

EXHIBITION APPLICATION

West Africa Information & Communications Technologies Exhibition
Accra International Conference Centre
Accra
22-24 October 2009



YOUR DETAILS – please print clearly

Company name _____

Tel _____

Name of contact _____

Mobile _____

Position in company _____

Address _____

Fax _____

e-mail _____

Country _____

EXHIBITION SPACE RESERVATION

Please reserve stand number _____ a total of _____ sq metres at \$295 per sq metre with full exhibition stand package.

My remittance of \$ _____ is enclosed/will be transferred to your account on receipt of your bank details.

Exhibition stand package includes:

- Walls
- Carpet
- Fascia with company name
- Fluorescent lighting
- Power socket
- Table and chairs
- Entry in show catalogue

ADVERTISING SPACE IN EXHIBITION CATALOGUE

Please reserve a _____ page colour/mono* advertisement in the exhibition catalogue.

My remittance of \$ _____ is enclosed/will be transferred to your account on receipt of your bank details.

Catalogue advertising prices:

	Colour \$	Mono \$
Qtr page	240	130
Half page	400	320
Full page	640	550
Inside covers	800	NA
Outside back	960	NA

AGREEMENT

This agreement creates a binding contract on completion by the Exhibitor and is subject to the general conditions on the reverse.

Signed on behalf of EXPO Promotions Ltd

Signed on behalf of the Exhibitor

T.J. Gros
General Manager

PRINT NAME (must be an authorized company officer)

DATED:

GENERAL CONDITIONS

In these conditions, the term Exhibitor includes all employees or agents of such, the term Organizer means EXPO Promotions Ltd and the term Exhibition means the **West Africa Information & Communications Technologies Exhibition – AITEC '09**.

- When payments for space are not made when due, any previous deposit may be forfeited and the space re-allocated by the Organizer. Any loss incurred by the Organizer arising thereon must be paid by the Exhibitor.
- Applications for space must contain details of the proposed exhibit and the names of any other company represented by the Exhibitor whose products are to be shown on or whose services are to be referred to on the stand.
- The Organizer shall have the exclusive right to determine the allocation of area and shall be entitled for any reason which, in his opinion, is in the general interest of the Exhibition, to vary the layout of any particular stand or stands even if already allocated.
- Every Exhibitor shall complete the setting up of his stand before 10pm on the day prior to the opening of the exhibition. The Organizer may at any time order the removal of any part built structure if in his opinion the stand will not be completed at the specified time.
- In the event of any Exhibiting company entering into bankruptcy, or being wound up, the contract with that company shall be determined, and all monies received by the organizer shall be retained.
- Exhibitors may not assign, sublet or grant licences in respect of any part of the space allotted to them to any company not listed on this application form.
- The Organisers will not be responsible for safety of any exhibit or property of any Exhibitor, or any other person, for the loss of, or damage, or destruction to same, by theft, or fire, or other cause whatsoever, or for any loss or damage whatsoever sustained by any Exhibitor, by reason of any defect in a building caused by fire, storm, tempest, lighting, national emergency, war, labour disputes, strikes or lockouts, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Organisers, whether ejusden generis or not, or for any loss or damage occasioned, if by reason of the happenings of any such events, the opening of the Exhibition is prevented or postponed or abandoned, or a building becomes wholly or partially unavailable, for the holding of the Exhibition. The Exhibitor will be liable for third party claims arising from their own stand fittings, and for their proportion of the shell scheme and furthermore for physical loss or damage to the basic shell scheme stand. As the Organisers will accept no responsibility for any of the matters aforesaid, the Exhibitors are advised to cover themselves by insurance in respect thereof to any extent available.
- In no event shall the Exhibitor have any claim for damages of any kind against the Organisers in respect of any loss or damage, consequential upon the prevention, or postponement, or abandonment of the Exhibition, by reason of the happening or any of the events referred to in Clause 9 or otherwise, or of the Exhibition building becoming wholly or partially unavailable for the holding of the Exhibition for reasons beyond the Organizer's control, and the Organisers shall be entitled to retain all sums paid by Exhibitors, or such part thereof as the Organizer shall consider necessary. If in the opinion of the Organizer, by re-arrangement or postponement of the period of the Exhibition, or by substitution of another hall or building, or any other manner, the Exhibition can be carried through, the contracts for space, shall be binding upon the parties, except as to the size and position, as to which any modification, substitution, or re-arrangement they consider necessary shall be determined by the Organisers.
- Breach of contract and withdrawal by the Exhibitor. Without prejudice to the rights and remedies of the Organizer in respect of any breach of Contract on the part of the Exhibitor, the Organizer may at his discretion allow the Exhibitor to withdraw from the exhibition subject to the following conditions: -

a. The Exhibitor must give written notice to the Organizer that he desires to withdraw and if the organizer allows such withdrawal, he will notify the Exhibitor in writing.

b. Any such notification by the Organizer to the Exhibitor will constitute a cancellation of the Contract subject to the payment by the Exhibitor to the Organizer of a consideration for release from the contract.

c. The amount of such payment will be specified in the Organizers' notification to the Exhibitor and will be that proportion of the space rental payable under the Contract specified in the second column below which appears beside the date in the first column below

Cancellation schedule	Proportion of space rental payable
60 days and over	25%
30 to 59 days	50%
29 days or less	90%

d. Upon payment of such an amount to the Organizer by the Exhibitor (credit being paid by the Organizer if appropriate), the Contract shall be cancelled and neither party shall have any further claim against the other.

- The Organizer reserves the right to alter, add to or amend any of these Conditions or not. The decision of the Organizer shall be final. No alteration, additions, amendment or waiver to or of these conditions shall operate to release any Exhibitor from the Contract.
- An Exhibitors manual will be issued to each Exhibitor containing detailed instructions for the organisation of the Exhibition.

All communications to be addressed to: EXPO Promotions Ltd, PMB 17 Trade Fair Centre, La, Accra, Ghana Tel +233 22 403833 Fax +233 22 403949 e-mail info@exprom-uk.com