

# EXHIBITOR BOOKING FORM

## Offshore Decommissioning Conference: 24–26 November 2025

Please complete and return to confirm a presence at the Offshore Decommissioning Conference. An invoice will then be issued by OEUK. **Full payment is required in advance of the event.**

<b>Organisation Name</b>	
<b>Contact Name</b>	
<b>Contact Email</b>	
<b>Billing Address</b> <b>VAT Number</b>	
<b>PO Number (if applicable)</b>	
<b>Company Logo</b>	<i>Please attach a high-res logo image to your email</i>
<b>Company LinkedIn Page</b>	
<b>Company Website / Page</b>	
<b>Package Size</b> One table and seating	<p>Each stand includes one table and seating, with a <b>maximum width of 3 meters</b>. Kindly avoid exceeding this space with multiple banners and be considerate of neighbouring exhibitors.</p> <p>If you would like to book a double stand, please email <a href="mailto:events@oeuk.org.uk">events@oeuk.org.uk</a> but note this is subject to availability.</p>
<b>Package Price</b>	<ul style="list-style-type: none"> <li>OEUK Member Rate - £2,275 + VAT</li> <li>Non-Member Rate - £3,500 + VAT</li> </ul>
<b>Preferred stand number</b> <i>See exhibition PDF to see floor plan.</i> <b><u>Please list alternative stand preferences in case your first choice is no longer available.</u></b>  <i>Stands subject to availability</i>	
<b>Company Description</b> <i>(This will be added to our website and used to promote your stand on our social media channels)</i>  <i>No more than 150 words</i>	
<b>Additional Requirements</b>	

To book, please complete the booking form and return along with your company logo to:  
[Events@oeuk.org.uk](mailto:Events@oeuk.org.uk)

## INTRODUCTION

These are the terms and conditions (Terms) on which The UK Offshore Energies Association Limited (trading as OFFSHORE ENERGIES UK) accepts your request to participate as an Exhibitor at the Event. References in these Terms to OFFSHORE ENERGIES UK, we, us, our or ours are references to **The UK Offshore Energies Association Limited**, a company incorporated in England and Wales (company number 01119804) and having its registered office at 2nd Floor, Cannongate House, 62-64 Cannon Street, London, EC4N 6AE (“**OEUK**”). References to you, your or yours in these Terms shall be to the Exhibitor detailed on the Booking Form and confirmed in the Order Confirmation, and includes your employees, contractors, suppliers and agents.

## DEFINITIONS

In these Terms the following definitions shall apply:

**Booking Form:** the Exhibition Space Form.

**Business Day:** Monday to Friday (inclusive) except bank or public holidays in England and Scotland;

**Confidential Information:** all confidential information disclosed by a party to the other party in connection with the Contract, including but not limited to, any information that would be regarded as confidential by a reasonable business person relating to the business, affairs, customers, clients, suppliers, plans, intentions, or market opportunities of the disclosing party.

**Contract:** the agreement between you and us and which incorporates these Terms, the Exhibition Manual and any other terms incorporated by reference including the Booking Form and Order Confirmation .

**Event:** the event specified in both the Booking Form and the Order Confirmation.

**Event Platform:** the platform or exhibition space on/in which the Event will take place.

**Exhibition Manual:** the information pack about the Event and Event Platform that we may send to you prior to the Event.

**Exhibitor:** the entity to which an Exhibitor Profile at the Event has been allocated.

**Exhibitor Profile:** the stand allocated to an Exhibitor on the Event Platform.

**Fee:** the fee agreed between you and us as confirmed in the Order Confirmation.

**Force Majeure Event:** any circumstance not within a party's reasonable control including, without limitation, acts of God, flood, natural disaster, epidemic, pandemic, terrorist attack, chemical or biological contamination, collapse of buildings, fire, explosion, industrial action or failure of utility service.

**Intellectual Property Rights (or IPR):** patents, utility models, rights to inventions, copyright and neighbouring and related rights, trademarks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

**Order Confirmation:** the email we send to you to confirm the details of your order.

**Partner:** any third party partner or contractor engaged by OEUK and associated with the Event.

## BOOKING FORM

Your order must be submitted using the Booking Form. Once your order has been confirmed, an Order Confirmation will be emailed to the email address you specified in the Booking Form, at which point the Contract will commence. No Contract is formed until we send the Order Confirmation. We reserve the right to refuse any Booking Form for any lawful reason.

## FEE AND PAYMENT

Payment of the Fee in full, in pounds sterling and including any applicable VAT, charges, fees or other transactional costs, must be made by the earlier of (a) 30 days of delivery of the invoice and (b) two (2) Business Days prior to the Event. Interest, accruing daily, at an annual rate of 3% above Barclays Bank base lending rate may be charged on late payments.

## EXHIBITOR PROFILE

You undertake to provide us, at your cost, all suitable material in a format and within deadlines reasonably specified by us for it to be used in the setting up of your Exhibitor Profile.

## INTELLECTUAL PROPERTY

All IPR in your name and logos (Your Marks), including any goodwill, shall remain your property. You will grant us and any Partner a royalty free licence to use Your Marks for the purposes of promoting, organising and running the Event. All IPR to be used for promoting, advertising and marketing of the Event (Event Marks), including any goodwill associated with them, shall be the property of OEUK or a Partner (as applicable) and you shall not acquire any rights in the Event Marks. All IPR in any materials produced for the Event (excluding Your Marks) shall remain the property of (or be assigned to) us or a Partner. You agree to use the Event Marks and any other branding materials provided by us in accordance with any instructions provided setting out technical requirements for the reproduction of the Event Marks.

## CONFIDENTIALITY

You undertake that you shall not at any time disclose to any person any Confidential Information concerning our business, affairs, customers, clients or suppliers except to your employees, contractors, representatives or advisers who need to know such information for the purposes of exercising your rights or carrying out your obligations in connection with the Terms or as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

## DATA PROTECTION

For the purposes of this section the following terms shall have the following meanings: **DP Laws** means the General Data Protection Regulation (EU) 2016/679 (**GDPR**), Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 and all other applicable laws (each as amended or repeated from time to time); and **Controller, Data Subject, Processor and Personal Data** shall have the meanings as defined in the DP Laws. Your Personal Data will be processed in line with our Privacy Policy (<https://oeuk.org.uk/privacy-policy/>) and DP Laws.

To the extent either party processes Personal Data transferred to it by the other party, it shall:

- (a) be deemed to be a sole Controller in respect of that processing of Personal Data, unless a joint Controller relationship has been agreed and established, or the recipient is acting as a Processor and has an appropriate and compliant contract in place;
  - (b) duly comply with its respective obligations both under DP Laws and those which arise in connection with the Contract and not knowingly do or omit to do anything which would result in a breach by the other party of DP Laws;
  - (c) have in place, and maintain throughout the term of the Contract, all appropriate technical and organisational measures against unauthorised, unlawful or unintended processing, use of, access to, or theft of such Personal Data;
  - (d) provide all reasonable assistance to the other party to assist the other party to comply with its obligations under DP Laws.
- In connection with any Personal Data that it shares with the other party, each party shall ensure that it has the necessary rights under DP Laws to do so. In the event of any contradiction or inconsistency between this section and any term of the Contract, in respect of any processing of Personal Data the terms of this section shall prevail.

## CANCELLATION AND POSTPONEMENT

Subject to the Force Majeure section below, if we postpone the Event for any reason we will offer you either the opportunity to attend the rescheduled Event, or a refund of the Fee (less any reasonable costs already incurred by us at the time of cancellation); and if we cancel the Event we will refund the Fee.

We exclude any liability in respect of any actions, claims, losses (including, without limitation, indirect or consequential losses), damages, costs or expenses whatsoever incurred by you, your sub-contractors or agents or any third party as a direct or indirect result of our postponement or cancellation of an Event.

In addition to any rights contained within this section, we may cancel your booking at any time by written notice if:

- you materially breach the terms of the Contract; or
- we reasonably believe that your attendance at the Event or your association with us may:
  - (a) damage our reputation; or
  - (b) require us (or make it reasonably prudent for us) to incur additional costs by virtue of your attendance. At our discretion we may alternatively request that you pay for any additional costs.

No refund will apply if you cancel your order following the issuance of an Order Confirmation.

## FORCE MAJEURE

If we are prevented, hindered or delayed in performing any of our obligations under the Contract by a Force Majeure Event, we shall not be in breach of the Contract or otherwise liable for any such failure or delay in the performance of such obligations.

## LIABILITY, INSURANCE AND INDEMNITY

Nothing within these Terms limits or excludes either party's liability for death or personal injury or any other matter for which liability cannot be limited at law. You shall indemnify us against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by us arising out of or in connection with your breach or negligent performance or non-performance of the Contract. You shall maintain in force, with a reputable insurance company, professional indemnity and public liability insurance in an amount not less than £2 million per claim and shall, on our request, produce both the insurance certificate giving details of cover and the receipt for the current year's premium. In addition to any other limit on our liability in the Contract, our liability shall be limited to the Fee paid by you to exhibit or

sponsor the Event and we shall not be liable for any loss of profits, sales, business, savings, goodwill, reputation or any indirect or consequential loss.

#### **COMPLIANCE AND LEGISLATION**

Each party shall ensure that its contractors, employees and agents, comply with all applicable laws, statutes, regulations and codes including, without limitation, health and safety legislation and our Anti-Bribery Policy.

#### **VARIATIONS**

No variation of these Terms will be effective unless it is given in writing (including email).

#### **WAIVER**

Any failure to enforce at any time any of the provisions shall not be deemed to be a waiver of our rights hereunder nor in any way affect the validity of the whole or any part of the Contract.

#### **ENFORCEABILITY**

If any provision in these Terms is held to any extent to be illegal or unenforceable under any enactment or rule of law, that provision, or part thereof, shall to that extent, be deemed not to form part of these Terms and the remainder of these Terms shall continue in force.

#### **THIRD PARTIES**

These Terms does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of these Terms.

#### **PARTNERSHIP**

Nothing in these Terms shall be deemed to constitute a partnership between you and us.

#### **NOTICES**

Any notices hereunder shall be sent by email to the email addresses stated below and shall be deemed to be received by the addressee on the next Business Day unless a message is received by the sender stating that such message was not delivered; OEUK – [Events@oeuk.org.uk](mailto:Events@oeuk.org.uk) with copy to [skey@oeuk.org.uk](mailto:skey@oeuk.org.uk); You: the email address provided on the Booking Form.

#### **LAW**

The Contract shall be governed by and construed in accordance with English law and the parties agree to submit to the exclusive jurisdiction of the English Courts.

#### **ENTIRE AGREEMENT**

The Contract constitutes the entire Contract between you and us and replaces all previous agreements, representations and understandings relating to its subject matter.