

1. Definitions

- 1.1 *The Event: This means the INTERNATIONAL PRODUCED WATER MANAGEMENT CONFERENCE & EXHIBITION - AFRICA;*
- 1.2 *Ownership: The event is the property of Bowalds Energy;*
- 1.3 *Organisers: The event is being organised on behalf of Bowalds Energy, by Brevity Anderson Trade Advisory Ltd as lead partners. When used, the term will also including assigns and successors;*
- 1.4 *Exhibitor: Any person, company or organisation, and the staff or agents of that company taking up display space at the event;*
- 1.5 *Venue: This means the location of the event;*
- 1.6 *Sponsor: Refers to any company booking for a branding opportunity at the event;*
- 1.7 *Participant: Means an attendee at the event; where the expression so allows, shall be used to include speakers, delegates, exhibitors and sponsors.*
- 1.8 *Contract: Means this present contract also referred to as a booking form by which any attendee must submit to confirm their participation at the event.*

2. Contract

2.1 *In order to confirm participation at the event in whatever capacity, a contract must be submitted to the organisers. A contract submitted either electronically, via the online booking platform, fax or hard copy delivery to the organisers is binding confirmation of the participant's undertaking to pay in full, the amount prescribed being payment for the level of participation selected. It is also confirmation of acceptance of these booking terms and conditions in its entirety including regulations in the participants' manual and any reasonable instructions subsequently issued by the organisers, including regulations by the local authority applicable to the event and regulations set out by the venue including but not limited to security, health and safety, fire and traffic. The participant by returning the booking form or contract hereby acknowledges that they have understood and accepted these booking terms. Booking forms submitted do not require a signature.*

2.2 *Where a potential participant provisionally reserves a particular participation option or exhibition space the organisers reserves the right to offer that space or option to another participant should the first enquirer not make a confirmed booking and or fail to pay the prescribed fee on demand.*

3. Payment terms

3.1 *Full payment is due on submission of the booking form to the organisers. The organisers reserve the right to deny access to any registrant who at the time of the event has not paid in full the prescribed fees. The participant however, acknowledges that sending the booking form or contract is a demonstration of ability and intent to make full payment. The organisers further reserve the right to demand full payment should the registrant not attend the event for any reason whatsoever, if they have not taken the appropriate steps to cancel their registration in accordance with these terms and conditions. The organisers reserve the right to charge a monthly interest of not more than 3% in the event that the registrant fails to make full payment for a period longer than Thirty (30) days after submitting the booking form.*

4. Health & Safety

4.1 *It is the responsibility of the exhibitor to ensure that her staff and any supplier/contractor working on his behalf are familiar with and abide by any health and safety regulations in force at the venue of the exhibition. The exhibitor is responsible for the health and safety of their stand during installation, use and dismantling.*

4.2 *In order to create and maintain a safe environment at all times, all exhibitors and contractors must abide by reasonable instructions from the organisers and/or the venue.*

5. Participant identification

5.1 *All participants must wear the identification badges issued by the organisers at all times. This is both for security reasons and for ease of identification.*

6. Security/Insurance

6.1 *The organisers will take reasonable steps to secure the venue. However, each exhibitor is responsible for the security and insurance of their own display and its contents.*

7. Exhibition floor plan

7.1 *The Participant and organisers will pre-agree on an allocated exhibition spaces. The participant however acknowledges that the organisers still reserves the right to amend the layout of the exhibition at any time and in any respect where the organisers considers it expedient to do so.*

7.2 *A participant may request a particular exhibition space. Requests for location will be taken into account where possible but cannot always be guaranteed.*

7.3 *Exhibition displays must remain within the allocated floor.*

8. Breakdown

8.1 *No items may be removed or display breakdown commence before the official closing time of the exhibition, except where this has been pre-agreed and must be carried out in such a manner that is not disruptive to other attendees.*

9.2 *Any exhibitor failing to vacate the venue of his/her stand and all other items by the prescribed times will be held liable to pay any penalties that may be imposed by the venue.*

9. Cancellation

9.1 *All cancellations must be submitted in writing to the organisers.*

9.2 *Cancellations done at anytime up to two Calendar months (and four Calendar months for Sponsors) before the event start date will qualify for a 50% refund excluding any bank charges. Any cancellations after the cut off date will not attract any refunds. Participants may however accept credit notes for subsequent editions of the event or name a substitute.*

10. Stand fittings

10.1 *All materials and stand fittings must be non-flammable or impregnated with fire-proofing solution in a way as to comply with all relevant safety requirements.*

11. Damage

11.1 *Exhibitors shall not cause any damage to the venue and shall make good any such damage at their own expense.*

12. Bankruptcy or liquidation

In the event of participant becoming bankrupt or insolvent or entering into liquidation or having a receiver, administrator, or trustee appointed over any of its assets, the organisers shall be at liberty to terminate forthwith the contract with the participant and the terms and conditions relating to cancellation of space set out in clause 9.2 shall apply.

13. Force majeure

13.1 *The organisers will not be responsible or liable for loss, damage or delay resulting from acts of war, civil commotion, strikes or lockouts, default or failure of suppliers, government action, intervention, military activity, Act of God, fire, flood or any other circumstances beyond the organisers' control which make it impossible or inadvisable for the event to be held at the time or place earlier advertised. If this occurs, the organisers have the right to reschedule the event at an alternate date and site. The participant acknowledges that the organisers have suffered loss as a result of this and hereby waives all claims for damages or compensation. The monies paid to the organisers in connection with the event will remain the property of the organisers.*

13.2 *It is recommended that exhibitors take out appropriate insurance against cancellation.*

14. General

14.1 *Each participant shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.*

14.2 *Passport and visa: The organisers will assist participants with their visa invitation process to attend the event. The organisers are not liable for any damages which are resultant from participants not obtaining their entry clearance due to: decisions made by the Nigerian authorities, delay in receiving applications and feedback from these authorities or inaccurate information that is supplied by participants. Should a participant fail to obtain their visa there are still liable for any money owed as part of the event contract.*

14.3 The participant acknowledges and agrees that the organisers will not be held liable for any loss or damage incurred by the participant as a result of fault or negligence of the organisers with regards to: the actions or omissions of freight shipment contractors, the theft or loss of equipment or personal effects and any other activities that have been sub-contracted by the organisers.

14.4 Rights of an exhibitor shall not be assignable to any other firm or person and no exhibitor may assign his space, or sublet the whole or any part of the space contracted for.

14.5 Exhibitors shall not obstruct the view of adjoining exhibit nor be exhibition operated in any manner objectionable to other exhibitors. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent exhibits. Phonographs, radios or other sound devices operated in a manner objectionable to the Exhibit committee shall be prohibited, furthermore, any unusual marketing or promotional activities, for example, awards, raffles or any such activities that require other participants to be assembled by the exhibitor's stand at a particular pre-determined time or other activities which run concurrently with the main activities of the organisers have to be pre-approved by the organisers.

14.6 In publishing the event catalogue, the organisers or its agents or employees will not be held responsible any errors or omissions on copy prepared and submitted by the advertiser or participant.

14.7 In the event that a stand share has been pre-approved by the organisers, the participant shall notify the organisers of the name of each stand sharer. The participant shall thereafter be deemed to act as agents in respect of each stand sharer whom shall be bound by the same Rules and Regulations accordingly. In the event that any stand sharer fails and or neglects to comply with these Rules and Regulations or otherwise defaults in its obligations, the participant, as principal shall be liable for all losses, liabilities and costs incurred by the organisers arising from such non-compliance or default.

14.8 Where applicable, participants agree to submit their logos, descriptions and other such marketing materials in such a format and timely manner that has been prescribed by the organisers and will not hold the organisers accountable should there be a default.

14.9 The organisers reserve the right to cancel/change programs, content, speakers or venue at any time. They also reserve the right to make portions of the program registration information available to program sponsors. The organiser shall not be held liable for any costs incurred by registrant due to individual registration cancellation.

14.10 Registrant, as an individual attending an event hereby grants permission to the organisers to use and publish his or her image, likeness, or testimonials collected in connection with the program for advertising and trade purposes in connection with organisers' conferences, instructional, and/or marketing activities. Logos of participation companies will be used only for the purposes of event marketing and promotion and to demonstrate the participant's association with the event.