



14-17 DECEMBER
MELBOURNE 2021
 GLOBAL PUBLIC
 TRANSPORT SUMMIT

Exhibition Organiser
International Association of Public Transport (UITP)
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Date
 From Wednesday 15 December to
 Friday 17 December 2021

Venue
 Melbourne Convention & Exhibition Centre
 (MCEC)
 1 Convention Centre Place
 South Wharf
 Victoria, Australia 3006



14-17 DECEMBER
MELBOURNE 2021
 GLOBAL PUBLIC
 TRANSPORT SUMMIT

Global Public Transport Summit 2021
Exhibition
15 - 17 December 2021⁽¹⁾ - Melbourne
 Venue: MCEC, 1 Convention Centre place, South Wharf, Victoria,
 Australia 3006

Administration Office: International Association of Public Transport (UITP) • Rue Sainte Marie, 6 • B - 1080 Brussels (Belgium) •
 Tel: +32 2 673 61 00 • e-mail: exhibitions@uitp.org • website: http://www.uitp.org • http://www.uitpsummit.org

ENTRY FORM

1. Exhibitor (to complete in capital letters)

Company name :		Contact Person:	
		Contact Person's Title:	
Address:		Tel.	
Postcode:	City:	e-mail:	
Country:		website:	
V.A.T. number:		UITP Member : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Billing address: (only if different than the above):			
Billing contact person:..... E-mail address:.....			

>> Please note that all the prices are subject to 10% Australian GST

2. Participation

Compulsory: the application fee, marketing and PR package are 1,000 EUR.
 The package is compulsory for all exhibitors and it includes:
 - 1 colored advertisement in the exhibition catalogue (Paper or digital format).
 - An insertion (500 words) of the company profile or company exhibits in the exhibition catalogue.
 - An insertion (500 words) of the company profile or company exhibits on our website with a link to the exhibitors' website.
 Optional: 1 registration to the full congress programme at 1,000 EUR. Valid for one person only.

3. Stands

3.1 Non-equipped area (floor space only), Taxes not included:

	UITP Member				Non-Member Prices per m ²
	Loyalty Prices per m ² *		Normal Prices per m ²		
	With vehicle and heavy equipment **	Without vehicle and heavy equipment **	With vehicle and heavy equipment**	Without vehicle and heavy equipment **	
400m ² or more	150€	160€	190€	200€	250€
200 - 399m ²	190€	200€	230€	240€	300€
0 - 199m ²				280€	350€
0 - 199m ² corner				300€	370€

*Loyalty price is applied only on the exhibitors who are both UITP members and had participated as exhibitors in the UITP Summits 2015, 2017 and 2019. This discount is applicable if the Entry Form is signed by 30 December 2020
 ** The price 'With vehicle and heavy equipment' is reserved for exhibitors coming with heavy exhibits such as rail vehicles, road vehicles and any equipment over 500 Kg.

3.2 Stand reservation:

We bookm² of non-equipped area atEUR/m² Stand Number.....

We bookm² of non-equipped corner stand atEUR/m² Stand Number.....

We bookm² of Shell Scheme **at additional 30 EUR/m²**

Shell scheme stands include: separation walls, carpet, fascia with company name of the exhibitor, 1 electrical connection socket, 3 spot lights, 1 table, 2 chairs per module of 12 m². For two-story structures an additional sum of 125.00 EUR will be charged for each 1 m² of actual constructed surface area on the second story.

Two-story structures: an additional sum of 125.00 EUR will be charged for each 1 m of actual constructed surface area on the second story.

⁽¹⁾ Kindly note that the Opening Ceremony of the Global Public Transport Summit 2021 will take place on the afternoon of December 14 but the exhibition will be open officially from 15 to 17 December 2021

4. Co-exhibitors

Co-exhibitors will be charged 1000 EUR each for the administration costs, and the marketing & PR package (please see item 2 in page 1).

4.1 List and full address of any co-exhibitor whose products will be displayed on your stand (to complete in capital):

Name of the company.....

Contact person.....

Address.....

Postal code.....City.....Country.....

Tel.....Fax.....e-mail.....

VAT number.....

If necessary please attach appendix.

5. Terms and conditions

Upon receipt of this entry form UITP will:

- Confirm the reservation of space
- Send the invoice including the application fee, the marketing & PR package as well as the cost of the stand
- Confirm the stand allocation once the exhibitor has paid the full amount invoiced
- Reserve the right to reduce the delay of payment as the exhibition approaches
- Place the stands at the disposal of the participants when they have fulfilled all the obligations required by the management of the exhibition.

5.1 Schedule of payment

Reservation before 30 April 2020

a) The application fee, the marketing & PR package and 50% of the total price of the stand and taxes (if applicable) are invoiced and the payment must be made within the 60 days from the date of the invoice. The remaining 50% will be invoiced at a later stage. Only those exhibitors who have made this payment can be allocated a definitive stand.

Reservations made between 1 May 2020 and 31 March 2021

b) The application fee, the marketing & PR package and the total price of the stand and taxes (if applicable) are invoiced and the payment must be made within the 60 days of the date of invoice. Only those exhibitors who have made this payment can be allotted a definitive stand.

Reservations after 1 April 2021

c) The application fee, the marketing & PR package and the total price of the stand and taxes (if applicable) are invoiced and the payment must be made **immediately**. Only those exhibitors who have made this payment can be allotted a definitive stand

Note: Any bank charges have to be paid by the exhibitors. In case of non-payment before the specified dates, UITP reserves the right to reallocate the reserved stand. The exhibitors, however, remain bound by their registration contract and have to pay the total costs of their exhibition stand.

6. UITP Membership fee

Exhibitors will profit from the members rate only if they have regularly paid all UITP membership fees including 2021.

7. Reduction of reserved space until 30 November 2020

Exhibitors reducing the size of their stand will automatically be charged 100 EUR per m² of reduced space. No reduction of space will be accepted after 30 November 2020 and the totality of the price of the reserved m² remains due.

8. Withdrawal

For cancellations made before 30 October 2020, 50% of the full amount of the original space will remain due. The application fee and the marketing & PR package will not be reimbursed. As from 1 November 2020, the exhibitor has to pay the full amount for the space reserved in all cases and whatever the reason for the withdrawal may be. Unpaid invoices remain due in all cases. Withdrawal must be made by registered post or by fax to the UITP exhibition management.

9. Additional information

Please state your core business (COMPULSORY TO FILL IN)

- | | | |
|---|---|---|
| <input type="checkbox"/> Buses | <input type="checkbox"/> IT, ticketing and passenger information | <input type="checkbox"/> Security |
| <input type="checkbox"/> Electrification equipment | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Trainings & consulting |
| <input type="checkbox"/> Energy saving, recycling & ecological services | <input type="checkbox"/> Combined mobility | <input type="checkbox"/> Urban furniture |
| <input type="checkbox"/> Financial services | <input type="checkbox"/> Operator, authority, consultant or association | <input type="checkbox"/> Vehicles components |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Publisher | <input type="checkbox"/> Other components and materials |
| <input type="checkbox"/> Interiors | <input type="checkbox"/> Rail vehicles | <input type="checkbox"/> Waterborne transport |

10. General exhibition regulations

Article 1 - General information

The Global Public Transport Summit 2021 - Exhibition, an international public transport exhibition, will be organised from 15 - 17 December 2021 in Melbourne.

Article 2 - Organisation

The Organiser of the Exhibition is the International Association of Public Transport (UITP).

Article 3 - Admission

The Organiser is the only authority able to accept or reject applications and to allocate stands. Its decisions are final.

Article 4 - Contract

The signed registration form constitutes a legally binding contract for the Exhibitors. All stands are confirmed in writing and the position allocated is definitive unless the Exhibitor has informed the Organiser within 4 weeks of the confirmation letter. The Organiser reserves the right to change the allocation of stand in case of unforeseen and/or unavoidable circumstances, beyond its control.

Article 5 - Advertising

Advertising onsite is only possible through the channels offered by the Organiser.

Article 6 – Stands

Non-equipped floor space:

- the Exhibitor may only occupy the agreed upon floor space,
- the Organiser supplies the general lighting and the ventilation of the Exhibition hall(s).

The equipped stands (Shell Scheme):

- Shell scheme stands will receive separation walls, carpet, fascia with company name of the exhibitor, 1 electrical connection socket, 3 spot lights, 1 table, 2 chairs per module of 12 m².

Article 7 - Technical documents

All information relating to the constructing, fitting and dismantling of stands will be sent to each Exhibitor in form of a Technical Guide, together with order forms for technical installations (water, telephone, electricity, furniture etc.) to be sent to the nominated sub-contractors. These installations are at the expense of the Exhibitor as are the related costs for consumption and use.

Article 8 - Construction and dismantling timetable

The exact timetable of move in/move out days will be mentioned in the Exhibition Technical Guide. Prolongation of move-in, move-out days above the days fixed by UITP are at the Exhibitors' own expense and are subject to availability in the Exhibition Centre.

Article 9 - Fitting and exploitation

The setting-up of stands (structure and design) must be pre-approved by the Exhibition architect who ensures that the local regulations are respected. The setting up of stands (structure and decoration) must be executed with materials that are not easily flammable and which do not give off harmful gases under the effect of heat. Any installations or decorative elements that could affect another exhibitor in any way are prohibited.

Noisy publicity of any kind, in particular the use of loud-speakers, is prohibited. Publicity may only be handed out on the Exhibitor's own stand. No part of the stand may exceed the given stand limits. The Exhibitor is responsible for organising his stand so that all exhibits can be examined and demonstrated within the stand limits. Parts or exhibits exceeding the limits may be removed from the Exhibition hall by the Organisers at the expense of the Exhibitor.

11. Declaration of the exhibitor

We confirm our participation in the Global Public Transport Summit 2021 - Exhibition, to be organised from 15 - 17 December 2021, and comply with the regulations governing the present contract and the attached General Exhibition Regulations.

Date:Name/Title:Signature:

The Exhibitor undertakes to keep his stand open throughout the duration of the Exhibition. He also undertakes not to remove any exhibits or dismantle his stand before the end of the Exhibition. The exhibitor is not allowed to re-sell his or part of his stand to another company. The Organiser's decision is final.

Article 10 - Insurance

Exhibitors must be insured by an Insurance Company covering civil liability, stand material and the goods exhibited, whether these goods or material be their own or a third party's property. By way of their participation, Exhibitors automatically relinquish all claims, in the event of an accident or damage against :

- The International Association of Public Transport (UITP)
- MCEC
- The City and local hosts of Melbourne
- The Exhibitors at the Exhibition, the Exhibition visitors and the Congress participants
- The directors, representatives, managers and officials appointed by these persons or bodies. Special regulations stating conditions of insurance are given in the Exhibition Technical Guide.

Article 11 - Civil liability

Of the Exhibitor :

The Exhibitor is responsible for any damage to a third party, caused either by himself or by his employees or his material.

Of the Organiser :

The International Association of Public Transport (UITP) is responsible under civil law in its capacity as Organiser of the Exhibition and any other related events it organises. This liability shall in no case extend to the damage caused to visitors, Exhibitors or rented goods by third parties. MCEC is responsible for its civil liability in its capacity as owner of the premises and of fixed or temporary installations used for the Exhibition, as well as for the management of the concerns and handling of the activities it administers directly.

Article 12 - Cancellation of the Exhibition

Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of force majeure prevent the Exhibition from being held, or limit its size or modify its nature. Should it not be possible for the Exhibition to open, all rental fees shall remain the property of the Organiser up to a sum corresponding to the amounts for which it is already committed.

UITP can cancel the exhibition or postpone it at any time. This will not give exhibitors any right to claim cost of their travel, accommodation, stand building and other related services.

For the exhibition rental fee paid to UITP, if the exhibition is cancelled by UITP the latter will refund this fee to the exhibitor. If the exhibition is postponed, UITP will inform the exhibitor on the new dates and within the 14 days from the announcement of the new dates, the exhibitor needs to inform UITP in case they don't wish to continue for the announced new dates, in that case, their fee will be refunded. If the exhibitor don't turn back to UITP this means that they accept the new dates.

Article 13 - Regulations

The Organiser reserves the right to modify or complete at any time the provisions of the present General Regulations.

Article 14 - Jurisdiction

In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties declare that they agree to the competence of the Brussels Tribunal.