



## BOOTH RESERVATION FORM

### 2<sup>nd</sup> African Dental Expo (ADE)

#### 1- EXHIBITOR'S INFORMATION

Exhibitor:

Address:

City:

Country:

Represented by:

Phone:

Fax:

Mobile:

Email:

#### 2- BOOTH BOOKING

I declare having read the attached Regulations (please find attached) and common provisions for all the exhibitors of the African Dental Expo and accept them.

I book booth n° .....measuring..... m<sup>2</sup> during the whole period of the 2<sup>nd</sup> African Congress of Dentistry and Implantology, which is from the 24<sup>th</sup> to 27<sup>th</sup> of October 2018.

I confirm the total amount ..... EUROS (includes taxes, insurance fee and booth cleaning) of my Standard booth booking completely furnished (turnkey).

**PLEASE NOTE:** The Turnkey booth includes the following: space, carpet, panels, signboard, electrical connection and fire proofing lighting, two chairs, one table, one shelf and booth cleaning. Note that additional furniture and equipment are available on a separate form.

Note: The reservation of the stand is considered validated and confirmed once the contract is signed and once the transfer of the total amount mentioned above is made.

#### 3- PAYMENT

The payment shall be made in Euro by bank transfer to the ASDI account by bank transfer to:

Account holder: African Society of Dentistry and Implantology

Bank: BANQUE POPULAIRE MARRAKECH/ BENI MELLAL

Agency: CENTRE D'AFFAIRES TOUBKAL

Account Name: African Society of Dentistry and Implantology

IBAN N°: MA 145 450 2121187139700004 64

Swift Code: BCPOMAMC

Bank charges will be paid by the exhibitor.

Date \_\_\_\_\_

Signature and seal \_\_\_\_\_



**WARNING :** The floor plans and the proposed locations are not contractual and in case of impracticability of certain areas, the organizing committee may decide to change the location of the booths for the well being of the exhibitors and the public.

– TO BE RETURNED STAMPED AND SIGNED BY SEPTEMBER 30<sup>th</sup> 2017

Please resend this form to: [africansocietyofdentistry@gmail.com](mailto:africansocietyofdentistry@gmail.com)

## **Rules and Regulations**

### **Article 1 - Title of Exhibition:**

The exhibition governed by the following regulations is called: A.D.E African Dental Exhibition (hereinafter called "Exhibition"), an exhibition of equipment and materials for dental surgeries and dental laboratories.

### **Article 2 - Organizer:**

The Exhibition is organized by the ASDI, African Society of Dentistry and Implantology, which is designated as the "Organizer". The headquarters of the ASDI is: 2 Rue Ibn Aïcha, Avenue Abdelkarim Al Khattabi, Gueliz, Marrakech, Morocco.

### **Article 3 - Time and Place:**

The Exhibition shall be held in the Hotel Mogador Agdal Palace in Marrakech, Morocco from Thursday 25<sup>th</sup> to Saturday 27<sup>th</sup> October 2018.

### **Article 4 - Exhibition Hours:**

The exhibition shall be open from Thursday 25<sup>th</sup> to Saturday 27<sup>th</sup> January 2018 from 9.30 a.m. to 7 p.m. It is compulsory for those who are attending this Exhibition (hereinafter "Exhibitors") and exhibiting their products not to leave their booths during the opening hours for security reasons for the goods on display. Exhibitors may not in any case take away the products on display in the booths before the above-mentioned closing time.

### **Article 5 - Permitted Goods:**

All equipment and materials for dentistry and dental mechanics may be exhibited during the Exhibition. The Organizer may, at its sole discretion, permit display of articles other than those mentioned above but strictly related to the latter. Exhibitors undertake to display products conforming to regulations in force only. The Organizer has the faculty of controlling compliance to the obligations specified in the above sub-paragraph.

### **Article 6 - Exhibitors:**

Can register as exhibitors all national and international companies that sell, create, manufacture or import products directly or indirectly related to dentistry's activities. Only the reservation applications that are completely filled in and confirmed either by bank transfer or check are taken into consideration. Only firm and definitive demands will be considered. The Organizer reserves the right not to admit some exhibitors and some exhibition products without having to specify the reason for such a decision.

### **Article 7 - Application forms:**

The application must be sent by the 30<sup>th</sup> June 2017. Application forms shall be considered only if completed and are conform to instructions and signed.

### **Article 8 - Exhibition fees:**

Exhibitors shall pay a fee following the attached price list in order to participate to the Exhibition. All the prices are taxes and furniture included for each modular booth. The Organizer reserves the faculty of refusing. The Organizer moreover reserves the right to refuse admission to the Exhibition should the latter consider at its own unquestionable judgment that the characteristics of the company do not correspond to those established by article 7. The Organizer shall send written notice of refusal to accept the application. The Organizer may not accept application forms received after the deadline as per article 8.

### **Article 9 - Stand allocation:**

The distribution of the booths will be established by the Organizer, taking into account as much as possible, the wishes of the Exhibitors. The Organizer shall notify allocation of the booth by email upon acceptance of the application form. The Organizer has the faculty of changing the location of the allocated booth for technical or service reasons. Spoken change does not entitle the Exhibitor to either withdraw the application or claim for damages. Should the exhibitor withdraw application, then the Organizer shall be entitled to withhold any whatsoever sums paid by the exhibitor and use the vacant area for other purposes. For implantation, the locations cannot be allocated and will be acquired only upon receipt of full payment.



**Article 10 - Withdrawal from exhibition:**

A company already admitted and unable to attend the Exhibition due to proven impossibility, may renounce to the Exhibition with written notice served by fax and confirmed by registered letter or by e-mail. If the Organizer receives notice of withdrawal within 90 days before the Exhibition begins, then the latter has the right to what was due, or already paid, by the Exhibitor, with the application form. The Organizer shall be entitled to charge such compensation as received by the Exhibitor. If the Organizer receives notice of withdrawal after the deadline established in the previous paragraph, then the Exhibitor is obliged to pay the entire exhibition fee (article 9) and refund any additional expenses already paid by the Organizer.

**Article 11 - Non-transfer:**

The allocation notification applies to the Exhibitor to whom it was addressed only. The total or partial transfer of the allocated stand, even free of charge, is therefore not allowed. Breach of this requirement shall be taken as grounds for excluding the transferor Exhibitor and occupying Exhibitor from the Exhibition to which the transfer refers, as well as exclusion from subsequent editions. The Organizer shall also immediately close the transferred stand and charge all expenses to the Exhibitor.

**Article 12 - Taking possession of the booth:**

The Exhibitor shall inform the hall assistance service of any faults or shortcomings when occupying the stand to set it up and arrange the goods on display.

**Booths Installation:** will necessarily be at the following times: Tuesday & Wednesday, October 23<sup>rd</sup> & 24<sup>th</sup>, 2018 from 10:00 AM to 7:00 PM. If the booth is not released on time, the organizing committee has the right to proceed with the evacuation and storage of goods at the expense and risk of the Exhibitor without being responsible for damages.

Installation of the booths is carried out under the complete responsibility of the Exhibitor taking into account the Exhibition rules. It is expressly agreed that the Exhibitors shall be personally responsible for the receipt of their materials and Exhibition requisites.

**The dismantling of booths :** will be made after the exhibition closing, Saturday, October 27<sup>th</sup>, 2018 from 7:00 PM to 10:00 PM and Sunday, October 28<sup>th</sup>, 2018 from 10:00 AM to 2:00 PM.

The stand must be returned in its original condition at the end of the Exhibition. Eventual damage incurred by the Exhibitor shall be charged to the latter for relative repairs. We would stress that stands may not be dismantled before Saturday, October 27<sup>th</sup>, 2018 at 7:00 PM. Stands must anyhow be totally vacated within the deadline specified by the Organizer, at the latest. In default, both ASDI and Hotel Mogador Agdal Palace shall not be held liable for the goods, materials and any other items left in the stand and shall also reserve the right to collect and store them without any responsibilities, and at the expense, risk and peril of the defaulter. During the days immediately preceding the end of the show, administration shall make a list of all invoices issued for services and extra furnishing, and/or other requests.

**Article 13 - Terms of payment:**

The fee shall be due in full. A proforma invoice may be issued upon request and the final invoice will be issued after receipt of the amount due. Failure to pay the fee shall give the Organizer the right to refuse the Exhibitor access to the allocated stand and, having deemed the contract for participation to the Exhibition as terminated by fact and fault of the latter, to be paid damages by the Exhibitor against all present and future damages suffered by the Organizer subsequent to the relevant contractual default. Save the right of the Organizer to allow the use of the said booth by others having made regular application, all the relevant rental fees must be made out to the Organizer.

**Article 14 – Booking forms for additional services:**

Each Exhibitor shall receive technical dispositions and relevant booking forms with the notification of booth assignment.

**Article 15 - Advertising:**

Exhibitors may distribute advertising material for products on display in their booths. Exhibitors may only hang posters in their own booth. No other kind of advertising is allowed outside the booth, including mobile advertising along the corridors except for sponsorship in service areas and/or selected areas inside the pavilion. Should this occur, then the Organizer has the faculty of confiscating the material and storing it in its offices, returning it at the end of the Exhibition.

**Article 16 - Official Exhibition Catalogue:**

Adhesion to the Exhibition automatically means registration in the official catalogue of the Exhibition. The official Exhibition catalogue shall include: list of Exhibitors in alphabetical order, some useful information on the Exhibition and advertisements. Each Exhibitor is entitled to have one copy per stand. The Organizer shall not be held liable for eventual parts left out, information and/or descriptions with errors and printing errors concerning Exhibitors data, as they appear in the catalogue. Publication in the catalogue shall not be guaranteed for forms received after the deadline.

**Article 17 - Stand preparation procedures:**

Stands shall be provided already fitted out. Eventual projects for special displays set up by the Exhibitors inside the assigned areas must be submitted to the ASDI at least 20 days before the Exhibition starts. The Organizer reserves the right to change



those decors which for any whatsoever reason may be detrimental to the general appearance of the show or compromise neighboring Exhibitors. Exhibitors are responsible for any damage incurred and the Organizer has the faculty to lay claim against eventual payment of damages incurred by same, withholding the Exhibitors' property until the situation has been settled.

**Art. 18 - Safety:**

Each exhibitor must strictly comply with the whole existing regulation system related to health and physical integrity protection of employees and with labor, social and welfare laws for the whole duration of the Exhibition. The Exhibitor is responsible for the compliance with the existing laws related to all that is implemented in its stand as per setup, structures, plants, displayed products, etc.

**Article 19 - Cleaning:**

The cleaning service will be provided by the Mogador Agdal Palace hotel personnel, after hall closing hours. The service includes: cleaning floors and any coverings (carpeting etc...); collecting and disposing of rubbish in the booth and emptying the wastepaper baskets.

**Article 20 - Electricity:**

Electricity supply is compulsory. One Kw of power is included in the cost of the booth.

**Article 21 - Machines:**

In-use machines may work throughout the Exhibition opening hours or at intervals as specified by the Organizer or anyhow in conformity to regulations on safety, accident prevention and fire prevention in force, as long as they do not cause disturbance to other Exhibitors or to visitors.

**Article 23 - Insurance:**

The Organizer requires that all goods, machinery, fixtures and fittings and equipment brought to and/or used at the Exhibition Centre by Exhibitors are covered by "All Risks" insurance, including a clause waiving the insurer's right of recourse against third parties, including the Hotel Mogador Agdal Palace and all third parties involved in the organization of the Exhibition.

**Article 23 – Damages:**

Should any of the property of the Hotel Mogador Agdal Palace and of the Organizer - or any other materials that the Organizer is responsible for - be damaged by the Exhibitor or any of its representatives, including the temporary staff or other third parties acting on behalf of the Exhibitor at the Exhibition premises, then the exhibiting company shall be held liable for these damages.

**Article 24 - Changes to Regulations:**

The Organizer reserves the right at any time to change and/ or prescribe rules and regulations judged as convenient for improving management of the Exhibition and relevant services even in derogation of these General Regulations. Said rules and regulations are equally valid with these Regulations and are therefore of a compulsory nature. Exhibitors shall be promptly informed about any of such changes.

**Article 25 - Force Majeure:**

The Organizer may change the date of the Exhibition, reduce or extend the duration and change the hours in the event of force majeure or any other circumstances that are beyond the control of the latter. Exhibitors shall not be entitled to rescind from/terminate contracts under such exceptional circumstances. If for any reason the Exhibition should not take place, for reasons beyond the Organizer's control, even force majeure, the sums remaining after the Organizer has settled all its obligations shall be distributed to the Exhibitors in proportion to the relevant individual payments made. Exhibitors may not for any whatsoever reason sue the Organizer for damages against any of the aforementioned circumstances.

**Article 26 - Competent law court:**

Any whatsoever disputes eventually arising from the interpretation, validity and execution of these Regulations and relevant contractual relations shall come under the jurisdiction of the Marrakech, Morocco law courts.