

Unit 7, Fosters Business Park,
Old School Road
Hook Hampshire
RG27 9NY

Tel : 01256 768178
Fax: 01256 766234

Conditions of Rental- Hire Agreement

The hirer -

The person or company who hires the equipment from Coker Exhibition Systems Ltd and in doing so agrees to the terms and conditions of Coker Exhibition Systems Ltd.

Acceptance of agreement

The hirer agrees to the terms and conditions of Coker Exhibition Systems Ltd.

These will be signed by an authorised person, on behalf of the hirer.

The signed terms and conditions will be kept by the hiring company and are valid for twelve months.

A copy of the terms and conditions will be supplied on top of the hired equipment, any person using or operating the equipment must be aware of and comply with the terms and conditions

The hire period

The minimum hire period is five days, This will begin the day the good are received by the hirer and end the day it is shipped back. Extended hire will be charged at 5% per day. The cost of the hire of the goods shall be agreed upon at the time of quotation. The cost for the period of hire shall be agreed upon at the time of quotation and invoice. Costs cannot be changed part way through a hire agreement.

***** <u>Delivery Date Required</u> *****	<u>Collection Date Requested</u>
---	----------------------------------

****Please note if delivery is by overnight carrier we advise you to have your delivery at least one day before required not including weekends. Delivery and collection by overnight carrier can be any time during a working day goods must be packed and ready. Please label appropriately.

Delivery of goods

The hirer may collect and return the goods, or by request Coker Exhibition Systems Ltd can arrange delivery of the goods by use of a next day courier or door to door courier. Where an overnight carrier is used the company recommended that the hirer request delivery at least one day prior to any show to allow for any unforeseen errors such as courier failure which will be at the hirers own risk. The company will not charge for this extra day when requested.

Checking the goods!

It is a condition of this rental agreement that the hirer checks the received goods for obvious damage of the packaging on receipt. Goods must not be signed for as received in good condition if they are not, also within the first few hours from receipt of the goods the goods must be checked.

Use of equipment

All equipment must be used in accordance with our instruction and recommendations.

Return of equipment

Equipment will be collected by Coker Exhibitions courier. The courier will collect on a specified day between 9 and 5.30pm. **All goods hired must be in the original packaging and clearly labelled for Coker Exhibitions. Failure to do so will incur extra costs. Goods left at hotels, conference centres and exhibition halls are at risk of loss. Any loss or damage of the equipment or packaging is the responsibility of the hirer.**

Notification of extension of hire

The hirer is responsible for calling the hiring company and notifying them of extension of rental

Cancellation

Either party can terminate the contract by giving a minimum of 2 weeks notice, Failure to give two weeks notice will result in a 50% charge in lieu of notice. The hiring company may terminate the agreement if:

There is any breach of agreement. If the hiring company believes the equipment to be in Jeopardy

If the hirer is unable to pay for the rental or deposit

If the hirer has reached its credit limit and will not pay their remittance or deposit

Faulty equipment

At the first outset that the equipment is found to be defective the hirer must notify the hiring company.

(This will be within the first twelve hours after receipt if the equipment is defective upon receipt, or at some other

time if it fails whilst in use) The hirer must call the hiring company immediately (Do not call us after the event as you may be charged for any damage). Do not attempt to repair equipment yourself unless authorised by the hiring company.

The equipment remains the hirer's responsibility and should be treated as a any piece of equipment including:

- 1, Correct storage at normal operating temperatures
- 2, Correct handling. Avoid dropping, jamming or shock actions
- 3, Defend it against adverse moisture, heat, dust and vibration

Any damage arising from these will be charged for.

Should any goods supplied prove to be faulty a technical support person shall discuss the matter with you on the telephone

and guide you to getting your products up and running.

If the fault is deemed to have been caused by the client, a full charge shall be made.

Payment terms

Payments shall be made by the hirer within 30 days of the invoice being submitted and at least 10 days prior to the anticipated dispatch date. Payments do not include installation or dismantling of the equipment unless stated on the invoice.

Responsibilities of the hirer

The hirer shall agree not to sell the equipment on.

The hirer shall use the equipment in accordance with the manufacturers instructions.

The hirer shall refrain from adding stickers, changing the equipment or modifying it in any way.

The hirer shall be responsible for the well being of the equipment and assume the entire risk of damage or loss to equipment or any part thereof.

The hirer will insure themselves or be personally liable for any damage or goods replacement

The hirer agrees to indemnify the hiring company against any liability, actions, claims, damages, cost and demands suffered or incurred by the hiring company as a result of a third party claims arising from the use of hire equipment.

To immediately return the equipment upon termination of the hire agreement.

Damage or loss deposit

A hire invoice may show a refundable damage or loss deposit. This will be used in any such event or refunded after the hire period this deposit does not represent the full replacement cost, which could be charged. Alternatively the hirer agrees that their credit card may be charged where so applicable without further notice.

Credit Card Details submitted for damage loss or late return:

Responsibilities of Coker Exhibition Systems Ltd

The Company shall abide by its quality policy and health and safety policy.

It shall endeavour to meet any agreement made with the client.

If a fault occurs with a piece of equipment the hiring company shall repair that equipment or replace that unit without delivery cost at the earliest possible occasion.

Coker Exhibition Systems Ltd will not be responsible for delays, delivery failures or damage caused by accidents, strikes, transport failures or adverse weather conditions.

Signed	Print	Position	Company