



# EXHIBITOR TERMS AND CONDITIONS

Thanks for deciding to book an Conference space at the ACFE 10<sup>th</sup> Annual African Conference & Exhibition Conference, 17-20 September 2017

**we look forward to seeing you there!**

By making a booking for a stand or booth at the conference and paying a fee for the stand or booth you as the **Exhibitor** are entering into an agreement between yourself/your company and the ACFE SA and agree to the following terms,

## 1. HOW DO I BOOK?

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1.1 All Bookings must be made by completing the the Exhibitors registration form received and can also be found on the ACFE SA website at [www.acfesa.co.za](http://www.acfesa.co.za) – 10<sup>th</sup> Annual African Conference.

All completed forms must be send to Janine at [janine@acfesa.co.za](mailto:janine@acfesa.co.za) or Melanie at [melanie@acfesa.co.za](mailto:melanie@acfesa.co.za)

## 2. WHAT ARE THE PAYMENT TERMS?

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2.1 **Deposit:** For bookings made prior to 1 June 2017, a 50% deposit of the total Exhibitor Fee must be paid within 5 business days of confirmation of acceptance to reserve space. Applications submitted after 1 June 2017 must include full payment by electronic transfer to secure space.

**2.2 Exclusions from Exhibitor Fee:** The Exhibitor Fee does not include insurance, cleaning, loading and handling of equipment, staff, telephones, exhibit dressing, advertising or promotional material, Shells, should you wish to make use of the shell option you can contact Charmaine Rothman from Two Way at 011 1000 287 or email: [charmaine@twowaysa.co.za](mailto:charmaine@twowaysa.co.za) . You will find all exhibitors benefits on the ACFE SA Conference Prospectus

### **3. WHAT HAPPENS IF I WANT TO CANCEL A BOOKING?**

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**3.1 Cancellations/Refunds:** All cancellations must be submitted in writing. 50% will be refunded should you cancel 2 weeks prior to the event, 100% cancellation fee will be charge should you cancel 1 week prior to the event.

100% cancellation fee will be charged if the exhibitor is a “no show” In the event of an Act of God, natural disaster, fire, rain, wind, storm or any other unforeseen event or catastrophe, the ACFE SA are not obliged to refund any part of Exhibitor Fee or other monies. All refunds are at the discretion of the ACFE SA.

**3.2 Cancellation to be made in writing:** Any cancellations must be made in writing or by email to Janine or Melanie via email.

### **4. HOW ARE BOOTHS ALLOCATED?**

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**4.1 Allocation of booths:** Booths will be allocated on a ‘first come, first served’ basis.

**4.2 Alteration of Floorplan:** The ACFE SA reserves the right to amend the floorplan or alter the exact location of the booths within the floorplan should it be necessary.

A floorplan will be send to each exhibitor as soon as the registration form has been completed and send back to Janine or Melanie

### **5. WHAT ARE THE SPECIFICATIONS OF THE CONFERENCE BOOTH/SPACE?**

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**5.1 Standard booth dimensions:** A 9 m<sup>2</sup> (3 x 3) exhibition stand. Please note that this is “space only” (i.e. there is no shell, floor space only).

Tables and chairs available at extra cost (table – R80 per table, Chair – R80 per chair, tablecloth)

5.2 Special booth/stand requirements: for more information regarding the booth shells you can contact Charmaine Rothman from Two Way at 011 1000 287 or email: [charmaine@twowaysa.co.za](mailto:charmaine@twowaysa.co.za)

## 6. WHAT ARE MY OBLIGATIONS AS AN EXHIBITOR?

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6.1 **Responsibility:** It is the Exhibitor's responsibility to educate attendees about the industry/product/service they represent in the most positive, competent, articulate and professional manner possible. Business casual attire is appropriate (we recommend wearing comfortable shoes).

6.2 **Not Permitted:** Alcohol, illegal drugs, smoking, disruptive and/or disrespectful behavior are prohibited.

6.3 **General:** The Exhibitor must ensure that:

(a) walkways are kept clear at all times;

(b) the space is kept clean and tidy and free from rubbish at all times;

(c) business is conducted in an appropriate manner from the booth considering the Venue, ACFE SA, other exhibitors and visitors.

6.4 **Arrangement of displays:** The Exhibitor is required to arrange his/her/its displays so as to not obstruct the general view or conceal other exhibits. No signs or banners are to be placed outside of the booth assigned to each exhibitor. Exhibit personnel may not stand in the aisles or hand out materials, flyers or bags in the aisles of the Exhibition and must do so only within the allocated booth area.

6.5 **Disturbance:** Loud speakers, radios, televisions or the operation of any machinery or equipment which is of sufficient volume to be distracting to neighboring exhibitors or Conference attendees are not permitted. Public address systems used to attract the attention of visitors passing near the Exhibitor's booth are also not permitted.

6.6 **Displaying Products:** If the Exhibitor is displaying products or any material which is determined, in the ACFE SA's discretion, to be inappropriate, including, for example, materials that are offensive, disparaging or discriminatory will be asked to remove its products or exhibit.

**6.7 Materials and Packing:** All materials used in the Conference must be non-flammable and non-conforming materials must be removed immediately from the Venue. All packing containers are to be removed from the Conference floor and must not be stored under tables or behind displays.

**6.8 No Substitution/Sublease:** No substitution of Booth members without the prior consent from Janine or Melanie

**6.12 Exhibitor responsible for own property:** The property of the Exhibitor is deemed to be under his/her/its custody, control and oversight at all times, including in transit to and from the Exhibition and within the confines of their booth. The booth, materials, displays and equipment should not be left unattended at any time. There will be security during the conference but it is still the exhibitor's responsibility to ensure there are no valuable goods lying around.

**6.13 Liability:** The ACFE SA accepts no responsibility whatsoever for any loss of or damage to or theft of property (including materials, displays and equipment) belonging to the Exhibitor.

## **7. SET-UP/PACK-IN AND PACK OUT/DISMANTLING**

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**7.1 Set-up:** Set-up times will be send through prior to the event, Two Way will also be there to assist where required. The Exhibitor must take care when installing/dismantling his/her/its equipment and stand as not to cause damage to the Venue carpet, walls, floor and booths, including all panels, fascia and lighting.

**7.3 Inserts, bags, lanyards or any other prizes to be sponsored:** Must be delivered to the ACFE SA office 2 weeks prior to the conference to ensure all packing is done beforehand.

**Please take note no lanyards will be handed out by any of the exhibitors except the company who sponsored the lanyards for the conference**

**7.4 Couriers and transportation of equipment etc.** The Exhibitor is responsible for arranging couriers and transportation of exhibition equipment and exhibits to the conference

**7.5 Storage of equipment etc.** The Exhibitor must make his/her/its own arrangements for storage of exhibits and equipment prior, during and after the conference

**7.6 Responsibility for loss/damage if caused:** The Exhibitor will be solely responsible for the cost of remedying any damage and repairs howsoever caused to the Venue carpet, walls, floor and. All property damaged or destroyed by an Exhibitor must be replaced to its original condition at the expense of the Exhibitor.

## **8. WHAT ARE MY HEALTH & SAFETY OBLIGATIONS?**

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**8.1 Legal Compliance:** All exhibitions must meet current Building Act 2004, Health & Safety in Employment Act 1992 and New Zealand Fire Safety regulations.

**8.2 Venue Compliance:** The Exhibitor must, at all times, comply with the Venue's regulations and policies including for example a strict a no smoking and any other laws applying to the Venue.

## **9. WHAT INSURANCE MUST I HAVE?**

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**9.1 Exhibitor to indemnify:** By completing and submitting the Exhibitor Application Form, the Exhibitor agrees to indemnify and hold harmless the ACFE SA and the Venue from all claims, demands, damages, and liability of any kind, including loss, damage or destruction of property, breach of contract, injury, negligence, abuse or wilful misconduct on the part of any party.

**9.2 ACFE SA does not insure:** Neither the ACFE SA nor the Venue owners provides insurance for the benefit of exhibitors. Exhibitors who wish to carry insurance on their property or for any other purpose must do so at their own expense.

## **10. WHAT MARKETING OF THE CONFERENCE WILL BE DONE BY THE ACFE SAS?**

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**10.1 Official Programme:** The ACFE SA will produce an official programme listing exhibitors for the conference and will feature all exhibitors on the ACFE SA website. All information received on the Exhibitors registration form will be used as is, should there be an error on the registration form, the ACFE SA will not be held liable. The ACFE SA gives no warranty as to the type or extent of the promotion of the Conference or as to attendance numbers at any Venue.

**10.2 Consent to use image:** By making a booking for a space the Exhibitor gives consent to the the ACFE SA to take and use photographs, images and any video footage of the Exhibitor, or the space

during the EXHIBITION for any of the ACFE SA promotional purposes in perpetuity in any media without any payment to the Exhibitor.

**10.3 Exhibitor use of photos etc. for marketing purposes:** The Exhibitor is permitted to take a reasonable number of photographs for his/her/its own promotional and marketing use provided that the Exhibitor does not infringe the ACFE SA's intellectual property rights it holds in connection with the Conference.

## **11. WHAT HAPPENS IF I BREACH THESE TERMS AND CONDITIONS?**

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**11.1 Unsuitable exhibits:** The ACFE SA has the right to prohibit, prevent or remove any part of any exhibit deemed unsuitable or inappropriate for the purpose of the Conference.

**11.2 Failure to comply:** In the case of any failure of any Exhibitor to comply with these terms and conditions, the ACFE SA may cancel the Exhibitor's booking or may, during the staging of the Conference, eject any Exhibitor from the Venue. No refund or compensation will be payable to the Exhibitor if cancellation or expulsion occurs.

**11.3 Consequences of ejection:** If the Exhibitor is ejected from the Conference Venue, or their booking is cancelled, the Exhibitor will then be prohibited from occupying any booth space. If the Exhibitor is at the time occupying a booth, the Exhibitor must immediately remove all his/her/its exhibits from the Venue in accordance with the ACFE SA's directions. The Exhibitor will be responsible for all costs incurred by the Exhibitor and the ACFE SA in enforcing this clause 12.

## **12. GENERAL**

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**13. Alterations to terms and conditions:** The ACFE SA reserves the right to alter these terms and conditions at any time and for any reason.

**ACCEPTANCE:** The Exhibitor has read the terms and conditions and understands that this agreement is legally binding between the ACFE SA and the Exhibitor.

Thank you for reading. By agreeing to these terms and conditions you will help to ensure a great 10<sup>th</sup> Annual African Conference experience for everyone involved.