [kirsty.roberts@gambica.org.uk](mailto: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
- Stand Cleaning
- Assistance with planning, design and layout of stands, travel and group shipping
- On site information stand offering the provision of meeting facilities, bar/hospitality area offering 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). 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   | £598 per sq m          | X | (please enter sq m required)                          | = | £             |
| B | Organisers Visitor Package Fee (estimated, dependent on stand size) |                        |   | Up to 12 sq metres £179 OR<br>13 to 20 sq metres £295 | = | £             |
| C | Organisers Multi Media Fee  |                        |   |   | = | £ 161         |
| D | Management Fee  | Members<br>Non Members |   | £850 OR<br>£995                                       | = | £             |
|   | <b>TOTAL</b>  |                        |   | <b>(A + B + C)</b>                                    | = | <b>£ +VAT</b> |

**TAP GRANTS (Availability to be confirmed)**

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, when confirmed.

- Minimum stand size is normally 9 sq m (although we can, on occasion, offer 6 sq m dependent on block layout). Maximum stand size is subject to availability.
- Payment of 50% of total costs shown above is due by not later than 19 June 2020. Balance due January 2021.

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/ SERVICES (50 words, to be used on 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.