



8-10 OCTOBER 2018
CIGFARO
ANNUAL CONFERENCE

EMPERORS PALACE - EKURHULENI



CONDITIONS APPLICABLE TO EXHIBITORS

1. EXHIBITION STANDS

- a. The size of an exhibition area, referred to, as the stand hereinafter, is 3m x 3m. Shell schemes of 3m x 3m x 2m high for demarcating the stand will be supplied by CIGFARO at no additional cost to the exhibitor. Subject to prior written approval, exhibitors may erect their own structures at their cost. The intention to do so must be communicated to CIGFARO at least six weeks prior to the commencement of the Conference. CIGFARO undertakes to convey its decision at the earliest possible opportunity. Exhibitors may not deviate from the approved layout without prior approval.
- b. Each stand will have one spotlight and one power supply point. Any additional requirements must be timeously requested and the cost thereof will be for the account of the exhibitor. Exhibitors must however supply their own wastepaper bins.
- c. Occupation of a stand will be at a time and date as determined by CIGFARO. Non-occupation will not entitle the exhibitor to a refund of any amount already paid.
- d. Erection and removal of exhibits will be at a time and a date as well as in a manner determined by CIGFARO.
- e. Carpets, if any, may not be cut or damaged in any manner whatsoever, nor may any existing structures be damaged. The exhibitor will be liable for the full actual cost of repairing any damage.
- f. Exhibitors will maintain their stands for the duration of the Conference. Cleaning of the passageways will be undertaken by CIGFARO.
- g. On removal of the exhibits, the exhibitor must leave the exhibition area in a clean condition. In the event of failing to comply with this, the exhibitor will be liable for the full actual cost of clearing the exhibition area.

2. FEES

- a. Additional space required of less than the standard size of 3m x 3m will be regarded as an additional stand for purposes of determining the amount payable.
- b. A non-refundable deposit of 50% of the total amount is payable on registration as an exhibitor. The balance is payable one month prior to the Conference. CIGFARO reserves the right to totally exclude an exhibitor from access unless all fees have been fully paid.

3. SECURITY

Any security required by the exhibitor, which is in addition to that available at the conference center, will be for the cost of the exhibitor and any arrangements in this regard must be undertaken by the exhibitor.

4. INSURANCE

The Exhibitor hereby holds CIGFARO harmless against any loss, claims and costs that may be made against the latter by any third party whomsoever (including, without limiting that generality of the foregoing any

subcontractor appointed by the Exhibitor) arising out of or in connection with the Conference, except to the extent that such loss, claims and costs are caused by the gross negligence or willful default of CIGFARO.

5. PROMOTION / ADVERTISING

- a. Advertising material may only be displayed within the precincts of the allocated stands. Permission for any additional advertising space must be obtained prior to the commencement of the Conference. The allocation thereof is at the discretion of CIGFARO and at a cost determined by CIGFARO.
- b. Promotional material, including gifts, may be handed out at the respective stands. The handing out of any other material will be solely at the discretion of CIGFARO. Promotional material may be handed out during registration at a cost determined by CIGFARO. The size of the promotional item must be approved by CIGFARO.
- c. Any material, including questionnaires, placed in the Conference folder or handed out at the respective stands will not reflect the words CIGFARO.
- d. Exhibitors may use any means to attract people to their stands with the proviso that they do not create a disturbance or interference with conference proceedings or other exhibitors. CIGFARO does, however, retain the right to instruct an exhibitor to discontinue a particular action if such action is not acceptable to CIGFARO.

6. COMPETITIONS

- a. Exhibitors will have the right to run competitions for delegates and to award prizes.
- b. CIGFARO retains the right to allow, or not allow, such prizes to be announced during the Conference or at the Closing Session.

7. DELEGATES

- a. Three representatives of the exhibitor, who will **not** be participating in the official activities of the Conference, will be allowed to register free of charge. Any additional representatives of the exhibitor, who will not be participating in the official activities of the Conference, will be required to register at the fees as stipulated in paragraph A of the attached Schedule for fees.
- b. Registered representatives of exhibitors may make use of the catering provided at the conference center, which entails mid-morning coffee and tea, lunch as well as the welcoming dinner.
- c. Registered representatives of exhibitors will **not** receive any material, including bags, handed to delegates at registration and during the Conference.

I, _____, duly authorized representative of

_____ agree to the above conditions.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE: _____