

EXHIBITION GUIDE

AORTIC 2017

KIGALI, RWANDA • 7-10 NOVEMBER 2017



EXHIBITION SCHEDULE

TUESDAY, 7 NOVEMBER 2017
07H00 – 18H00

WEDNESDAY, 8 NOVEMBER 2017
07H00 – 18H00

THURSDAY, 9 NOVEMBER 2017
07H00 – 18H00

FRIDAY, 10 NOVEMBER 2017
07H00 – 16H30

OPTIONS AND PRICES

OPTION 1: DOUBLE EXHIBITION STAND
6-METRE WIDE BY 3-METRE DEEP STAND (18M²)
PRICE: USD 8,500

OPTION 2: EXHIBITION STAND
3-METRE WIDE BY 3-METRE DEEP STAND (9M²)
PRICE: USD 4,500

OPTION 3: DISPLAY TABLE
2.0M WIDE BY 1.0M DEEP DISPLAY
PRICE: USD 1,500



SPECIFICATIONS

OPTION 1, DOUBLE EXHIBITION STAND: A 6-metre wide by 3-metre deep stand. Includes a basic shell scheme, fascia board for name (white with black lettering); plug point; spot lighting; overall security of the complex; general illumination and four exhibitor passes. A table and two chairs are included.

OPTION 2, EXHIBITION STAND: A 3-metre wide by 3-metre deep stand. Includes a basic 3-wall shell scheme; fascia board for name (white with black lettering); plug point; spot lighting; overall security of the complex; general illumination and two exhibitor passes. A table and two chairs are included.

OPTION 3, DISPLAY TABLE: A conference table with two chairs. Includes overall security of the complex; general illumination and one exhibitor pass.

Includes lunches and refreshments, listing in conference handbook, website and app.

The price for the stand includes both hire of floor space and provision of a shell scheme which will be automatically supplied unless specified to the contrary.

No discount is available to exhibitors not taking the included shell scheme described.

The shell scheme exhibition stands provided are affordable stands of simple but attractive design. Any "designer stands" must first be approved by the Conference Organiser.

SETUP AND BREAKDOWN

Exhibitors may begin setting up their stands at 14h00 on Monday, 6 November 2017 to be ready for 07h00 on Tuesday, 7 November 2017.

Breakdown may begin 16h30 on Friday 10 November 2017 and NOT BEFORE. All by 19h00 on Friday, 10 November 2017.

NOTE: Materials not removed by exhibitors by this time will be disposed of by the Conference Organiser at the exhibitor's expense.

EXHIBITION BADGES & ACCREDITATION

Exhibitor badges allow access to the conference venue, property, all lunches and refreshment breaks, and the exhibition; access to conference sessions is excluded. Exhibitors must ensure that all staff are properly registered and accredited with the Conference Organiser in advance of the conference to ensure access. Casual visitors are not allowed.

NOTE: Exhibitor badges will be issued only after full payment for the exhibition stand has been received.

STAND BUILDERS

All exhibitors engaging external stand builders must provide the Conference Organiser with names and contact details of their appointed stand builders. Exhibitors are encouraged to use the official stand builder. Exhibitors are responsible for ensuring that their stand builders are registered and accredited with the Conference Secretariat and made aware of all relevant regulations and requirements contained in this prospectus and the Terms and Conditions.

Please note ALL persons are required to be accredited by the Conference Secretariat, no access will be granted without accreditation.

FURNITURE

All furniture is to be supplied by the conference-appointed stand builders. The full schedule of items that can be obtained directly from them is available on request.

PAINTING

No painting, whether by brush, spray or roller is permitted anywhere inside the Kigali Convention Centre

CARPETS/FLOORING

The venue is tiled throughout. Any exhibitor wanting to lay any other form of floor covering on a stand must obtain the approval of the Conference Organiser. Any

damage to the Venue by an exhibitor will be charged to the exhibitor.

BANNERS

The hanging of banners is NOT permitted within the exhibition area other than within exhibition stands.

CATERING

Kigali Convention Centre has exclusive catering rights on the property. Any exhibitor wishing to serve food or beverages at their stand must make arrangements directly with the Conference Organiser.

EXHIBITOR PUBLICITY

All exhibitors are invited to submit an electronic version of their logo for inclusion in the conference handbook. This handbook will be combined with the conference programme and will be given to all participants at the conference.

The information submitted will also be put onto the conference website. This information must be submitted to the Conference Organiser by Thursday 31 August 2017.

SUSTAINABILITY POLICY

AORTIC 2017 is endeavouring to reduce its environmental footprint through the implementation of a "greening" policy and exhibitors are encouraged to provide only sustainable giveaways, rather than brochures or flyers. The use of sustainable materials such as soy-based inks and recycled paper is encouraged, as well as limiting the use of shipping materials.

GENERAL CONDITIONS

The exhibit shall be conducted in a decorous manner in order not to be objectionable to other Exhibitors, the Conference Organiser, the Venue, Conference participants or public. The Conference Organiser and the Venue reserve the right to close, remove or require changes in any exhibit, or to remove any of the Exhibitor's personnel, agents, representatives, independent contractors, invitees or guests who are deemed detrimental to the overall Conference, the Venue, other Exhibitors or public.

The exhibit shall comply with all laws, rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of its exhibit and shall comply with reasonable requests of the Conference Organiser and the Venue officials with respect to the installation, conduct and disassembly of its exhibit. The exhibit shall assume full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority and agrees to save the Conference Organiser and the Venue from responsibility or liability resulting directly or indirectly, or jointly from other causes that arise because of the actions or omissions of its agents, employees, or independent contractors whether acting within or without the scope of their authority.

EXHIBITION BOOKING FORM



Company/organisation name:

Postal address:

Postal code:

Contact name on-site:

Telephone: Fax:

Email: Mobile:

Contact name billing/payment:

Telephone: Fax:

Email: Mobile:

EXHIBITION STANDS <i>A table and two chairs are included</i>		✓
Double Exhibition stand (18 m ²)	USD 8,500	
Exhibition stand (9 m ²)	USD 4,500	
Display table	USD 1,500	
	Total	

SIGNATURE

By signing below, I confirm that:

a. I have read and understood the Terms and Conditions as they appear below;

b. I am duly authorised to sign and thereby to bind the company/organisation thereto; and

c. the selections I have made on the accompanying "Shopping List" are as intended and are correctly selected.

Name: Date:

Signature:

TERMS AND CONDITIONS

SPONSORS

A contract and an addendum outlining all sponsorship benefits will be sent to the Sponsor. The contract must be signed and returned, along with proof of payment for the full amount owed, to the Conference Organiser to confirm the booking.

EXHIBITORS

A proof of payment of the full amount owed should be returned to the Conference Organiser to confirm exhibition bookings. It is the Exhibitors responsibility to read the Exhibition Guide and be familiar with all exhibition conditions.

TERMS OF PAYMENT

Payment is due on receipt of invoice within seven (7) days. All payments must be received by 24 October 2017. Should the Sponsor/Exhibitor fail to complete payment prior to 24 October 2017, AORTIC 2017 will be entitled to cancel the booking and cancellation will be subject to cancellation fees as defined below.

CANCELLATION/MODIFICATION POLICY

Cancellation or modification of sponsorship/exhibition/advertisement items must be made in writing to the Conference Organiser.

The Conference Organiser shall retain:

- 10% of the invoiced amount if the cancellation/modification is made before 28 February 2017 (inclusive)
- 50% of the invoiced amount if the cancellation/modification is made between 1 March 2017 and 31 August 2017 (inclusive)
- 100% of the invoiced amount if the cancellation/modification is made on or after 1 September 2017

LIMITATION OF LIABILITY

The Conference Organiser (understood to include AORTIC and the AORTIC 2017 Conference Secretariat and their principals, agents and representatives) will not be responsible for any injury, loss or damage that may occur to the Sponsor/

Exhibitor or to their employees or property prior to, during, or subsequent to the conference dates, provided such injury, loss or damage is not caused by the negligent or wilful act of the aforementioned party. Sponsors/Exhibitors are advised to carry their own insurance. Sponsors/Exhibitors shall be responsible for any damage to the centre, its floors, shell scheme or electrical fittings and wiring.

The Conference Organiser shall not be liable for failure to perform its obligations under this contract due to strikes, riots, acts of God, or any other cause beyond its control. In the event of such termination, the Sponsor/Exhibitor waives any and all damages and agrees that the Conference Organiser may, after deducting all the costs and expenses, including a reserve for claims, refund to the Sponsor/Exhibitor, and as for complete settlement and discharge of all Sponsor/Exhibitor's claims and demands, the pro-rata amount of all funds paid by Sponsor/Exhibitors. Anyone visiting, viewing or otherwise participating in the Sponsor's/Exhibitor's exhibit/event is deemed to be the invitee or licensee of the Sponsor/Exhibitor rather than the invitee or licensee of the Conference Organiser.



PLEASE COMPLETE THIS FORM AND RETURN IT TO THE CONFERENCE ORGANISER

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