

Application Form for Space Booking

Exhibiting Company's Name: _____

Contact: Mr/Ms.: _____ Address: _____

_____ City: _____

Pin Code: _____ Country: _____

Tel: (with Country & Area Codes): _____ Cell Phone: _____

Fax: _____ E-mail: _____ Website: _____

Space Requirement Particulars

Booth Size: _____ No. of Booths: _____

Booth Stall Preferences 1. _____ 2. _____ 3. _____

Booth Cost Particulars		Unit	Amount
Shell Scheme/Built-up Booth	Area	<input type="text"/> Sq. Mtr.	US\$300.00/Sq.Mtr.
			Add tax as applicable
			Total Amount
Bare Space only	Area	<input type="text"/> Sq. Mtr.	US\$275.00/Sq.Mtr.
			Add tax as applicable
			Total Amount

Payment Schedules:

1. 25% booking advance along with the Space Contract Form
2. 25% on or before 31st February 2023.
3. Balance 50% on or before May 15, 2023.

We have read the Rules and Regulations relating to the administration of the exhibition given overleaf and we hereby agree to abide by them.

Name of the Authorised Signatory: _____

Designation: _____

Signature: _____

Company Seal: _____

Date: _____

RULES & REGULATIONS

The Organizers reserve all rights in connection with Global Lift & Escalator Expo Africa, Johannesburg, South Africa 2023 (GLE Expo).

TERMS OF REFERENCE: In these Rules and Regulations, the term "Exhibitor" shall include the management team, all employees, staff and agents of any company, partnership firm, or individual to whom space has been allocated for the purpose of participating. The term "Exhibition" shall mean the exhibition known as Global Lift & Escalator Expo Africa, Johannesburg, South Africa 2023 (GLE Expo).

THE ORGANIZERS shall mean "Virgo Communications & Exhibitions (PTY) Ltd." 3A Shearwater Crescent, Anchorage Park, Gordon's Bay, Cape Town, Western Cape, South Africa. 7140.

ALLOTMENT OF BOOTHS: (A) Booth (s) will be allocated on a first-come-first-serve basis after receiving the duly filled space contract form with 25% advance booking amount. (B) Allocation of booth(s) will be made at the slots discretion of the Organisers. (C) The booth(s) allocated will be used solely by the exhibitor for display of goods mentioned in their application form. Subletting of booth(s) or displaying goods not listed out in the original application will not be allowed.

NO EXHIBITORS WILL BE ALLOWED TO DISPLAY EXHIBITS OF FOREIGN ORIGIN UNLESS THE PAYMENT FOR THE PARTICIPATION IS MADE IN FOREIGN CURRENCY.

BOOTH CONSTRUCTION: The booths under shell scheme will be erected by the contractor appointed by the Organisers. Exhibitors are permitted to make no structural alteration or alteration to the size or position of the booth(s) without prior written approval from the organisers.

Exhibitors may carry out additional work or interior decoration or fittings in their booths through a contractor of their of their choice and at their expenses. However, before doing so, organizers are to be intimated in writing the names and contact details of such contractors and work to be carried out and obtain a "No Objection Letter" from the organisers. Organisers reserve the right to allow or disallow any such work at their discretion.

Exhibitors who have opted for Bare Space are liable to submit to the organisers for approval a drawing of the stand showing plan and elevations and details of construction materials, details of contractor etc. The position of all display features must be clearly indicated. No structure which obstructs the visibility of the neighboring booths or projecting to the gangway is permissible.

OCCUPATION OF THE BOOTHS: Exhibitors are advised to take possession of their booths by the time stipulated by the organisers and complete setting up all the exhibits in the booth at least 8 hours before the exhibition opens. Should an exhibitor fail to occupy the stand allocated to him by the stipulated time, organisers reserve the right to deal with the booth unoccupied as they deem fit.

EXHIBITS: Exhibitors are allowed to display the exhibits listed out in the original exhibition space application form. Any addition/deletion of exhibits from the aforesaid list must be intimated to the organisers in writing beforehand.

Substances of dangerous or inflammable nature, or machinery generating noise pollution, or obscene pictures/sculptors will not be permitted in any part of the exhibition area. Organisers reserves all rights to allow or disallow any display items without assigning any reasons.

SAFETY/SECURITY NORMS: Organisers will arrange for the general security of the exhibition area. However, it is the responsibility of the exhibitors to take care of the exhibits and belongings in their booths for the entire duration of the exhibition, including the move-in and move-out periods. Exhibitors are recommended to arrange for adequate insurance coverage to their belongings in their booths.

Exhibitors are advised to take maximum care to ensure that no damage is done to the exhibits/belongings of the neighboring booths or inflict injury to any person during the constructions/dismantling of the booths as also during the open hours of the exhibition. In the event of an exhibitor damaging the exhibit of a neighboring booth, he will be held responsible for compensating for the loss incurred. Under no circumstances organisers will be accountable for any such loss/damages of/to the things or personal injury.

BOOKING POLICY: Booth space will be booked only on submission of the duly filled & signed Space Contract Form received along with 50% advance payment.

CANCELLATION POLICY: The exhibitor will not be entitled for any refund of the amount paid as advance towards the stall booking. Further any cancellation on or after 20th April 2023, will attract complete payment of the participation charges due. In case of non-compliance, legal action will be initiated.

DEFAULT ON PAYMENTS: The organisers reserve the right to cancel any reservation of space in the event of an exhibitor not having paid the dues of rental charges stipulated on the rate card.

ELECTRICAL INSTALLATION: All on-site electrical installations must be carried out by the officially appointed electrical contractor.

FAILURE OF SERVICE: The organisers will make all the efforts to ensure that supply of items/services being provided by the official contractors are of good quality, but as the supply of these items/services are not within the control of the contractors, neither they nor the organisers shall incur any liability to the exhibitors for the shortfall or non-availability of such services in the event, no refund or concessions will be allowed to the exhibitors.

FORCE MAJEURE: Under the conditions of Force Majeure, in the event of the exhibition being abandoned because of unanticipated reasons which also include strike, lock-out, bandh or riot, natural calamities, change in government policy, and other events and decisions beyond the control of the Organisers, the Organisers are entitled to alter the opening dates and duration, or even cancel the entire exhibition. In the event of cancellation of the exhibition the participation charges will not be refunded to Exhibitors. Further, organisers will not be responsible for any amount that exhibitors would have spent for the preparation of participation in the exhibition.

LIMIT OF LIABILITY: Organisers are not liable for any loss or damage to Exhibitors' property at the exhibition site or injury to their personnel and visitors. Exhibitors shall agree to refrain from making any claim on the Organisers and indemnify claims, if any, by third party, arising out of Exhibitors' conduct.

DAMAGE: At the close of the exhibition the stand including hall flooring shall be restored by the exhibitor to its original condition at the time of occupation. The exhibitor shall be liable for any damage to fixtures and fittings made available, and specifically for damage to hall flooring.

INSURANCE: Exhibitors will have to take Insurance directly from their side against all natural calamities, fire, physical damage, damage of goods displayed at the expo, loss of life and theft during the set up days and the expo days. (Premium cost to be borne by the exhibitors).

PHOTOGRAPHS & FILMS: Organisers have exclusive right to take photographs and films of the exhibition stands. Prior permission of the Organisers will be essential for taking photographs and films by Exhibitors for areas other than their own stands.

ALTERATION OF TERMS & CONDITIONS: Organisers reserve the right to alter/add/delete any terms and conditions whenever they deem it necessary and the same will be applicable to all the exhibitors.

JURISDICTION: Any dispute between the organisers and the exhibitors is subject to the jurisdiction of the courts of Johannesburg, South Africa only.