



BRITISH WATER
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TRADE &
INVESTMENT 
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Exhibitions

INFORMATION PACK
AND APPLICATION FORM

WETEX

International Exhibition and
Conference on Water, Energy
Technology and Environment

Dubai,
United Arab Emirates

8th-10th March 2011

In partnership with



What You Get

SITE

British Water is organising a UK pavilion at WETEX at the Dubai World Trade Centre. Working in conjunction with Overseas Fairs Division (part of Cox Exhibition Consultants Ltd) we have reserved a prime site for the official British Water Pavilion. Please contact us should you require an alternative site, we will liaise with the organisers to ensure the best possible location for you.

SHELL SCHEME SPECIFICATIONS

- **Your stand package includes:** Walling, Carpet, UK Features, Furniture, lighting, Electrical Connections and Fascia Board with Company Name
- **Stand construction:** Shell Scheme System (Octanorm or Similar)
- **Furniture included with your stand:** 2 Chairs, 1 Table, 1 Lockable Counter. If you require additional items these can be booked as extras.
- **General Lighting:** General stand lighting to features etc plus an allocation of 1 x 100 watt spotlight per 3 sqm of floor space to each booth.
- **Power Supply:** All stands come with power supply to lighting, one power outlet (socket) per booth and electrical connection and consumption included.

SPACE & CONSTRUCTION £345 per sq.m

Exchange rate of £1 = €1.15 € has been used.

Previous UK pavilion at WETEX Dubai



What You Get

UKTI GRANTS:

UK Trade & Investment have allocated 10 grants of £1,800 for eligible UK companies. Please complete the TAP application form at the end of this pack.

PRE AND POST EXHIBITION MEETINGS

We anticipate holding an exhibitors meeting prior to the event to discuss all elements of participation. If required by the exhibitors, we will look to hold an on-site briefing meeting in conjunction with the Overseas Post together with a debriefing meeting back in the UK to ensure exhibitors follow up correctly after the show and achieve the best results from their participation.

Costs

THE UK MANAGEMENT FEE

British Water members: **£300 plus UK VAT**

Non Members: **£400 plus UK VAT**

The UK service fee covers the costs of pre-event preparations, recruitment of companies (eligible and non-eligible), briefing meeting (if required), show administration prior to, during and after the event including staff costs and overheads:

- Marketing & promoting the show to the widest number of UK industry to form a UK group
- Negotiating with organisers to obtain group location, if required
- Signposting all potential participants (eligible and non eligible) to other sources of assistance and guidance for exporting
- Promoting support through appropriate trade associations
- Booking and paying for space
- Where required, issuing guidance on completion of organisers order forms
- Making all subsequent arrangements between exhibitors and organisers
- Ensuring all group members are correctly located within event in accordance with organisers rules
- Supervising stand construction
- Resolving any on-site problems
- Staffing the Information Stand to handle enquiries during the fair and to assist exhibitors throughout the event (including periods of assembly and dismantling)
- Provision of refreshments on the Information Stand
- Meeting any VIP's/official visitors and introducing them to exhibitors
- Statistical monitoring of results through in-house post show reports
- Reconciliation of accounts

OTHER COSTS

Additional stand fittings (if required), travel and freight costs, expenses and subsistence for company personnel, publicity, telephone and fax calls and, if required, a proportionate contribution towards the cost of a group discussion area if deemed necessary.

UKTI GRANTS:

From 1st April 2010, UKTI will only assist those SME's who are deemed to be New to Export with the exception of events taking place in markets where grants can be given to SME's who are New To Market (please see full list attached to UKTI grant application form). Please see the terms and conditions concerning the definition of both New to Export and New to Market eligibility. For further help and advise on the grant system, please do not hesitate to contact The Overseas Fairs Division on 01564 784 999 and we shall be happy to help.

UK VAT

UK VAT is chargeable on the UK Service fee and is recoverable by VAT registered companies.

EXCHANGE RATE FLUCTUATIONS

Any significant movement in the exchange rate would result in a rebate or an additional charge to the exhibitor. We will issue a reconciliation of accounts to all exhibitors following completion of the exhibition.

Dubai, UAE, 8 - 10 March 2011

APPLICATION FORM FOR EXHIBITORS

Please draft a cheque, made payable to Cox Exhibition Consultants Ltd, and forward with this form to: **The Overseas Division, 12 Hockley Court, Hockley Heath, Solihull, West Midlands B94 6NW**

The invoice for space and construction will follow in due course.

INDOOR STAND PACKAGE	_____ sq.m @ £345.00 per sq.m	£
Organisers Compulsory Co-Exhibitor Charge		£250.00
MANAGEMENT FEE	@ £400	£400.00
	UK VAT @ 17.5% on Fee only	£70.00
	TOTAL ENCLOSED	£

WE HAVE read and agree to abide by the Exhibitor Terms and Conditions and understand that by signing and returning this form we have entered into a binding contract.

WE UNDERSTAND that should the exchange rate differ from the rate set and/or the space and construction costs per square metre vary British Water (BW) reserves the right to levy a further charge.

WE UNDERSTAND that responsibility for insurance rests with individual exhibitors. No insurance of any kind is undertaken by BW or UK Trade & Investment (BERR).

WE UNDERSTAND that the submission of this Application confirms that the signatory or signatory's employer/ company agrees to indemnify and keep indemnified BW, its sub-contractors and its employees against any costs, charges and expenses, claims and losses of whatsoever nature arising directly from or attributable to any act or omission of the company or any of its employees or agents including any claim in respect of accident, injury, loss or damage arising out of or in any way connected with the display of goods at this event in any way howsoever.

NAME	POSITION
COMPANY	
ADDRESS	
	POSTCODE
TELEPHONE	FAX
EMAIL	WEBSITE
Products/Services to be exhibited	
SIGNED	DATE