

# ITC Malta Exhibition Terms & Conditions

## 1. Definitions

- 1.1. In these Terms and Conditions, the term “Exhibitor” refers to any person, firm, or company granted space at the exhibition. “ITC Malta” refers to the event organisers. “Space” refers to the allocated exhibition area. “Exhibition Services” include but are not limited to publicity, security, cleaning, directory listing, and other services offered by ITC Malta.
- 1.2. “Agreement” means the contract between the Exhibitor and ITC Malta, incorporating the application for space, these Terms, and the Exhibitor Directory.
- 1.3. “Data Protection Laws” means applicable laws governing the collection and processing of personal data, including the UK GDPR and the Data Protection Act 2018.
- 1.4. “Stand” refers to any structure built on the allocated space, including furniture and branding elements.

## 2. Stand Usage

- 2.1. Exhibitors are not permitted to sub-let, share, or assign their allocated stand to another attendee or organisation without prior written approval from ITC Malta.
- 2.2. Exhibitors should occupy their allocated space by the start of the event. Failure to do so may result in forfeiture of the space.
- 2.3. Stand numbers are subject to change up until the event. While efforts will be made to maintain the allocated stand locations, ITC Malta reserves the right to adjust stand numbers or placements, as necessary.
- 2.4. Each exhibitor stand is supplied with a three-way socket strip extension lead with 3000 watt of electrical power and is fitted with UK plug sockets.
- 2.5. Any additional electrical requirements must be requested by four weeks before the event date and may incur extra charges.

## 3. Artwork and Branding

- 3.1. All artwork, branding, and promotional materials must be approved by the ITC Malta design team before production or display.
- 3.2. Exhibitors must supply all required artwork by the deadlines communicated by ITC Malta. Failure to do so may result in the printing deadlines being missed.
- 3.3. ITC Malta will provide a family of graphics for exhibitors to use, including social media promotion and email signatures. If exhibitors wish to create their own materials, these must align with ITC Malta's brand guidelines, available at: <https://www.itc.events/Content/uploads/Brand-Guidelines.pdf>.
- 3.4. Exhibitors may not bring their own pop-up banners, posters, or additional signage unless pre-approved by ITC Malta.

3.5. All branding and promotional materials must conform to ITC Malta's stand guidelines and brand policies.

## 4. Payment Terms

- 4.1. Deposits are non-refundable due to conditions imposed by our suppliers.
- 4.2. In special circumstances, and at the sole discretion of ITC Malta, a stand booking may be rolled over to the next event.
- 4.3. All outstanding payments must be settled within the payment terms stipulated on your proforma invoice. ITC Malta reserves the right to restrict access to exhibitors with unpaid balances.
- 4.4. Late payments may be subject to additional charges.

## 5. Shipping & Logistics

- 5.1. Any giveaways or items shipped for use on your stand must adhere to the shipping instructions available at:  
<https://www.itc.events/Content/uploads/Shipping-Instructions.pdf> .
- 5.2. Post-event shipping: If you require items to be returned to your offices at your cost, you must notify ITC Malta before the event and follow the designated returns procedure.  
<https://www.itc.events/Content/uploads/Return-Instructions.pdf>

## 6. Media & Photography

- 6.1. ITC Malta's media team will be onsite throughout the event to capture photos and videos of exhibitors and their teams for promotional use by ITC Malta.
- 6.2. If you wish to opt out of photography and videography, you must inform the Events Team in writing before the event.
- 6.3. A link to all event photos will be shared by email with exhibitors after the event.

## 7. Social Media Promotion & Event Listings

- 7.1. ITC Malta will actively promote exhibitors on social media to create awareness of their attendance. If you do not wish to be included in these promotions, please inform the Events Team in writing.
- 7.2. Exhibitors will be listed in the ITC Malta attendance list as part of the event promotion.
- 7.3. Exhibitors and their teams will be listed in the event directory as exhibitors.
- 7.4. Each exhibitor will have a bio in the printed event directory and will be included on the floor plan.

## 8. Stand Build, Security & Sustainability

- 8.1. Stand build and dismantling are managed by a contracted local supplier and are not the responsibility of the exhibitor.
- 8.2. Cabinets provided on stands are lockable; however, exhibitors are advised not to leave valuable items inside, as keys to cabinets are interchangeable. Items are left in the lockable cabinets at your own risk. ITC Malta accepts no responsibility for any loss, theft or damage to the items left in the cabinets.
- 8.3. Where possible, ITC Malta is committed to sustainability by reusing stand structures and furniture to reduce environmental impact.

## 9. Visitor Check-in & Data Sharing

- 9.1. A visitor check-in facility will be provided on your stand.
- 9.2. A full list of all visitors to your stand will be supplied at the end of the event.
- 9.3. ITC Malta is committed to complying with all applicable data protection laws. Visitor data will be handled securely and will not be shared with third parties without consent. Exhibitors must also adhere to relevant data protection regulations when using visitor information.

## 10. Flights, Accommodation & Additional Services

- 10.1. Flights and accommodation are not included in the exhibitor package and must be arranged separately by exhibitors.
- 10.2. Airport transfers (if included in your package) will be supported by the ITC Malta Events Team.
- 10.3. A standard furniture package is included in the ITC Malta exhibition package. Should exhibitors wish to customise or upgrade their furniture package, they should contact the Events Team for assistance.
- 10.4. Additional exhibitor tickets beyond the agreed package are available for purchase at the current rate.

## 11. Cancellation & Force Majeure

- 11.1. If an exhibitor cancels their stand after booking, they may be subject to cancellation fees based on the time of cancellation. Refunds will not be issued unless determined by ITC Malta at their discretion.
- 11.2. ITC Malta is not liable for any losses due to force majeure events, including but not limited to natural disasters, strikes, government restrictions, or any event beyond its control.
- 11.3. If the event is postponed due to force majeure, all terms remain the same, and payments already made will be transferred to the rescheduled date.

## 12. Insurance & Liability

- 12.1. Exhibitors shall be solely responsible for obtaining and maintaining their own insurance coverage, including but not limited to public liability insurance. It is strongly recommended that such insurance coverage be in place for the entire duration of the exhibition, including during the transportation of goods to and from the venue. Furthermore, Exhibitors must ensure that adequate insurance is in effect for any interim or subsequent storage of valuable goods.
- 12.2. ITC Malta shall not be held liable for any loss, theft, or damage to exhibitor property during the event.
- 12.3. Exhibitors must comply with all health and safety regulations and ensure their staff and contractors do the same.
- 12.4. While exhibitors are not required to submit a formal risk assessment, they must ensure their stand and operations comply with local health & safety regulations and ITC Malta's event guidelines.
- 12.5. ITC Malta reserves the right to inspect stands to ensure compliance with safety standards.

## 13. Assignment & Compliance

- 13.1. Exhibitors must comply with all venue and local authority regulations.

## 14. Termination

- 14.1. ITC Malta reserves the right to terminate this agreement if an exhibitor fails to comply with the terms outlined in this document.