



# EXHIBITOR APPLICATION FORM

SEPT 24-26, 2019

Accra International Conference Centre

Accra, Ghana

Tel: +233 206575402 / +233 268640889

COMPANY NAME .....

CONTACT PERSON .....

ADDRESS .....

CITY ..... PROVINCE ..... POSTAL/ZIP CODE .....

PHONE ..... FAX ..... CELL .....

EMAIL .....

WEBSITE .....

DATE OF RESERVATION ..... WEBSITE .....

PRODUCTS/SERVICE TO BE DISPLAYED .....

## BOOTH OPTIONS:

<b>TABLE*</b> - table - 1 chair <b>Total Cost:</b> <b>\$100.00 USD/ 250.00 GHC</b>	<b>PREMIUM BOOTH*</b> - Live Media Interview - Table and 2-chairs <b>Total Cost:</b> <b>\$200.00 USD/ 1000.00 GHC</b>	<b>GOLD BOOTH+</b> - Live Media Interview - Table and 2-chairs <b>Total Cost:</b> <b>\$500.00 USD/ 2720.00 GHC</b>	<b>PLATINUM BOOTH++</b> - Live Media Interview - Table and - Logo will be feature 2-chairs in marketing campaign <b>Total Cost:</b> <b>\$1000.00 USD/ 10,877 GHC</b>
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\* PLEASE CONTACT US FOR NON PROFIT RATE.

\* LOCAL GHANAIS ONLY.

+ WEST AFRICAN & GHANAIS EXHIBITORS ONLY.

++ INTERNATIONAL & GHANAIS EXHIBITORS ONLY.

## PAYMENT OPTIONS:

CREDIT CARD # ..... EXPIRATION DATE .....

FULL NAME ON CARD ..... CARD HOLDER PHONE # .....

BILLING ADDRESS  SAME AS ADDRESS PROVIDED ABOVE ADDRESS .....

CITY ..... PROVINCE ..... POSTAL/ZIP CODE .....

### CHEQUE

MAKE CHEQUE

PAYABLE TO: **African Coconut Group**

### BANK ACCOUNT (WIRE TRANSFER) OVERSEAS PAYMENT

**African Coconut Group: 0401010140169401**

**ADB - HEAD OFFICE, ACCRA**

For overseas payments made through Bank Draft or telegraph transfer, an additional fee of \$20.00 will be levied to the payor to cover the bank charges.

### PAYPAL PAYMENT

SEND PAYMENT TO

PAYPAL EMAIL: **afrancoconutgroup@gmail.com**

### CANCELLATION & REFUND

All cancellations should be made in writing and addressed to African Coconut Group on or before August 23 2019 for a 50% refund. No refund will be made for any cancellations after the said date.

I hereby verify that the above information is true and correct. I have read and agreed all pages and the Exhibitor's Terms and Conditions of Contract appearing on the reverse of the Contract:

SIGNATURE: ..... DATE: ..... GICF REP: .....

### \*APPLICATION SUBJECT TO APPROVAL

Upon exhibitor application approval, Ghana's International Coconut Festival will contact applicant directly to provide a Liability Waiver Form and an Exhibitor Contract Form to complete BEFORE exhibitor booth is granted and final.

Please submit Exhibitor Application Form through the following information: **afrancoconutgroup@gmail.com**



# CONTRACT TERMS & CONDITIONS

ORGANIZED BY:



## EXHIBITOR TERMS:

The Exhibitor agrees to abide by all rules and regulations adopted by **International Coconut Festival Ghana (ICFG)** and that **ICFG** will have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the show.

The Exhibitor agrees to use the space(s) provided only for the display of the products or services specified in this agreement and agrees not to sublet the space(s) unless written authorization is provided by **ICFG**.

All electrical service will be supplied by the electrical company chosen by **ICFG** and will be at the Exhibitor's expense. All electrical equipment or apparatus used must be approved by the appropriate Hydro authorities prior to the Show unless such equipment or apparatus has been given CSA certification. The Exhibitor agrees to abide by any decision made by the Venue authority in the event of any dispute. Equipment not approved may be required to be removed from the Show.

The Exhibitor will hold **ICFG** and the owners of the building and grounds harmless from any damage or liability arising from any injury or damage to said Exhibitor, his agents, servants or employees or to the property of the said Exhibitor occurring in the buildings or grounds or the approaches and entrances thereto, except by negligence of **ICFG**.

The Exhibitor will have the right to cancel his reservation for space up to 30 days before the opening of the show in which case he will forfeit the deposit payment. Should the Exhibitor cancel his reservation for space within 30 days of the Show, he will be liable for the total amount of the payment. All cancellations must be confirmed to **ICFG** in writing and the effective date will be the date the notification is received. On notification of cancellation, **ICFG** will be free to relet the space(s).

In the event the Exhibitor fails to remit the outstanding balance due 30 days prior to the Festival, he will forfeit the deposit payment and **ICFG** will be free to relet the space(s).

In the event the Exhibitor fails to register by the deadline established for the Show without prior written authorization, **ICFG** reserves the right to relet such space(s) and any payments received will be deemed as liquidated damages and retained.

In the event the Exhibitor fails to comply in any respect with the terms of the agreement, all rights of the Exhibitor hereunder will cease and terminate. Any payment made by the Exhibitor on account hereof will be retained by **ICFG** as liquidated damages for breach of this contract and **ICFG** may thereupon relet the space.

**ICFG** reserves the right to reject or prohibit exhibits or Exhibitors or to relocate exhibits or Exhibitors when in its opinion such moves are necessary to maintain the character and/or good order of the Show. No monies will be returned to Exhibitors under these conditions.

The Exhibitor's property will be placed on display and exhibited at his risk and **ICFG** assumes no responsibility for loss and damage thereto. The Exhibitor will assume all responsibility for loss of damage to his property due to fire, theft, flood, lightning, earthquake, explosion, or any other cause beyond the control of **ICFG**.

All goods shipped to the Show must be prepaid and clearly marked with the name of the Exhibitor and the number of his space. Goods must not be shipped to arrive before the scheduled move in date. **ICFG** assumes no responsibility for loss or damage to goods before, during or after the Show.

The Exhibitor agrees to have liability and property damage and insurance to limits satisfactory to **ICFG** and proof of such insurance shall be available to **ICFG** before the opening of the Show.

The Exhibitor agrees that no display will be dismantled or goods removed during the entire run of the Festival and the display will remain intact until the closing hour of the Festival. The Exhibitor also agrees to remove this exhibit, equipment and appurtenances from the Festival premises by the final move out time limited, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred. The removal of equipment or material from the grounds will not be allowed before move out except where accompanied by "Release Forms" provided by **ICFG**.

In the event the building should be destroyed by fire or the elements or if any circumstances whatsoever should occur which might make it impossible for **ICFG** to permit Exhibitors to occupy the premises or if the Festival is cancelled, the Exhibitor will pay for space only for the period the space was or could have been occupied by the Exhibitor, and **ICFG** in no way will be responsible for claims or damage which might arise in consequences thereof. A refund of all monies received from the Exhibitor will be made by **ICFG** in the event of the Show not being held and **ICFG** will be released from any and all claims for damages or otherwise.

The Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment or to other Exhibitor's property. The Exhibitor may NOT apply paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment.

The Exhibitor agrees to observe all union contracts and labor relation's agreements in force, agreements between **ICFG** and official contractors serving the building and/or companies operating on the grounds in which the building is located. The Exhibitor will NOT do anything directly or indirectly with his display which may be a violation of any law, bylaw, ordinance or regulation of any governmental body or which may be in violation of the regulation of the Ghana National Fire Service or any other similar body.

The Exhibitor agrees to maintain qualified personnel in the display at all times during the Festival hours.

**ICFG** will not assume any responsibility for losses or damages incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own property including insurance if deemed necessary. **ICFG**, neither its agents nor its representatives will be held responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's employees or the Exhibitor's property.

**DISMANTLE: No space may be dismantled before 26 Sept 2019.**  
Exhibit materials not dismantled and removed by 26 Sept 2019 will be dismantled and stored by show management, and Exhibitor agrees to be responsible for payment of charges relating to such labor, handling and storage.