

AFRICAN SMART CITIES CONGRESS

25th-27th JULY, 2024

LILONGWE, MALAWI

www.asccongress.org



**AFRICAN SMART
CITIES CONGRESS**

EXHIBITOR SPACE AGREEMENT

Exhibition Dates: 25th-27th July 2024

Pursuant to the terms and conditions of this Agreement, the Exhibitor shall lease exhibit space at the African Smart Cities Congress 2024 on the specifications below. By signing below, the Exhibitor agrees and understands that a 50% non-refundable deposit is due and payable not less than thirty days from the date of this Agreement, An invoice will be issued immediately on receipt of signed agreement. The Exhibitor also agrees to pay the remaining 50% fee on invoice not later than 25th July 2024, WITHOUT REFUND except otherwise expressly stated. All prices are subject to VAT.

*Cancellations: Charges will apply, Please read Terms and Conditions for Participation in the African Smart Cities Congress 2024
*Submitting a completed application form confirms your agreement to the Terms and Conditions overleaf for Participation in the African Smart Cities Congress 2024.

Company/Exhibitor name: _____

Address: _____

Street: _____

Town/City: _____ County/State: _____

Post/Zip Code: _____ Country: _____

Tel: _____ Fax: _____

E-mail: _____

Contact for Event arrangements : _____

Title: _____

Tel: _____ Fax: _____

Email: _____

(NOTE: Contact listed above will receive all correspondence regarding the Event)

Exhibition Space and Services Cost Summary:

Exhibitor requires _____ sqm of exhibition space (minimum stand size 6/m²).

Shell Scheme rates:

USD 2500\$ (6sqm) Shell Scheme includes: floor space, walls, name board, 1 spot per 3sq.m., 2 exhibition booth passes, furniture (table and 2 chairs) launch and coffee breaks included, listing in the official event guide and website.

USD 7500\$ (18sqm) Fully Furnished includes: floor space, walls, name board, furniture (round table and 3 chairs), literature rack, lights, power socket, 2 exhibition booth passes with lunch and coffee breaks included, listing in the official event guide and website.

RETURN THIS COMPLETED DOCUMENT TO THE ADDRESS BELOW VIA COURIER OR EMAIL

African Smart Cities Congress (ASCC)

T: +234 907 552 3333, +265 999 26 65 91 E: info@asccongress.org

By signing below, the Exhibitor acknowledges that he/she has read the front and back of this form, has the necessary authority to sign and agrees to be bound by all its terms and conditions. The signatory's also acknowledges that if he/she has felt it necessary or desirable, he/she has asked about anything unclear, illegible, or unreadable in this form (front and back), and has obtained answers that he/she regards satisfactory. He/she authorises (and agrees not to dispute) charges up to the amount of this agreement at anytime from the date of submission of this form through the closing of this Event.

Signature: _____ Date: _____

For use by ASCC '24 Organizers

Date received:

Amount received: \$

Amount Due: \$

Booth assigned:

Agent:

African Smart Cities Congress-Terms and Conditions

1. Registration and Admission

1.1 Registration Process: All participants must complete the registration process as outlined by the congress organizer.

1.2 Admission Criteria: The organizer reserves the right to refuse admission to any individual or group deemed unsuitable or disruptive to the event.

2. Conduct and Behavior

2.1 Professional Conduct: Participants are expected to conduct themselves in a professional and respectful manner throughout the congress.

2.2 Prohibited Conduct: Any form of harassment, discrimination, or disruptive behavior will not be tolerated. The organizer reserves the right to remove any individual engaging in such conduct.

3. Intellectual Property

3.1 Presentations and Materials: Participants must respect the intellectual property rights of speakers and exhibitors. Unauthorized recording, photography, or distribution of materials is strictly prohibited.

4. Exhibition Space

4.1 Exhibitor Responsibilities: Exhibitors must adhere to the rules and regulations set forth in the Exhibition Space Agreement.

4.2 Booth Setup: Exhibitors are responsible for setting up and dismantling their booths within the designated times.

5. Security and Safety

5.1 Personal Belongings: Participants are responsible for the security of their personal belongings. The organizer is not liable for any loss or damage.

5.2 Emergency Procedures: Participants must follow the instructions provided by event staff during emergency situations.

6. Cancellation and Refunds

6.1 Cancellation Policy: Cancellation and refund policies are outlined in the respective agreements with participants and exhibitors.

7. Photography and Media

7.1 Media Coverage: The organizer may have official photographers and media coverage. Participants agree to be photographed or recorded for promotional purposes.

8. Changes and Amendments

8.1 Program Changes: The organizer reserves the right to make changes to the program, schedule, or other aspects of the congress. Participants will be notified of significant changes.

9. Governing Law

9.1 Jurisdiction: This agreement shall be governed by and construed in accordance with the laws of [Malawi].

10. Miscellaneous

10.1 Force Majeure: The organizer is not liable for any failure or delay in performance resulting from acts beyond its control.

10.2 Waiver: Failure to enforce any provision of these terms and conditions shall not be construed as a waiver of any rights.

By participating in the African Smart Cities Congress, all attendees, exhibitors, and participants agree to abide by these terms and conditions.