The Gulf Incentive, Business Travel & Meetings Exhibition
ADNEC, Abu Dhabi, UAE
25-27 March 2013

GIBTM 2013 HOSTED BUYER TERMS AND CONDITIONS

Please read these Terms and Conditions carefully.

1. DEFINITIONS

In these Terms and Conditions the following words shall have the following meanings unless the context otherwise requires:

“GIBTM" means the exhibition for the Middle East meetings, events, incentives and business travel industry to be held at ADNEC, Abu Dhabi from 25-27th March 2013. It is a trade exhibition owned and organised by Reed Travel Exhibitions, a division of Reed Exhibitions Limited, of Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN.

"Exhibitors" means exhibitors who have contracted with Reed Exhibitions Limited to take stand space at GIBTM.

“Hosted Buyer” means the meetings and business travel trade professional, who has been registered as a Hosted Buyer and has agreed to these Terms and Conditions and has been accepted by Reed Exhibitions Limited to attend GIBTM as a buyer of meetings, events, incentives and business travel products where complimentary accommodation, transfers and flights are provided by Reed Exhibitions Limited .

“Pre- Scheduled Appointment Programme” means the appointment programme operated by Reed Exhibitions Limited to co-ordinate the appointments of the Hosted Buyer with Exhibitors during GIBTM and "Pre-Scheduled Appointments" shall be construed accordingly.

“Show Team” means the GIBTM show team at Reed Exhibitions Limited of Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN, UK.

“Published fare” means a flight ticket that has been booked directly on an airline’s own fare tariff, therefore carrying its own restrictive conditions pertaining to amendment and cancellation fees that will need to be applied.

2. REGISTRATION

2.1 As part of your acceptance onto the Hosted Buyer Programme you will receive complimentary:

- Return economy flights on Etihad Airways from selected destinations (where required & relevant routes permitting)
- Accommodation in a 4/5 star quality hotel (room only) for one (1), two (2) or three (3) nights in Abu Dhabi unless **otherwise agreed in writing**
- Coach transfers in Abu Dhabi between airport, hotel and GIBTM (Abu Dhabi National Exhibition Centre)
- Admission to GIBTM
- Admission to official GIBTM networking events
- Refreshments in the buyer lounge at GIBTM
- Pre-Scheduled Appointments with Exhibitors based on your highlighted preferences
- Abu Dhabi familiarisation trip options

ALL other costs and incidental expenses are the responsibility of each attendee. Examples include:

- Private transfers
- Food and beverage
- Flight upgrades
- Hotel upgrades
- Additional nights' accommodation
- Personal extras
- Travel insurance

2.2 Completion of the online application form does not automatically guarantee you a place on the GIBTM Hosted Buyer Programme. You will be notified if your application is successful. The Show Team's decision shall be final.

2.3 The Show Team will only accept one application per participant. In the event that multiple applications per participant are received, only the first application will be considered.

2.4 All sections of the application form must be fully completed including the provision of valid credit card details. Failure to do so will result in the form not being processed.

2.5 Participants who are not accepted for the Hosted Buyer Programme will have the opportunity to attend GIBTM as a Trade Visitor.

3. ATTENDANCE

3.1 The Show Team is responsible for co-ordinating your participation as a Hosted Buyer at GIBTM including accommodation, transfers and appointment setting. Flights will be provided over the period of GIBTM only. Flights are booked by the Show Team and therefore all queries should be directed to the Show Team.

Hosted Buyers are requested not to contact the GIBTM travel suppliers (i.e., agents, airlines and hotels) directly unless instructed by the Show Team otherwise.

3.2 If a Hosted Buyers wishes to make his/her own travel arrangements please inform the Show Team directly using the email address gibtm-hosted@reedexpo.co.uk and ensure that you travel according to your chosen days of attendance, and at times which allow you to complete your full obligation of Pre—Scheduled Appointments.

3.3 Hosted Buyers agree to settle all expenses with the hotel prior to departure and will indemnify the Show Team for any failure to do so.

3.4 Hosted Buyers who do not complete their Pre-Scheduled Appointments Programme selection by the agreed date will be liable for the "No Show" fee. Hosted Buyers who are accepted by the Show Team commit to select a set number of Exhibitor preferences per day of attendance and partake in up to thirty (30) Pre-Scheduled Appointments during their attendance at GIBTM.

3.5 Hosted Buyers who are unable to honour an appointment on site, should contact the Exhibitor directly to arrange a more convenient appointment time.

3.6 Hosted Buyers are required to attend the GIBTM official networking receptions and any education sessions they sign up for. Other events and activities are not compulsory but are recommended to enable Hosted Buyers to make the most of their attendance at GIBTM.

3.7 Hosted buyers travelling from outside the United Arab Emirates are also required to attend Abu Dhabi Day on the afternoon of Wednesday 27th March 2013.

3.8 If one or more persons from the same organisation each attend GIBTM as a fully Hosted Buyer then those persons must conduct their Pre-Scheduled Appointments individually.

3.9 Please note that attendance at Pre-Scheduled Appointments will be monitored and non attendance shall constitute a breach of these Terms and Conditions.

3.10 Hosted Buyers, by applying for Hosted Buyer status, are consenting to their contact details being made available to all Exhibitors at GIBTM for the purposes of arranging additional appointments.

3.11 Hosted Buyers shall wear business attire as a condition of entry to GIBTM.

4. TRAVEL

4.1 Your invitation is non-transferable. Should a circumstance arise whereby you have to cancel your participation, you may request to substitute another person from your organisation. The Show Team must first accept and qualify that substitute person. Should that person meet the qualifications and the substitution be made prior to 18th February 2013, cancellation charges will not apply.

4.2 Due to airline restrictions changes to travel plans **after** 18th February 2013 will be considered on a case by case basis, but the Show Team reserves the right to make charges for such changes. Such charges shall be notified to you and shall be debited from the credit card detailed in your application.

4.3 Any unused flight tickets must be returned directly to the Show Team.

4.4 **VISAS** Please note that participants from certain countries may require a Visa to enter the United Arab Emirates. It is the responsibility of each participant to organise their own individual visa.

For information regarding countries that require a visa to enter the United Arab Emirates, please see http://www.gibtm.com/Visa-Information or contact the UAE Consulate in your home country for up to date visa advice.

4.5 **Travel Insurance.** Please note that Travel Insurance is the responsibility of each individual Hosted Buyer and the Show Team have not and will not effect travel insurance for Hosted Buyers. Travel insurance must be in effect from the day of departure up to and including the day you arrive back at your home country.

4.6 Excess baggage, customs fines and the like are the responsibility of each individual Hosted Buyer. Please consult the UAE Customs Service should you require further information. GIBTM do not endorse or approve of export gifts given to Hosted Buyers by Exhibitors. It is the responsibility of each attendee to ensure that such gifts may be both legally removed from the UAE and imported into your home country.

5. CANCELLATION AND NO SHOWS

5.1 Cancellation fees for Hosted Buyers

If you need to cancel your participation in the show, you must provide written notice by email to gibtm-hosted@reedexpo.co.uk.

The cancellation will not be effective until you have received a written acknowledgement from the Show Team.

In the event of cancellation, the following fees will apply;

- Cancellations received on or before 18th February 2013 will not incur a fee unless the flight has been agreed and confirmed. If the flight has been confirmed or is a published fare flight, the cost of the flight or relevant cancellation fee will be charged.

- Cancellations received after 18th February 2013 will incur a fee of $900 USD for non-Middle East Hosted Buyers and $200 USD for Middle East Hosted Buyers (based outside Abu Dhabi and Dubai)

- Cancellations received after 18th February 2013 from UAE buyers based in Abu Dhabi and Dubai will not be charged a cancellation fee unless accommodation has been provided by GIBTM.

5.2 **No Show fees for Hosted Buyers**

"No Show" fees for Hosted Buyers will be applied in the following circumstances:

- If you do not make the required number of Exhibitor selections and/or Pre-Scheduled Appointments prior to the close of the Pre-Scheduled Appointment Programme diary

- You are reported onsite as a "No Show"

- You are unable to attend GIBTM and do not advise the Show Team in writing prior to close of business on Friday 22rd March 2013.

- If you miss two or more Pre-Scheduled Appointments at GIBTM

In the event of a "No Show ", the following fees will apply;

$1000 USD for International Hosted Buyer outside of the Middle East

$300 USD for Middle East Hosted Buyers (based outside Abu Dhabi and Dubai)

No Show fees will be charged to UAE buyers based in Abu Dhabi and Dubai if confirmed accommodation and transportation arrangements have been provided by GIBTM.

Hosted Buyers participation and attendance are monitored by the Show Team and Exhibitors.

5.3 **Cancellation and No Show charges**

CANCELLATION OF ATTENDANCE FEES, NO SHOW FEES AND FLIGHT CANCELLATION FEES SHALL BE PAYABLE BY THE HOSTED BUYER WITHIN 14 DAYS OF THE CLOSING DATE OF GIBTM. THE SHOW TEAM SHALL TAKE PAYMENT OF SUCH CANCELLATION AND NO SHOW FEES FROM THE HOSTED BUYER'S CREDIT CARD (DETAILS OF WHICH MUST BE PROVIDED BY THE HOSTED BUYER ON REGISTRATION) 14 DAYS AFTER THE CLOSING DATE OF GIBTM IF THE PAYMENT HAS NOT BEEN MADE BY OTHER MEANS. THE SHOW TEAM WILL PROVIDE THE HOSTED BUYER WITH A RECEIPT IN RESPECT OF SUCH CREDIT CARD CHARGES FOR CANCELLATION OF ATTENDANCE FEES, NO SHOW FEES AND FLIGHT CANCELLATION FEES. THE HOSTED BUYER MAY REQUEST AN INVOICE IF REQUIRED.

The Hosted Buyer agrees that the above charges are a reasonable pre-estimate of the loss suffered by Reed Exhibitions Limited in the event of the Hosted Buyer breaching these Terms and Conditions.

6. **Abu Dhabi Familiarisation Day**

6.1 Abu Dhabi Familiarisation Day is organised by the host destination.

- It is mandatory for all Hosted Buyers travelling from outside the United Arab Emirates to attend the Familiarisation Day on the afternoon of Wednesday 27th March 2013. Buyers attending the show from within the UAE are also able to participate should this be desired.

- Flights are co-ordinated by the Show Team.

6.2 Abu Dhabi Familiarisation Day

If you need to cancel your participation in the Familiarisation Day with GIBTM, then you must inform the Show Team in writing by email to: gibtm-hosted@reedexpo.co.uk

- Your cancellation must be acknowledged in writing by the Show Team for it to be effective.

- Cancellations received on or before 18th February 2013 do not incur a fee unless otherwise agreed prior to participation.

- Cancellations received after 17th February 2012 may incur a fee from the host destination to cover costs incurred. Additional costs for revised flights may also be incurred and will be payable to Reed Exhibitions Limited.

7. **Exclusion of Liability**

7.1 **Reed Exhibitions Limited takes no responsibility:**

7.1.1 **for Hosted Buyers who miss their GIBTM flights;**

7.1.2 **for the insolvency or failure of any airline company or hotel or ground handling company or other supplier;**

7.1.3 **for flight cancellation or delay;**

7.1.4 **if the Hosted Buyer is refused permission to board the aircraft or is refused entry to Abu Dhabi or UAE;**

7.1.5 **for any delay or loss of baggage or excess baggage charges - any subsequent dispute shall be directly between the Hosted Buyer and the airline).**

Any replacement flights and other costs incurred in relation to the above will be at the expense of the Hosted Buyer or airline, where appropriate.

7.2 **The Hosted Buyer must obtain adequate travel insurance coverage for their stay and it is recommended in particular that Hosted Buyers take out adequate cancellation insurance to cover the instances referred to in paragraph 7.1, insurance for their baggage and medical insurance.**

7.3 **Individual visa requirements, travel permits, other licences and inoculations will be the sole responsibility of the Hosted Buyer including any necessary costs incurred.**

7.4 **Reed Exhibitions Limited, its agents, its employees, and its subcontractors shall not be liable for loss, damage or delay resulting from acts or threats of war, hijack, terrorist activity, civil commotion, industrial disputes, fuel shortages, natural disasters or adverse weather conditions, strikes or lockouts intervention or regulation, military activity, epidemics or any other circumstances outside the Show Team's or its subcontractor's control which shall make it impossible or inadvisable for Reed Exhibitions Limited to hold GIBTM at the time and place provided or makes it impossible to get the Hosted Buyers to GIBTM or to provide flights, hotels, transfer appointments, events or other services to Hosted Buyers. Reed Exhibitions Limited reserves the right to re-schedule GIBTM at another date and/or at an alternative site.**

7.5 **Reed Exhibitions Limited shall not be liable to the Hosted Buyer, in contract, tort or otherwise for any loss of profit, loss of business or revenue, loss of anticipated savings or any indirect or consequential loss or damage, costs or expenses arising out of or in connection with the Hosted Buyers attendance at GIBTM.**

7.6 **Reed Exhibitions Limited shall not be liable for the death or personal injury of any Hosted Buyer save where such liability can not be excluded under English Law.**

7.7 **Reed Exhibitions Limited's liability to the Hosted Buyer in respect of their attendance at GIBTM under these Terms and Conditions whether in contract, tort or otherwise shall not exceed US$1,000.**

8. GENERAL

8.1 **Successful applicants will only be accepted as Hosted Buyers if they have read and agreed to these Terms and Conditions and have ticked the relevant boxes on the online application form and have provided their credit card details.**

8.2 Persons (such as spouses, family) accompanying the Hosted Buyers are not included in any offers regarding the Hosted Buyer programme.

8.3 By agreeing to these Terms and Conditions, Hosted Buyers are consenting under all relevant data protection legislation to Reed Exhibitions Limited communicating with you by telephone, fax, email and by post and using Hosted Buyer's personal information for internal processing and for disclosure to third parties such as GIBTM Exhibitors, travel agents, airlines, hotels and transport providers in connection with the Hosted Buyer's attendance at GIBTM (including, without limitation, for processing your credit card for additional travel and accommodation charges, cancellation or No Show fees). In addition, we may use Hosted Buyer details to invite Hosted Buyers to other events organised by

Reed Exhibitions Limited or its group or to offer other relevant products and services supplied by Reed Exhibition Limited's group or third parties (other than those you have consented to above in connection with your attendance at GIBTM). Please use the Data Protection Act opt-out section at the end of the registration form to indicate your preferences.

8.4 The Agreement and these Terms and Conditions shall be governed by and construed in accordance with English law and are subject to the non-exclusive jurisdiction of the English Courts.

8.5 GIBTM is a registered trade mark of Elsevier Properties SA and is used by Reed Exhibitions Limited under licence.