



1. EXHIBITOR DETAILS

Company Name (name for invoicing):		
Address:		Tel (office):
		Email:
City:	Zip Code:	Country:
VAT:		
Name, Surname:		
Position:		Tel (office):
Email:		Tel (cell):
Exhibiting Company Name (if different):		
Products and / or Services:		

2. SPACE REQUIREMENTS

STAND NUMBER: SQMS:	COST	SQM	AMOUNT DUE
SPACE ONLY RATE – STANDARD BOOKING (minimum 12 square meters)	€ 430,00/sqm		€
DOUBLE DECK STAND (by request, upon organiser's approval)	€ 190,00/sqm		€
OUTDOOR SPACE (min. 25 square meters)	€ 90,00/sqm		€
REGISTRATION FEE - compulsory: 1 per exhibitor (includes catalogue listing)	€ 490,00		€
SHELL SYSTEM (includes carpet, walls, lighting, name board, table, chairs, waste basket)	€ 60,00/sqm		€
TURNKEY PACKAGE (includes carpet, walls, lighting, name board with logo, meeting room, table, chairs, counter with logo and stools, waste basket)	€ 85,00/sqm		€
GREEK PAVILION (includes carpet, walls, lighting, name board with logo, table, chairs, counter with stools, waste basket, shared store room)	€ 500,00/sqm		€

3. PAYMENT SCHEDULE & CANCELLATION POLICY

1. Registration fee plus 40% deposit to be paid within 30 days from the date of the invoice (issued after the space assignment confirmation). Remaining charge (60%) to be paid by November 30th, 2019.
2. For bookings after November 30th, 2019, 100% payment is due upon receipt of invoice.
3. Refund Policy: Should an exhibitor wish to cancel the participation or reduce the space he must give notice in writing to the Organizers, such notice shall not be deemed to be given until it is received by post, e-mail or fax at the offices of ROTA. Refund of the advance payment will be made only if cancellation is received by November 30th, 2019. After this date, no refund will be made and total amount due as stated in the space contract is due by the applicant. The registration fee will not be refunded in any case.

All amounts payable to: ROTA SA
ALPHA BANK Bank Account No: 803-00-2002-023953
IBAN: GR19 0140 8030 8030 0200 2023 953 BIC: CRBAGRAAXXX

NET VALUE	€
VAT (if applicable)	€
TOTAL DUE	€

SPACE FOR ORGANIZER'S NOTES:

4. CONFIRMATION OF SPACE BOOKING

We hereby confirm our participation at EMC 2020, and we confirm our acceptance of the attached General Regulations, which form part of this contract. The execution of this contract and its receipt by the Exhibition Organisers/ IES or ROTA is deemed conclusive evidence of the Applicant's agreement to pay the full fees due. This contract is non-cancellable by the Applicant, who agrees to all the booking conditions stated in this contract and in the attached Rules & Regulations.

PRINT NAME	AUTHORISED SIGNATURE	SIGN HERE
COMPANY	DATE	

EASTERN MEDITERRANEAN CONFERENCE 2020 BOOKING RULES & CONDITIONS

- EMC 2020** Conference and Exhibition will take place in **Nicosia, Cyprus**, from 7th to 9th April 2020.
- ORGANISERS** - The exhibition is co-organised by IES Srl and ROTA, hereinafter named the Organisers.
- ADMISSION TO THE EXHIBITION** - The following categories are admitted as exhibitors:
a) companies, their agents or exclusive representatives which are exhibiting their products or services in the various sectors provided for at the Exhibition;
b) Associations and Organisations which undertake promotion, study, and information initiatives in the sectors provided for at the Exhibition. The Organisers reserve the right to also admit to the Exhibition companies, associations and organisations not covered by the preceding paragraphs; to exclude from the Exhibition certain services, products or samples; and to prohibit the presentation of products, samples or services by a single company in more than one stand in a single exhibiting sector. Children under the age of 16 are not admitted into the exhibition.
- ACCEPTANCE OF / MODIFICATIONS TO THE EXHIBITION REGULATIONS** - By signing the application to take part, the exhibitor agrees to accept the general regulations and approves the stand assigned to them. Any integrating rules and provisions of a general or technical nature, as set out in the Technical Regulations of the Exhibitor Manual, which form an integral part of the present general regulations, are taken as accepted by the signing of the application to take part.
- FEES, PAYMENTS, RESOLUTORY CLAUSE** - Participation and registration fees are indicated in the Space Contract. On receiving the Space Contract the Organiser will issue an invoice for the sum specified in the space contract. The issue of an invoice does not bind the Organiser to accept any application for participation. Should an application not be accepted any fees paid will be returned without any payment of interests. If an application is accepted the Organiser will give formal written notice to the applicant. The relative payment must then reach the Organiser, or its representatives, within the period indicated on the invoice; should this not occur the contract may be considered null and void without the need to serve notice to the applicant or to obtain a judicial ruling but simply by communicating the fact. In this case, the Organiser is released from all contractual obligations and may assign the exhibiting space to other applicants. The Organiser also has the right to retain any sums already received and is legally entitled to any outstanding contractual payments. The Organiser's right to any further damage compensation payment remains unaffected.
- REGISTRATION FEE** - Each exhibiting company is required to pay a registration fee of € 490,00 (plus IVA/VAT, where applicable) covering administrative registration and its listing in the exhibition catalogue. By signing the space application contract the exhibitors agree to specify the company names and relevant information on their brands and represented partners.
- CONFIRMATION OF ADMISSION** - The Organiser, or its representatives, will issue written acceptance of the application with official notice of confirmation. This is valid only for the exhibitor to whom it is addressed. The total or partial transfer of the assigned stand is prohibited, even when free of charge. If this condition is not adhered to, the goods displayed may be removed at the expense of the holder of the exhibitor. Those responsible for unauthorised transfer of the stand will also be subject to a fine equivalent to the total space contract fee.
- WITHDRAWAL** - Refund of advance payment will be made if cancellation / reduction of the space booking is received by **November 30th, 2019**. After that date, no refund will be made. The registration fee will not be refunded in any case.
- ISSUE OF STANDS** - The distribution of the stands will be decided by the Organiser in accordance with the general interests of the exhibition. The exhibitor accepts the right of the Organiser to alter the positions and setting up of the stands, to change the layout or reduce the dimensions at any time prior to the opening of the exhibition, while taking into account the right of the exhibitor to be duly informed within 30 days of the opening date in order to adapt to the modifications.
- CONSIGNMENT OF STANDS** - Shell and turnkey stands will be made available to exhibitors at 8.00 of the second day before the inauguration of the Exhibition. Space only area is made available at 8.00 of the third day before the opening. Space only stands are not provided with an electrical connection which can be ordered separately by the exhibitor. Space only stands include space, aisle cleaning and general pavilion security. All stands must be fully set up by 18.00 the day before the opening. Should this not occur, the organisers may apply a cost for overtime working. The organisers have the right to modify the duration of the exhibition or the opening and closing times thereof. Exhibitors shall not be entitled to any claim or compensation in connection with such modifications.
- RETURN OF STANDS** - At the end of the exhibition, and not before, having first obtained an exit voucher from the Organiser, the exhibitors must remove their products and materials and leave the Exhibition Premises. The stands must be cleared by 18.00 on the second day after the closure of the Exhibition. The participant expressly authorises the Organiser to check that, on leaving the Exhibition Premises, there are no products or materials in the vehicles or luggage of the exhibitors and/ or their associates which are different from those which were installed in their stand and listed on their exit voucher, authorising the Organiser to prevent the removal of products and materials not listed on the exit voucher. The Organiser cannot be held in any way responsible for goods, materials or anything left by the exhibitors on the Exhibition Premises without supervision. Should any stand not be cleared away within the period stipulated, the exhibitor will be legally obliged to reimburse the Organiser for removal and/or clearing and storage expenses. After 30 days following the closure of the exhibition, the Organiser may proceed with the selling of any uncollected objects or materials by whatever procedure they consider to be most suitable. The net proceeds, after the payment of any outstanding debts owed to the Organiser and after the payment of all expenses, will be credited to the exhibitor.
- INSURANCE** - Exhibitors exhibit at their own risk. The exhibitor is responsible for and shall indemnify the organisers in respect of all claims (whether arising from personal injury or damage to property or otherwise), arising in connection with the erection or dismantling of their stand and anything permitted, omitted or done thereon or therefrom during the period of the exhibition or during the construction or dismantling periods arising directly or indirectly from the act, omission, or neglect of activity or other article or thing of the exhibitor or in possession or use of the exhibitor. The organisers will take such precautions as they may consider appropriate for the proper running of the exhibition, but will not at any time be responsible for the loss, damage to, or safety of any stand, exhibit, materials or other property of an exhibitor or any other person under any circumstances. All exhibitors are advised to have insurance against all relevant risk. In any event, such exhibitors must hold a **Third Party Liability** policy of insurance for negligence providing cover of at least € 4.000.000 (four million Euros) against injury or damage.
- SURVEILLANCE AGAINST THEFT - RESPONSIBILITY FOR THEFT AND DAMAGE** - During the exhibition opening hours the exhibitors must keep watch over their stand, either directly or through their associates. The Organisers, while providing a general day and night surveillance service inside the Exhibition Premises for the full duration of the Exhibition, are exempt from all responsibility for any theft or damage which might occur to the detriment of the exhibitor. The exhibitors will also be responsible towards the Organisers for any damage, either direct or indirect, which, by whatever cause, is attributable either to them or to personnel acting on their behalf (including damage caused by fittings or equipment set up either by themselves or by third parties, even if previously inspected by the Organisers). The exhibitor should return the stands in the condition in which they were issued. When specific claims are made by the exhibitor, the Organiser will restore the stands to their original condition at the exhibitor's expense.
- UNFORESEEN CIRCUMSTANCES / FORCE MAJEURE** - The organisers, its subsidiaries, employees, agents and its Connected Persons shall not be liable for loss, damage or delay resulting from acts of war, civil commotion, strikes or lockouts, shortage of labour, default or failure of suppliers, government action, law or regulation, military activity, fire, flood or any other circumstances beyond the organisers reasonable control which shall make it impossible or inadvisable for the Exhibition to be held at the time and place provided, and the organisers reserves the right to re-schedule the Exhibition at another date and/or at any alternative site. The Exhibitor acknowledges that the organisers will have sustained damages and losses as a result of the foregoing and hereby waive all claims for damages or compensation in respect of any act or omission of the organisers or any of its Connected Persons as a result of any of the foregoing.
- PHOTOGRAPHS AND DRAWINGS** - The exhibitors may not take photographs or make drawings inside the pavilions unless specifically authorised to do so by the Organiser. The Organiser only may take photographs outside any stand and use them without the obligation to make any recompense.
- EXCLUSION OF LIABILITY** - The exhibitor accepts all risks associated with the use of the exhibit space and environs. The exhibitor shall not make any claim or demand or take any legal action, whatsoever, against the organisers, the show sponsors or the facility in which the exhibition is held, for any loss, damage or injury whatsoever caused to the exhibitor, its officers, employees, agents, or their property.
- INDEMNITY** - The Exhibitor hereby indemnifies the organiser, the show sponsors, the facility, their respective officers, agents' and employees against all claims, costs and charges of every kind resulting from their occupancy of their exhibit space or its environs, for personal injuries, death, property damages sustained by the Exhibitor or its officers, agents or employees or those for whom in law they are responsible, or the organisers or a visitor to the event.
- ADVERTISING** - The distribution of materials illustrating the products on display is permitted only within the stands. No posters may be displayed outside the stands. All other types of advertising outside the stands are forbidden, including the distribution of materials in the corridors, in the streets of the exhibition area and in the immediate neighbourhood. Content must be strictly linked to purpose of the exhibition, no offensive material, messages or content must be distributed. The contents of this article also apply to third parties who intend to carry out advertising or promotional operations of any kind within the exhibition area.
- TECHNICAL AND EXECUTIVE PROVISIONS** - As well as the application to take part, the Organiser will also send to the exhibitors the Exhibition Manual of the event, containing technical rules, general information (as well as order forms for exhibition services) which should be strictly adhered to by the stand holder and his/her staff, and/or those operating on his behalf, particularly concerning: timetable of on-site works; entry permits, authorisations; the use of technical services; the organisational and logistical operations during the setting up and dismantling stages and the exhibition period. Specific limits of height and weight must be respected: any construction higher than 3 mt can be built only after receiving written approval by the Organisers; the maximum weight permitted in all pavilions and connection tunnels is 250 Kg/sqm (inclusive of any exhibit, structure and personnel). The Technical Regulations are included in the Exhibition Technical Manual that is provided to exhibiting companies and stand builders in November 2019.
- SPECIFIC WITHDRAWAL CLAUSE** - The Organiser reserves the right to withdraw from the participation agreement with immediate effect, by means of simple written notification to be sent to the exhibitor should he/she fail to adhere to any of the obligations set out in the General Regulations of EMC 2020.
- ARBITRATION CLAUSE** - Any disputes arising between the contracting parties due to interpretation, validity, execution and/or enforcement of this agreement will be exclusively resolved in accordance with the Rules of Conciliation and Arbitration of the International Chamber of Commerce.

SIGNATURE

SIGN HERE

NAME

COMPANY

DATE

PRIVACY & DATA COLLECTION POLICY

The applicant's data as indicated in this contract, in box 1 (Exhibitor Information) is collected to be included in Organisers database and may be used by organisers for their marketing purposes. The applicant agrees that Organisers may share it with authorized third parties for products/services/offers related to EMC event. GDPR 2016/679 entitles you to ask for confirmation, change or cancellation of your personal data from Organisers database.

SIGNATURE

SIGN HERE

PLEASE SEND THIS CONTRACT (BOTH PAGES) TO: *IES / ROTA - exhibition@emc-cyprus.com*