

## SUB CONTRACTOR PURCHASE ORDER

NAME:	
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PURCHASE ORDER NO:	
DATE:	

PLEASE SUPPLY ALL GOODS AND SERVICES IN ACCORDANCE WITH YOUR ESTIMATE FOR THE FOLLOWING EVENT

EVENT NAME:

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DATES:

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PLEASE SIGN BELOW TO CONFIRM ACCEPTANCE OF BOTH THIS ORDER AND OF MERIDIAN'S TERMS & CONDITIONS THEN RETURN THIS SIGNED ORDER TO MERIDIAN

PAYMENT FOR THESE SERVICES WILL BE MADE WHEN ALL WORK HAS BEEN COMPLETED AND WHEN YOUR INVOICE HAS BEEN RECEIVED BY MERIDIAN

**IF NO BANK DETAILS ARE SUPPLIED FOR BACS PAYMENT, INVOICE WILL BE PAID BY CHEQUE**

NAME OF BANK

--

SORT CODE

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ACCOUNT NAME

--

ACCOUNT NUMBER

--

PRICE QUOTED TO MERIDIAN

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I FULLY UNDERSTAND, HAVE READ AND ACCEPT THE TERMS AND CONDITIONS

SIGNED	PRINT NAME	ON BEHALF OF (TRADING NAME)

**IMPORTANT NOTICE** PLEASE SEE REVERSE SIDE OF ORDER FOR MERIDIAN'S TERMS & CONDITIONS

### MERIDIAN EXHIBITIONS LIMITED ('Meridian') (updated 16/10/2009)

#### TERMS AND CONDITIONS OF CONTRACT BETWEEN MERIDIAN AND ELECTRICAL & STAND BUILDING SUBCONTRACTORS

1. The subcontractor agrees to provide skilled electrical services to Meridian in setting up and installing electrical facilities (such as, fluorescent lighting, spotlights and power supply) to display stands at exhibitions, conferences and like events and/or the knock down of such facilities at the closure of such exhibitions, conferences or like events. And to setting up stand panels where required.
2. Such services will be provided in accordance with a purchase order issued by Meridian and accepted by the subcontractor.
3. The subcontractor will commit his services and skills to complete the set up of the required electrical work and/or the subsequent knock down of those electrical facilities within the time frame allowed by the event, exhibition or conference organisers or venues.
4. The subcontractor is expected to apply his services to a proper professional and competent standard expected of a skilled electrician.
5. The subcontractor will work without supervision on set up and/or knock down and will set up the electrical services needed in accordance with designated plans for the electrical services required.
6. In the event that a subcontractor is unable to carry out the agreed services, he is entitled to send a substitute electrician in his place to carry out these services. Such substitute must be a skilled electrician. The substitute must be advised to Meridian in advance of the time of the required services. Meridian has the right to refuse the substitute if Meridian is not satisfied with any reference on the skill, competence or professional standard of any substitute. It will be the responsibility of the subcontractor to pay the substitute. In turn, Meridian will pay the subcontractor for the services provided by the substitute in accordance with the purchase order accepted by the subcontractor.
7. If agreed with Meridian, the subcontractor can provide additional electricians to carry out the work set out in the purchase order. Each additional worker must be a skilled electrician. Additional workers must be advised to Meridian in advance of the time of the required services. Meridian has the right to refuse an additional worker if Meridian is not satisfied with any reference on the skill, competence or professional standard of any additional worker. It will be the responsibility of the subcontractor to pay these additional electricians. In turn, Meridian will pay the subcontractor for the services provided by the additional electricians in accordance with the purchase order accepted by the subcontractor.
8. All major equipment (such as switchgear, transformers, electric sockets, fluorescent lights, spotlights etc) will be supplied by Meridian out the company's stock as required by the specified plans for the event, exhibition or conference concerned. Such equipment must be returned to Meridian's stock on completion of the knock down of the event, exhibition or conference. The subcontractor will be held responsible for the return of all Meridian's equipment at the completion of the knock down of the event and will be charged with the cost of any equipment not returned or damaged during knock down to the extent that the equipment is no longer serviceable.
9. The subcontractor is expected to provide his own tools and equipment to carry out his labour skills and to provide the required services to Meridian to the necessary standard and competence expected of a skilled electrician.
10. The subcontractor is expected to carry out the necessary health and safety procedures in respect of his own work and that of any substitute and any additional workers carrying out the contracted work on his behalf. Similarly, the subcontractor will arrange his own comprehensive insurance cover against all liability risks in respect of the specified work being carried out by him, his substitute and any additional workers.
11. Meridian will pay the subcontractor the agreed charges for his services based on the subcontractor's price for carrying out the specified work on set up of and/or dismantling of electrical facilities. Any variation on the subcontractor's charges will be agreed by Meridian only where additional time and work is required because of circumstances outside the control of Meridian or where the event organisers' require additional services to be provided and where such additional time, work and services is agreed to by the subcontractor and Meridian.
12. The subcontractor's charges will be rendered by invoice to Meridian on completion of the work specified in the purchase order. Payment will be made on the terms agreed between the subcontractor and Meridian.
13. The term of contract shall commence at the start of the assignment specified in the purchase order and end on completion of that work.
14. The subcontractor will have no right to a notice period of termination or cancellation of any contract assignment.
15. Meridian has the right to terminate the services of the subcontractor during the period of the contract assignment where there is a breach in the application of his skills as an electrician by the subcontractor, his substitute and/or any additional workers.
16. Meridian and the subcontractor agree that that these terms and conditions relate to a contract for services and shall not be construed to create a relationship for employer and employee; either expressed or implied. The subcontractor is an independent contractor free of interference and control by Meridian in the performance of the required electrical and stand building services, subject only to these terms and conditions.
17. Neither Meridian nor the subcontractor has the authority to bind or incur any obligation for the other. The contractor will not hold himself out to any third party as having, or act toward any third party in any manner which would suggest that he has, any such authority.
18. The subcontractor confirms that he/she carries the required insurances and public liability cover.
19. The subcontractor also confirms that they are solely responsible for their own tax and National Insurance affairs.

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