

Networkshop 38 is the UK's premier education and research networking event and offers a unique opportunity to present and discuss technical and practical aspects of providing advanced Internet services and applications to the research and education community in the UK.

Why you should be there

Networkshop has become an established and unrivalled technical event on the academic conference calendar and attracts experts from across the UK. This is your opportunity to meet, and talk face-to-face with decision makers and influencers who may already use your products or services but need updating on new developments, or who are potential customers – *this is a community which spends £220+ million on Networking each year!*

Enjoy delegate benefits

Following the success of previous events, exhibitors are again invited to take a full and active part in the conference sessions as delegates, ensuring that you hear first hand what network managers and technical staff expect from their equipment and suppliers now and in the future.

Apart from the conference itself, exhibitors will enjoy pre and post-event publicity in the form of a link to your company website, and a listing on ours. Please note that delegate lists **cannot** be issued to exhibitors in advance. Delegates who have given permission for their names to be published will be included on a printed delegate list in the delegate packs given out at the event.

The exhibition supports a residential conference for which delegates must register and book on our website. We are unable to permit exhibiting companies to invite guests to visit the exhibition only. However, you can refer them to the delegate pages on the website (launched early December) so they may determine if they qualify for a place as a JANET connected primary site. A limited number of places will be available to delegates from non-JANET connected sites.

Location

Networkshop 38 will be held at University Place, a brand new conference venue opened during Summer 2008, at the heart of The University of Manchester campus on Oxford Road. More details about the venue can be found by following the link on our website:

www.ja.net/networkshop

Please note the sample exhibition plans shown on the University's website are only exemplars – to refer to our bespoke Networkshop floorplans follow the links

at the end of these notes.

The Exhibition will be located on the ground floor of University Place in the central 'drum' area, the foyer and the Restaurant which is separated only by a glass wall so affords full visibility of all exhibition sites in one contained area. Refreshments in the morning, post lunch and afternoon will be served within all the Exhibition areas, encouraging delegates to visit as many of the stands as possible. Lunches, and dinner on Tuesday, will be served in a marquee erected especially for the purpose adjoining University Place and close to the exhibition. Facilities will be available within the exhibition area for drinks and snacks during the day. On Tuesday evening between 17:30 – 18:30 there will be a drinks reception held within the exhibition areas and all exhibitors are encouraged to make sure their stand is represented during this time. The feedback from previous drinks receptions has been very positive.

All Conference sessions – plenary, parallel and exhibitor - will take place in the same building, in Lecture Theatres and meeting rooms located on the first and second floors which are served by a number of lifts.

Exhibition Dates

The exhibition will be open for all three days of the conference – Tuesday 30 and Wednesday 31 March and Thursday 1 April. Stands must be in place for the duration of the event, early breakdown is not permitted. Please note the exhibition will open at 10:00 on Tuesday 30 March. Stands must be ready for a health and safety inspection at 09:30 which will be carried out by representatives from JANET(UK) and Warwick Corporate Events.

IMPORTANT

Please refer to the Terms and Conditions before making your booking. In particular note the payment terms which will be enforced where necessary.

Quick Guide to Booking Procedure:

Every year some companies do not pay careful attention to our strict booking procedure in order to secure and confirm a stand, which can result in disappointment. The procedure is as follows:

- **Read the 'Terms and Conditions'**
- Study the floorplan, ideally choose two, or three options, carefully noting the size of the stand (most are 3m x 2m, some are slightly larger).
- Having established availability, you may e-mail your preference to the Networkshop Administrator (defined below) but the stand will only be held long enough for you to send in the booking form – a maximum of two days.

- Download the booking form, complete, return as per instructions, noting preferred stand options.
- If you will be paying by invoice the booking form must detail a purchase order or official reference number. Alternatively pay by credit card (tick the box and we will telephone you for card number), OR enclose a cheque. Booking forms without this information will not be processed.
- Credit card or cheque means a stand is confirmed straight away, subject to bank clearance. A 'paid with thanks' invoice will be sent.
- Purchase order – an invoice will be raised, with a 30-day limit for payment. The stand will be held as provisional during this period. Should payment not reach JANET(UK) by the end of 30 days the preferred stand will be released – you may choose another only once payment is received.
- **PURCHASE ORDERS AND CHEQUES MUST BE MADE OUT TO JANET(UK).**
- Once payment is received we will confirm your stand choice and your company name will be listed on the floorplan available on the web site.

There will be no exceptions to the process detailed above. Our terms are strictly 30 days – if your company policy is 60 days you will need to make separate arrangements with your finance department or pay by credit card.

THE COST and what is included is detailed under items 4 & 7 below. Given the current economic climate we are pleased to announce that we have held last year's prices.

TERMS AND CONDITIONS FOR EXHIBITORS

1. Definitions and interpretation

1.1. In these Terms and Conditions, the following words will have the following meanings:

Booking means the booking for the Event sold by Us to You providing the right to occupy exhibition space at the Event.

Event means the Networkshop 38 event to be held at the Venue in respect of which We have the right to sell You the Booking.

Event Administrator	means the Event Administrator whose details are listed in Condition 32.1.
Exhibition	means the exhibition to be held as part of the Event for the Exhibitors to promote their goods and services.
Exhibition Management Company	means Warwick Corporate Events, the company managing the Exhibition on Our behalf.
Terms and Conditions	means these terms and conditions and the Schedules attached hereto.
Venue	means any facilities or locations of any nature where the Event is being held.
University	means the University hosting the Event on Our behalf, the University of Manchester. The University will be hosting the Event with the assistance of Net North West.
We	means the JNT ASSOCIATION (Company Number 2881024) whose registered office is at Lumen House, Library Avenue, Harwell Science and Innovation Campus, Didcot, Oxfordshire, OX11 0SG trading as JANET(UK). "Us" and "Our" shall be

read accordingly.

You means the exhibitor or anybody who in Our reasonable opinion is acting with the Exhibitor's authority or permission. "Your" shall be read accordingly.

2. Incorporation

- 2.1 These Terms and Conditions incorporate and should be read in accordance with the code of practice of the University which is available upon request from Us.

3. Bookings

- 3.1 All Bookings are sold subject to availability and these Terms and Conditions. These Terms and Conditions should be read carefully prior to making a Booking and any queries relating to them should be raised with Us prior to purchase, as
- 3.2 purchase of the Booking constitutes acceptance of these Terms and Conditions. We reserve the right to provide alternative stand space at the Exhibition to that specified on the Booking if the staging of the Event reasonably requires.

4. Exhibition Space / Shell Scheme

- 4.1 The Exhibition floor plans will be published on the Networkshop website: www.ja.net/networkshop.
- 4.2 Companies may express a preference but your choice will not be confirmed until full payment has been received and if this is not within 30 days the stand will be automatically released.
- 4.2.1. There will be a shell scheme in place in the exhibitor area, based on stands measuring 3m x 2m x 2.4m (if the height of your display panels exceeds this **please check before booking**). A limited number of

variations are available for those companies requiring a bigger or smaller area. The Exhibition Management Company will be providing the shell scheme and full details about the scheme can be found by visiting their website at: <http://www.wce.co.uk/shell-scheme.html>.

- 4.2.2. It is important that you study the shell scheme make-up carefully when planning your own stand design, fittings and display panels.
- 4.2.3. The floor in both areas is grey in colour. Please note companies may lay false flooring to their stand subject to checking with the organisers.
- 4.2.4. Each stand will be equipped with a twin socket (2 x 500w), a 4-way extension, two 100w spotlights, and a data connection point (see note 6). Additional power sockets, furniture and other accessories can be ordered directly through the Exhibition Management Company www.wce.co.uk.
- 4.2.5. Space only (that is no walls, fascia or poles) can be provided but this will dictate your location within the Exhibition, and neighbouring stands may have walls which adjoin your area. Please note, your construction must not exceed the agreed space parameters which will be marked out. You will be asked to reduce or remove any part of the stand protruding beyond these limits. Plans for self-build must be submitted in advance so they can be approved by the organisers. Failure to submit a plan for an open space may result in a shell being built, into which you must confine your stand. If clarification is required please contact the Exhibition Management Company.

5. Large and Heavy Equipment

- 5.1. Please note: it is essential that you give details of unusual power or (weight) loading for equipment you will be exhibiting

on your stand, as this may affect the siting of your company within the Exhibition area. Such information will be passed to the University who reserve the right to refuse any such equipment if it is deemed unsafe or obstructive. The University also reserve the right to refuse large or power-hungry equipment which has not been cleared with them in advance.

- 5.2. Large pallet deliveries requiring lifting equipment **will not be accepted** as there will not be a pallet truck available. Please make sure your Courier is aware of this in advance. Any large items should be delivered and removed only when your stand personnel are in attendance to supervise delivery and collection.

6. Data Connection & Wireless Information

- 6.1. Each stand will be provided with a single 10/100Mbps half/full-duplex autonegotiated network connection to JANET, presented as a Cat5 cable terminated with an RJ45 jack.
- 6.2. Each connection will be limited to 8 MAC addresses; public IP addresses will be allocated via DHCP, without pre-registration, limiting each stand to 8 IP addresses. DHCP will also provide default gateway and DNS server information. If static IP addresses are required, or additional MAC addresses, these may be available on request, given suitable notice (at least two weeks prior to the event). A NAT gateway can be used to overcome these limitations.
- 6.3. The University reserves the right to monitor and/or log network traffic and exhibitors will be responsible for their allocated IP addresses. The University will provide basic filtering to provide a minimal layer of protection from the Internet but exhibitors are strongly advised to install adequate firewall and anti-virus software to protect their systems.
- 6.4. A wireless network will be provided for delegates throughout the conference area. Consequently, exhibitors will NOT be allowed to use their own wireless access points (or similar devices) within the Exhibition area. The organisers will be

pro-actively looking for "illegal" equipment and will take steps to remove any hardware that interferes with the conference network services. Exhibitors will be able to use the wireless service but this service is limited in its facilities and performance. A 'ticket' (temporary username and password, valid only for the duration of the conference) will need to be obtained from the conference support in order to use the wireless facility.

7. Cost

- 7.1. The cost per 3m x 2m stand area is £3,015.00 plus VAT, which includes:
 - 7.1.1 3m x 2m shell (described on <http://www.wce.co.uk/shell-scheme.html>).
 - 7.1.2 Twin power socket (2 x 500W).
 - 7.1.3 4-way extension lead.
 - 7.1.4 Two spotlights.
 - 7.1.5 Data connection for Internet access (through JANET).
 - 7.1.6 Non-residential delegate status for **two** Exhibition staff, including all mid-morning refreshments, lunches and teas, dinner on Tuesday night, from coffee on Tuesday up to and including lunch on Thursday but not including the Conference Dinner on Wednesday night which is an optional extra. Exhibitors are welcome to buy tickets for this event subject to availability.
 - 7.1.7 Exhibitor Drinks Reception on the Tuesday evening from 17:30 until 18:30.
 - 7.1.8 Attendance at all conference sessions for two Exhibition staff per stand.

- 7.2. There are a LIMITED number of alternative Exhibition stand sizes:
2.5m x 2m @ £2,515.00 plus VAT
4m x 2m @ £4,020.00 plus VAT.

8. Price and Payment

- 8.1 The price of the Booking shall be the price set at the time We accept Your order. All prices set are exclusive of VAT at the current rate. No Booking will be confirmed until We have received full and cleared payment.
- 8.2 We expect demand to be high so please pay particular attention to our booking, confirmation and payment terms to ensure you do not miss out. Remember –a credit card payment means instant confirmation. A cheque cleared within a few days means confirmation. A purchase order with invoice paid within 30 days equals confirmation. An invoice not paid within our Terms and Conditions will lead to your reservation being automatically released. Please warn your finance departments!
- 8.3 Your Exhibition stand space will only be confirmed once full and cleared payment – by credit card or cheque - has been received by Us. The booking form without payment does not constitute confirmation. Exhibition stands will be released automatically if payment terms are not adhered to.
- 8.4 All financial transactions will be between the Exhibitor and JANET(UK). Cheques and purchase orders should be made out to `JANET(UK)', Lumen House, Library Avenue, Harwell Science & Innovation Campus, Didcot, Oxon OX11 0SG - but should be sent, with the Booking form, to the e-mail address shown in the Contacts Condition 32 below.

9. Refunds

- 9.1 Bookings made after 28 February 2010 cannot be refunded after purchase unless the Event is cancelled or rescheduled (subject to condition 9.3 below).

9.2 The following refunds will be available in the case of Bookings for Exhibition spaces cancelled by Exhibitors:

9.2.7 Bookings made between 1 February and 28 February 2010 if cancelled will receive a refund of 25% of the total fees paid for the Booking.

9.2.8 Bookings made between 2 January and 31 January 2010 if cancelled will receive a refund 50% of the total fees paid for the Booking.

9.3 Any cancelled Bookings, to be effective, must be received by us in writing. Refunds shall only be made to You at Our discretion and, when possible, be made using the same method as was used to purchase the Booking except where payment was made by cash.

10. Cancelled/Re-scheduled Event

10.1 Where the Event is cancelled or re-scheduled by Us, We will use Our reasonable endeavours to notify You using the details You provided at the time of ordering.

11. Resale of Booking

11.1 You may not re-sell or transfer a Booking without Our prior consent.

12. Conditions of Booking

12.1 You must comply with instructions and directions given by staff and stewards of the Venue and staff and stewards of the Exhibition Management Company.

13. Partner Participation

13.1 Please note, the company making the booking will be fully responsible for payment of the stand within our payment terms. Liaison regarding stand requirements will be with that company only OR their appointed marketing agents. If You are intending to participate with a partner you should inform

the organisers from the outset and You will be responsible for stand branding – the fascia board we provide will bear the name of the company who have booked the space.

14. Furniture Hire & Additional Facilities

- 14.1 The University can provide stands with a standard table (without cloths) – nearer the time you will be asked to confirm if required. If you wish to select a particular item to complement your stand design, rather than a table from University stock, please use the ordering system detailed below.
- 14.2 The Exhibition Management Company, offers a furniture hire service using an on-line system for ordering, a stand build service, graphics, presentations and banners. Visit their website for further information: www.wce.co.uk.

15. Exhibitor Passes

- 15.1 Two non-residential Exhibitor Passes will be issued per stand site. Passes are transferable between company representatives attending on different days but must be shown in order to gain access to the Exhibition and conference sessions. Additional stand personnel requiring delegate status must be booked as non-residential delegates.
- 15.2 Personnel assisting for short periods only may apply for a Visitor Pass which will gain access to the Exhibition areas but not to conference sessions or catering.

16. Access and Set-up

- 16.1 Exhibitors will be able to access the Exhibition spaces and set up their stands between 11:00 and 19:30 on Monday 29 March. The area will be closed and secured overnight and open again from 07:30 on Tuesday 30 March. Exhibition stands must be complete and ready for an Health and Safety inspection at 09.30. Delegates will arrive for pre-conference events at 10.00 on Tuesday.

- 16.2 Vehicular access and offloading instructions will be issued to exhibitors nearer to the time.

17. Access to the Exhibition

- 17.1 We reserve the right to refuse access to, or remove any persons, exhibition stands, equipment, publicity or other promotional materials relating to the Exhibitor that are inappropriate, harmful, offensive, obscene or illegal from this Event and from future Networkshops.

18. Breakdown

- 18.1 Breakdown time will be after the close of conference at 12:45 on Thursday 1 April. Limited movement of goods may be imposed on thoroughfares between exhibition sites and our dining marquee in the interests of health and safety as delegates move between these areas. The exhibition area must be cleared by 16.00. Early breakdown is not permitted and will result in You being prohibited from future Networkshops.

19. Exhibition and Conference Guide

- 19.1 A conference guide, including an Exhibition directory, will be produced for delegates. This will include a brief description of each exhibitor and their products/services.
- 19.2 You will be asked to provide a maximum of 100 words of copy (text only, no graphics) together with main contact details - name, telephone, facsimile, e-mail, and website address.
- 19.3 We reserve the right to edit copy which is too long, but will send you a proof for approval if this is necessary. We can only guarantee inclusion of copy which is submitted by 22 January 2010.

20. Exhibitor Presentations

- 20.1 The conference consists of plenary sessions and more in-depth talks and discussions in parallel streams. The Event organisers plan to have a separate parallel stream devoted to product presentations from exhibitors. Participation in the parallel stream would be at no additional cost but would be on a first PAID first served basis with priority given to companies who have paid in full for their participation in the Exhibition. Company presenters will be expected to provide their own laptop for this facility – a data projector will be provided in each meeting room. The meeting rooms will be located on the first floor of University Place.

21. Exhibition - Promotional Opportunities

- 21.1 On Tuesday evening at 17:30, after sessions and before dinner, there will be a drinks reception within the Exhibition areas. It is hoped that exhibitor personnel will be available on their stands during this time to meet and greet delegates.
- 21.2 On Thursday morning, during the refreshment break, We will stage an “Awards Ceremony” – if You have been running competitions on your stand throughout the event You are encouraged to use this period to make your announcements and awards.

22. Changes to the Event

- 22.1 We reserve the right to make alterations to the published Event programme or the Exhibition arrangements where reasonably necessary. Any changes to the Event programme and/or the Exhibition arrangements will be notified to You.

23. Accommodation

- 23.1 Accommodation is not included in the exhibitor package. You should book your accommodation direct with hotels. Accommodation for **delegates only** has been reserved at two city centre Premier Inn hotels but exhibitors may contact Premier Inns direct using the following contact information:

Carly Beatson or Rachel Ravey

Telephone: 0870 238 3315

E-mail: Admin.Manchestermti@premierinn.com.

24. Hospitality

- 24.1 The nature of the Event is that the delegate package includes all meals on campus, including dinner on Tuesday night, and We are committed to paying for the final number booked to the University. In the past, exhibiting companies have taken groups of delegates out for hospitality on one or both nights and this can seriously disrupt our catering arrangements and costings.
- 24.2 If You are intending to provide hospitality, You must notify Us at least four (4) weeks in advance of the Event, providing details of the anticipated number of delegates that this will affect.

25. Insurance

- 25.1 Whilst we take every precaution to protect your property during the Event, we will not be responsible for any loss or damage, or injury to persons caused by your installations, and You must take out appropriate Public Liability insurance cover. We will require a copy of your certificate of insurance cover. Failure to submit this may result in Your exclusion from the Event.

26. Fire Precautions

- 26.1 There are stringent regulations governing the use of materials on site during the Event. All materials should be fireproofed. If you have any queries about any materials You plan to use, please contact Us to discuss these in more detail.

27. Health and Safety

- 27.1 You will be sent a Health & Safety Declaration Form with your Exhibitors manual and it is important that this is completed in full and returned to the Exhibition Management Company by

the due date. Failure to do so could result in exclusion from the Event.

- 27.2 You must comply with all relevant statutes, safety announcements and Venue regulations whilst attending the Event.

28. Sponsorship

- 28.1 Additional publicity opportunities are available through sponsorship. Please contact the Event Administrator for details.

29. Exhibitors Manual

- 29.1 All Exhibitors with a confirmed Booking will be issued with an Exhibitors manual a few weeks prior to the Event which will include detailed information regarding the Event including information on access, offloading, parking, storage and breakdown.
- 29.2 If You are using stand contractors it is important that You share this information with them, or ask for a second copy. We usually find that problems encountered prior to and during set-up and breakdown are as a result of essential information not having been passed to relevant parties. Non-compliance with set-up and breakdown instructions in particular, and infringement of delineated stand areas, can result in companies being prohibited from participation in this Event, and future, Workshops.

30. Complementary Events

- 30.1 Companies wishing to stage a complementary seminar or workshop should do so outside of the main conference dates, it would not be in the interests of delegates or exhibitors to take people away from the main programme. Ideally your plans should be in place before we launch to delegates (early December) in order that they can determine from the outset if they need to book accommodation on the Monday night. If we are in possession of such details **before 30 November**

2009 we will provide a free link from our Networkshop 38 website.

31. Conference Dinner

This year we are delighted to be able to invite exhibitors to purchase tickets to join the delegates for the Networkshop 38 Conference Dinner on Wednesday 31 March at The Monastery in Gorton. The building is regarded as a Pugin architectural masterpiece which has undergone an extensive six million pound heritage restoration scheme. Tickets may be purchased for £85.00 plus VAT at current rate to include coach transport to and from the Premier Inn Hotel (Manchester Central), drinks reception, conference dinner including wine and soft drinks, and after dinner speaker (Please note that the speaker has yet to be confirmed). There will be a cash bar available. We do hope you will be able to join us for what promises to be an interesting and entertaining evening. Book your tickets now on the exhibitor booking form

32. Contacts

- 32.1 Please direct enquiries and booking forms to the Event Administrator Julie Nicholson at:

Telephone: +44 (0)1636 671407

E-mail: networkshop@julienich.f9.co.uk

33. Limitation of Liability

- 33.1 Personal arrangements including travel, accommodation or hospitality relating to the Event which have been arranged by You are at your own risk. Neither We nor the Venue nor the Exhibition Management Company will be responsible for any loss, theft or damage of Your personal belongings, other than caused as a result of Our negligence or that of the Venue or the Exhibition Management Company or other breach of statutory duty.
- 33.2 Nothing in these Terms and Conditions will operate to limit or exclude liability of each party for death or personal injury

arising out of its negligence, or for its fraud nor any other liability which cannot be excluded or limited under applicable law.

- 33.3 Subject to the above Condition, in no circumstances will either party be liable to the other party for any loss of business, revenue, profits, anticipated savings or goodwill (whether direct or indirect) or for any indirect, special or consequential loss arising out of or in connection with these Terms and Conditions.

34. Dispute Resolution

- 35.1 If any dispute arises out of these Terms and Conditions, We will attempt to settle it. To this end We shall use Our reasonable endeavours to consult or negotiate in good faith, and attempt to reach a just and equitable settlement satisfactory to both parties.
- 35.2 Although this does not restrict your rights to pursue court proceedings, if we are unable to settle any dispute by negotiation within 21 days, the parties may attempt to settle it by mediation in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure. Unless otherwise agreed between the parties, the mediator will be nominated by CEDR.

35. Waiver

- 35.1 Failure by either party to exercise or enforce any right or benefit conferred by these Terms and Conditions will not be deemed to be a waiver of any such right or benefit nor operate so as to bar the exercise or enforcement thereof or of any other right or benefit on any later occasion.

36. Assignment

- 36.1 We shall be entitled to assign any of Our rights and obligations under these Terms and Conditions provided that Your rights are not adversely affected.

37. Severability

- 37.1 If it is found by a Court that any of these Terms and Conditions for any reason cannot be enforced, this shall not prevent the other provisions from continuing to apply.

38. Third Parties

- 38.1 No person who is not a party to these Terms and Conditions shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of these Terms and Conditions.

39. Force Majeure

- 39.1 For the purposes of these Terms and Conditions, "Force Majeure" means any cause beyond Our reasonable control including, but not limited to, war, acts of terrorism, governmental requirements, acts of local or central Government or other competent authorities, Acts of God and industrial disputes. We will not be liable to You for failure to perform any obligation under these Terms and Conditions to the extent that the failure is caused by Force Majeure.

40. Amendments and variations

- 40.1 We intend to rely on the written terms set out here in these Terms and Conditions as well as the code of practice of the University. You should read the terms and conditions carefully before entering into the contract to ensure that they contain everything that You consider has been agreed. If they do not then you should contact the Event Administrator.
- 40.2 After the contract has been made, these Terms and Conditions cannot be varied or amended in any respect unless both You and We agree in writing.

41. Entire Agreement

- 41.1 These Terms and Conditions, and the code of practice of the

Venue and any specially agreed terms constitute the entire agreement and understanding between the parties and supersedes all prior agreements, understandings or arrangements (both oral and written) relating to the subject matter of these Terms and Conditions.

- 41.2 Each of the Parties acknowledges and agrees that it does not enter into these Terms and Conditions on the basis of and does not rely, and has not relied upon, and will have no remedy in respect of, any statement or representation or warranty or other provision made, given or agreed to by the other party to these Terms and Conditions (whether negligently or innocently made) except those expressly repeated or referred to in these Terms and Conditions and the only remedy available in respect of any misrepresentation or untrue statement made to it will be a claim for breach of contract under these Terms and Conditions.

42. Governing Law and Jurisdiction

- 42.1 These Terms and Conditions shall be governed by and construed in all respects in accordance with the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.