



BRITISH WATER  
*expertise worldwide*

supported by UK  
TRADE &  
INVESTMENT   
[www.uktradeinvest.gov.uk](http://www.uktradeinvest.gov.uk)

## Exhibitions

INFORMATION PACK  
AND APPLICATION FORM

# weftec 2010

the water quality event

83rd Annual Water Environment Federation  
Technical Exhibition and Conference

New Orleans, USA  
4<sup>th</sup>-6<sup>th</sup> October 2010



In partnership with



COX EXHIBITION CONSULTANTS LIMITED

# What You Get

## SITE

British Water is organising a UK pavilion at WEFTEC. Working in conjunction with Overseas Fairs Division (part of Cox Exhibition Consultants Ltd) we have reserved space in a prime location at this exhibition for the UK 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:

- Pole and drape walling
- Carpet
- Table and 4 Chairs
- UK Features
- Electrics
- Lighting
- Power point
- Lockable counter

SPACE & CONSTRUCTION £35.00 per sq.ft



# What You Get

## UKTI GRANTS:

UK Trade & Investment have allocated 10 grants of £1,400 for eligible UK companies. Please see the enclosed UK Trade & Investment terms and conditions for the eligibility criteria.

## 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.

New Orleans, USA, 4<sup>th</sup> - 6<sup>th</sup> 2010

APPLICATION FORM FOR EXHIBITORS

Please draft a cheque, made payable to Overseas Fairs Division, 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.ft @ £35.00 per sq.ft	£
MANAGEMENT FEE	British Water Member @ £300.00	£
	Non Member @ £400	
	UK VAT @ 17.5% on Fee only	£
	TOTAL	£
	TOTAL ENCLOSED	£

WE UNDERSTAND that if deemed eligible for support, a grant of £1,400 based on expenditure on exhibition space and stand construction will be claimed on our behalf which will be paid after the event.

WE DECLARE that this will be our \_\_\_\_\_ participation at an international exhibition with UK Trade & Investment Tradeshow Access Programme (TAP) support since 1 April 2010.

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 responsibility for insurance rests with individual exhibitors. No insurance of any kind is undertaken by the British Water, Overseas Fairs Division (OFD) (Cox Exhibition Consultants) or UK Trade & Investment.

WE UNDERSTAND that the submission of this Application confirms that the signatory or signatory's employer/ company agrees to indemnify and keep indemnified British Water and OFD, 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.

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