

EXHIBITOR APPLICATION FORM

COMPANY INFORMATION

Title:	First Name:	
Surname:		
Telephone:	+ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:
Name of Company /Organisation:	City:	Postcode:
Email:	Country:	

SUMMARY OF SHOW STANDS

Show Stands Specification

Expo Category	Name of Category	Stands	M ²	Branded Wall	Preference
1	Aquamarine 2	2	6 X 4	2	
2	Aquamarine 1	1	6 X 4	3	
3	Garnet 2	7	4 X 3	2	
4	Garnet 1	2	4 x 3	3	
5	Amethyst	1	4 X 4	2	
6	Topaz	2	3 X 3	1	

Please note that any additional requirements will be for your own cost.

For more information, please contact Ivan Stevens, Email: Ivan@masonco.co.za, Telephone +27 82 4860496

PAYMENT OPTIONS

1. CREDIT CARD PAYMENT		2. BANK TRANSFER	
BANK	First National Bank (FNB) Namibia	ACCOUNT NAME	Rich Africa Consultancy CC CC/2011/39
BRANCH	Maerua Mall	ACCOUNT NUMBER	62244968733
BRANCH CODE	281174	SWIFT CODE	FIRNNANX

SIGNATURE

I hereby submit this exhibition contract for the 6th edition of Namibia International Energy Conference 2024 and agree to abide by the policies, procedures, terms, and conditions as outlined in this contract.

NAME	
POSITION	

SIGNATURE

DATE

Kindly note that the exhibition application will be processed in order of receipt. Upon receipt of your notification of exhibition by e-mail, a confirmation letter will be forwarded to your organisation.

TERMS AND CONDITIONS

1. Definitions
 - 1.1 Cancellation Date means:
 - 1.1.1 before 1 April 2024, incurring a cancellation fee of 50% (fifty percent) of the amount due; or
 - 1.1.2 on or after 1 April 2024, incurring a cancellation fee of 100% (one hundred percent) of the amount due.
 - 1.2 Organiser means Rich Africa Consultancy CC, registration number CC/2011/3915.
2. Application Process
 - 2.1 All exhibitors are required to lodge their preferences with the Organiser via electronic mail using the designated application form.
 - 2.2 Exhibitors must complete and submit the official exhibition booking form to reserve space.
 - 2.3 Pursuant to submission of the preference indication, the Organiser notifies the exhibitor which preference is successful, and which offer may then be accepted by the Organiser in writing.
 - 2.4 The Organiser retains the right to reject, in its sole discretion, any exhibition that it deems inappropriate or unsuitable.
 - 2.5 Space allocation is subject to availability and will be confirmed upon receipt of full payment.
3. Acceptance of Application
 - 3.1 Upon acceptance of the application and the issuance of a tax invoice by the Organiser, the exhibitor must provide an image of its logo in the format required by the Organiser and other required details to the Organiser within 7 (seven) days of receipt of the written acceptance.
 - 3.2 Acceptance of the application shall be at the sole discretion of the Organiser, and shall upon acceptance, become a contract.
 - 3.3 By completing and signing the application, the exhibitor agrees to comply with, and be subject to, the terms and conditions contained in this document. The person signing these terms and conditions warrants that s/he is authorised to act for and on behalf of the exhibitor.
4. Payment
 - 4.1 Payment is due upon receipt of the invoice.
 - 4.2 One hundred percent (100%) of the exhibition must be paid within 7 (seven) days of receipt of the invoice, unless otherwise agreed in writing by the Organiser.
 - 4.3 Upon failure to pay the full exhibition fee within 7 (seven) days, the exhibitor will be charged a late fee of 2% (two percent) of the payment due.
 - 4.4 Failure to effect payment after the issuance of the late fee will result in a further late payment penalty fee of 0.5% (zero point five) of the payment due for each day after the date due until date of payment.
 - 4.5 All fees and penalties will be based on the total amount due, inclusive of VAT (if applicable).
 - 4.6 Exhibitors, including the incorporation of their logo and information in marketing and promotion material, will only be recognised and included upon receipt of full payment.
5. Exhibition Stand Regulations
 - 5.1 Exhibitors are responsible for the set-up and dismantling of their stands within the designated timeframes.
 - 5.2 Exhibitors must comply with all safety regulations and guidelines provided by the venue.
 - 5.3 Any damage caused to the venue or equipment by exhibitors will be the responsibility of the exhibitor to rectify.
6. Insurance
 - 6.1 Exhibitors are responsible for the set-up and dismantling of their stands within the designated timeframes.
 - 6.2 The conference organizers are not liable for any loss, damage, or theft of exhibitor property.
7. Promotional Materials
 - 7.1 Distribution of promotional materials must be confined to the exhibitor's designated stand area.
 - 7.2 Promotional activities must not interfere with the activities of other exhibitors or conference attendees.
8. Security
 - 8.1 Security personnel will be provided during non-conference hours; however, exhibitors are responsible for the security of their own belongings during conference hours.
9. Liability
 - 9.1 The conference organizers accept no liability for any injury, loss, or damage incurred by exhibitors or their representatives during the event.
10. Governing Law
 - 10.1 This Agreement will be governed, construed and take effect in all respects in accordance with the Law of the Republic of Namibia.
11. Compliance
 - 11.1 Exhibitors must comply with all relevant laws, regulations, and codes of conduct.
12. Amendments
 - 12.1 The conference organizers reserve the right to amend these terms and conditions at any time. Exhibitors will be notified of any changes in writing.
13. Copyright
 - 13.1 The exhibitor acknowledges and agrees that the Organiser has the unrestricted right for the use of photographic images on websites, print material, social media, and any promotional material.
 - 13.2 The exhibitor grants the Organiser the unrestricted right to use and alter the material for commercial, promotional, marketing, or other purposes without compensation, and hereby releases and shall hold harmless the Organiser from all claims or liability resulting from or associated with the use of such material.

