

APPLICATION FORM – CLOSING DATE 16 MAY 2025

Why Exhibit at Medica

- Medica is one of the largest and truly international life sciences B2B trade fairs in the world and has been running for over 40 years
- In 2024 the event brought together 80,000 visitors (from 165 countries) and 5,800 exhibitors from 72 nations
- The Laboratory Technology & Diagnostics Sector occupies two halls of the event and with the associated MEDICA LABMED forum provides the perfect opportunity to present products and services to and meet with key buyers, decision makers and professionals from around the world.
- More details on the event itself can be found at www.medica.de.

Why Exhibit with the GAMBICA Pavilion

- An excellent and long-standing group location in Hall 1 - one of the two halls dedicated to the laboratory technology and diagnostics sector
- 'Walk on, One stop Service' - fully built shell scheme stand to a very high specification - includes carpet, fascia (displaying company logo or name, spotlights, lockable cabinet, table and 4 chairs, power outlet & daily stand cleaning
- Personalised embellishment options can also be arranged with our stand builder
- Individual stand package sizes range from 6 square metres upwards. In addition we offer a limited number of 'pod' style stands for the first time exhibitor (contact us for more details)
- GAMBICA Information Point, Business Centre & Hospitality ♦ pre-bookable meeting room facilities at no additional charge ♦ communal lounge area with fully staffed bar, serving hot & cold refreshments ♦ information & 'sign posting' point from which all GAMBICA group members are promoted ♦ communication facilities
- Group Promotion – via the GAMBICA website & social media channels. A Guide to the British Companies at MEDICA is produced & circulated to our distributor database, British embassies/posts, key contacts and via social media, as well as distributed from the information stand.
- Group freight services, and travel/hotel agents. Our recommended agents are trade fair specialists and have worked with GAMBICA groups around the world for over 30 years. Preferential rates & dedicated, experienced on-site personnel.
- Access to DIT hosted Meet the Buyer activities, market information, briefing meetings & introductions to key Consul & Embassy Commercial staff
- Practical assistance by dedicated GAMBICA personnel, with over 30 years experience of this event, throughout the build-up, duration and breakdown of the event.
- In addition to the overall pre show administration of the group, our dedicated event manager can provide advice and support in all aspects of your event participation including access to any government funding available.

All of which mean a cost-effective & resource friendly participation at MEDICA 2025.

To Book

We anticipate that demand will be high for 2025, and whilst our space allocation is generous, it is limited. As are corner stand locations (which are allocated on a first-come, first-served basis). We strongly recommend booking early to secure your stand within the group.

Please review the attached Terms & Conditions & complete and return the application form overleaf. If you are interested in receiving details of our exhibitor 'pod stand options' (GAMBICA members & first time MEDICA group exhibitors only), GAMBICA member visitor packages or to discuss any aspect of your participation at MEDICA 2025 please contact Kirsty Roberts on 07587 081026 or email kirsty.roberts@gambica.org.uk

APPLICATION FORM

- Please read attached information & Terms before completing.
- Minimum stand size is usually 9 sq m and then in multiples of three (eg 12, 15 . . .), however a limited number of smaller stands is usually available depending on the overall block layouts
- Special requests. Eg, corner locations, or if there are other group participants which you do, or do not ,wish to be located near by – please indicate below. PLEASE NOTE we cannot accept bookings subject to special requests. Special requests will be dealt with on a first come first served basis although availability is also subject to previous bookings & overall space allocation and block layout.
- An invoice will be supplied on receipt of application **and 50% is due immediately, to secure your booking. No booking can be confirmed until this is received.** The balance will be due in early August 2024.
- Payment must be made by BACS (unfortunately we are currently unable to accept cheques)
- Stand space will be allocated strictly in order of receipt of booking form

CONTACT DETAILS	Please supply the details for person responsible for the organisation of your stand
Company Name	
Contact Person	
Contact Tel Number	
Email	
Website	
Address	

PAYMENT	Please indicate req stand size & whether a member of GAMBICA or BIVDA			
Stand Cost	£ 610 per sq m X _____ (Sq M)	A	£	
Management Fee	£ 695 GAMBICA Member	B	£	
	OR £ 995 Non Member			
Organisers Multi Media Fee		C	£ 900.00	
TOTAL	Please note VAT @ 20% will be added to this		A+B+C	£ + VAT

PUBLICITY	Please provide the following to be used in pre show group publicity	
Approx 50 word Product/Service Description		
Email Address for Publicity Items		
Logo Artwork (high res)	A high res copy of our Company Logo artwork is attached <input type="checkbox"/>	(please tick)

ADDITIONAL INFORMATION. Please use the below section to indicate any additional requests relevant to your booking. We will do our best to meet these requests, however, stand allocation is subject to prior booking allocation and the layout & dimensions of the allocated group area.

We have read and agree to comply with the conditions overleaf and undertake to pay GAMBICA costs as specified above

Signature		Date
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PLEASE RETURN BOOKING FORM TO KIRSTY ROBERTS, GAMBICA. Email kirsty.roberts@gambica.org.uk Tel 020 7642 8086. Mobile 07587 081026

1. In these conditions “Exhibitor” will mean the company, firm or individual signing this application and, where appropriate, will include their employees and agents. “Organisers” will mean the organisers of the exhibition.
2. The stand must be in the name of a UK registered company. All stand graphic branding incl nameboard must feature the name of the UK registered company and/or their associated product ranges.
3. Exhibitors must comply in full with the exhibition terms and conditions, technical guidelines, requirements and other regulations, together with any other relevant national, region or local technical, legal, safety requirements and regulations. A copy of the exhibition terms and conditions is usually available on the event website. Alternatively a copy may be obtained from GAMBICA on request
4. Exhibitors must comply in full with the Organisers’ terms and conditions, technical guidelines, requirements and other regulations, together with any other relevant national, regional or local technical, legal and safety requirements or regulations, and indemnify GAMBICA against any liability which may arise due to failure to follow the said rules. A copy of the terms and conditions may be obtained from the event website or, on request, from GAMBICA.

If applicable, exhibitors must comply in full with Department of International Trade Terms and Conditions of grant support. A copy of the DIT terms and conditions of support is provided on application for a grant.

GAMBICA will not be held responsible for any claim arising out of a failure to comply with the above requirements or regulations.

5. Exhibitors must comply with time limits notified to them by GAMBICA. Goods and services exhibited should be of UK origin; any Exhibitor who wishes to display goods or services, which are not of UK origin, must apply to GAMBICA for permission, with details of the goods or services in advance of the cut-off date.
6. UK export agents may be Exhibitors provided that: (a) they have the appropriate sales franchise for the product concerned, (b) they apply well in advance of the cut-off date, and (c) they provide a signed declaration from their principal confirming that the agent is an accredited representative and that it is understood that this participation will be taken into account when determining the principal’s eligibility for future UKTI support.
7. The allocation of the area and position of stands will be within the sole discretion of GAMBICA. Where necessary, GAMBICA may vary the area and position of stands allocated and payment will be increased or reduced accordingly. Any variations in area will not normally exceed 20% of the original allocated space.
8. Exhibitors may not sublet any space allocated to them nor may advertisements of other companies, firms or individuals be displayed. Only goods and services mentioned in the application form may be promoted.
9. GAMBICA will bear no liability for loss, damage or destruction of any property of the Exhibitor caused other than by the negligence of GAMBICA. GAMBICA will bear no liability for economic loss. GAMBICA will bear no liability for loss or damage sustained as a result of circumstances beyond GAMBICA’s control, including but not limited to, unusual weather conditions, war, hostilities, national emergency, virus outbreak or pandemic, riot, revolution, rebellion, labour disputes or strikes.

If, due to such an event, **cancellation or postponement of the exhibition** is considered necessary by the Organisers or GAMBICA, we would make every reasonable effort to recover costs incurred on behalf of the group. However, GAMBICA will be entitled to retain such proportion of sums paid by Exhibitors as may be necessary to cover unavoidable loss and expense.

10. The Exhibitor will indemnify GAMBICA against any claims by third parties arising from the Exhibitor’s activities during the exhibition. No material, which may present a risk to health and safety, may be brought onto the exhibition site without GAMBICA’s written consent. Exhibitors must obtain insurance cover for the exhibition including public liability, all risks on their property and employer’s liability. This should indemnify the Organisers and GAMBICA against any claims or costs resulting from personal injury or property damage resulting from the acts of the Exhibitor.
11. **Cancellation of participation, by the Exhibitor before the closing date** will incur no penalty charges.

Should the Exhibitor cancel after the closing date they will be liable for the GAMBICA Management Fee plus any stand related costs or organisers participation fees committed to and/or incurred on their behalf by GAMBICA.

By analogy, this also applies to a reduction in stand area and to cases where GAMBICA cancels the contract as a result of a default of payment by the exhibitor.

The decisive criterion is the date of receipt at GAMBICA of the declaration of cancellation or the date on which the exhibitor falls into arrears respectively.

GAMBICA reserves the right to recover the full costs and to reallocate the space at its discretion.

12. If an Exhibitor commits an act of bankruptcy or goes into liquidation, receivership or administration or any act is done or event occurs which has a similar effect to the foregoing under any applicable law, this contract will be determined and any monies already paid will be retained by GAMBICA.
13. GAMBICA reserves the right to exclude any Exhibitor who is in debt to GAMBICA or whom it considers unsuitable to be an Exhibitor. GAMBICA may require the removal of any literature which contains serious linguistic errors or which is judged to be embarrassing or otherwise unacceptable.
14. GAMBICA may use any grants held by them for the Exhibitor to set-off any monies owed by the Exhibitor.
15. The costs for this event were calculated in December 2024. GAMBICA reserves the right to adjust any increase or decrease in costs due to unavoidable increases in stand costs and/or exchange rate fluctuations. Should the exchange rate of the pound sterling to the currency in which payments to Organisers are required change by more than 2% from the date of application to the date of the Exhibition, based on the Reuters Exchange Rate Service, the payment by the Exhibitor shall be raised or lowered accordingly to reflect any additional or reduced costs to GAMBICA.
16. Should any services be provided to the Exhibitor, over and above the standard electrical connection, including but not restricted to additional electric services, water/air, communications or refreshments, these will be charged for as extra.
17. **Stand Staffing & Displays.** Exhibitors should arrive at least 24 hours before the opening of the event to set up their display, unless agreed in writing with GAMBICA, prior to departure. Stands must be staffed at all times by personnel conversant with the company's products until the organisers published end of the show.
18. Stands must be properly attended at all times the exhibition is open. No exhibit may be removed before the end of the exhibition without the written permission of GAMBICA. All materials must be removed within the period set by the Organisers. The Exhibitor will indemnify GAMBICA against any damage or loss to the structure, building or land occurring during occupation.

Most organisers' Terms and Conditions state that exhibitors' stands be manned for the full duration of the event opening hours. Should the organisers consider that a group stand participant has prematurely 'abandoned' their stand, the participant indemnifies GAMBICA and any penalty charge or fine made against GAMBICA will be invoiced on to the participant
19. **Stand Design for Space Only Exhibitors.** Companies wishing to take space only who are designing and building their own stands MUST advise GAMBICA prior to the closing date. Designs should be submitted as soon as they are available and are subject to approval by GAMBICA. We strongly recommend that companies do not incur costs on design and build until your plans have been agreed by GAMBICA. Stand designs also must be sent, by the exhibitor, to the appointed UK pavilion stand construction company.
20. All companies must ensure that their exhibits and/or internal stand decoration do not obscure the pavilion design features. A full set of drawings and plans (with dimensions) will be provided, but can be obtained from GAMBICA on request prior to this if required. In most cases the maximum height permitted is 2.5 metres.
21. This contract is subject to English law and to the exclusive jurisdiction of the English court.