



5TH AFLIA CONFERENCE AND 7TH AFRICAN LIBRARY SUMMIT 2023

TERMS & CONDITIONS FOR EXHIBITORS [IN PERSON AND VIRTUAL]

1. Payment to secure an Exhibition Stand should be made no later than 1st February 2023.
2. An invoice will be sent within 48 hours of receipt of registration / application to exhibit.
Cost of Exhibition Stand is set in 10.1 below
3. Choice of position of Exhibition Stand is only confirmed on receipt of payment, on first come first served basis.
4. Failure to make payment would result in the cancellation of your booking except leave is granted by the Conference Organising Committee.
5. The rights to decline an exhibition booking and/or modify the rules and regulations governing the exhibition are vested in the Conference Organising Committee.
6. The laws of Ghana governs this Agreement.
7. Logos of your organisation must be submitted in jpeg format and emailed to afliacomm@aflia.net with a copy to secretariat@aflia.net within 48 hours of secured booking to ensure they appear in the programme.
8. Cancellation policy:
 - All cancellations must be done in writing and received by the Conference Organising Committee before 15th March 2023
 - Cancellations received by 15th March 2023 will receive a full refund, less a 10% handling fee on the full value committed.
 - Cancellations received between 16 March 2023 and 31st March 2023 will receive a 50% refund on the full value committed.
 - Cancellations received after 31st March 2023 will NOT receive any refund on the full value committed.
 - No show will NOT receive any refund on the full value committed.
 - Refunds will be made after the Conference has taken place.
9. All terms and conditions herein are binding.

10. General

10.1 Exhibition Stand / Size Cost

Size of Stand & No. of Persons	Cost
3m x 3m Non-AFLIA member -with 2 free persons to manage the stand	\$2000.00
3m x 3m AFLIA member -with 2 free persons to manage the stand	\$1800.00
2m x 2m Non-AFLIA member -with 1 free person to manage the stand. A 2 nd person pays additional \$400.00	\$1000.00

2m x 2m AfLIA member -with 1 free person to manage the stand. A 2 nd person pays additional \$400.00)	\$800.00
Display Table and no person to manage the table but with paid conference fee	\$300.00

Rates for virtual exhibition space	Cost
Virtual exhibition	\$1000.00
Virtual Sponsor's package	\$2500.00

10.2 Access to the Conference

All exhibitors will be allowed access to all the conference sessions. All exhibitors should register online at <http://web.aflia.net> and indicate Exhibitor when registering.

After registration please send by email to afliacomm@aflia.net with a copy to secretariat@aflia.net the name of the person(s) who will be managing the Stand.

Exhibitor Registration Fee and Tag give you access to

- Conference sessions
- Mid-morning tea /coffee snacks, Lunch, and mid-afternoon tea/coffee snacks
- Cocktail and Other receptions
- Conference Dinner & Awards Ceremony
- Conference bag and relevant information

The Exhibitor must ensure that:

- The stand is fully staffed and continually kept open throughout the conference;
- Walkways are kept clear at all times;
- The stand is kept clean and tidy and free from rubbish at all times;
- Business is conducted in an appropriate manner from the stand considering the venue, organiser, other exhibitors and visitors.

10.3 Arrangement of displays

The Exhibitor is required to

- Arrange their displays so as not to obstruct the general view or conceal other exhibits.
- No signs or banners are to be placed outside of the space assigned to each exhibitor.
- Exhibiting representatives may not stand in the aisles or hand out materials, flyers or bags in the aisles of the exhibition area and must do so only within the allocated stand area.

10.4 Noise:

All machinery or equipment (speakers, radios and television) should not distract neighbouring exhibitors or conference attendees. Public address systems used to attract the attention of visitors passing near the Exhibitor's stand are not permitted.

10.5 Displaying Products:

Organisers have the right to remove any display which is determined to be inappropriate, including, for example, materials that are offensive, disparaging or discriminatory.

10.6 No Substitution:

The Exhibitor may not substitute itself or sublease stand space.

10.7 Exhibitor property:

The property of the Exhibitor is totally under their responsibility, control and oversight at all times, including in transit to and from the venue and within the confines of their stand.

10.8 Hire of additional items for stand:

Requests for additional furniture can be made to the Conference Organising Committee at afliacomm@aflia.net with a copy to secretariat@aflia.net after payment and before 31st March 2023.

10.9 Promotion

AFLIA will place the Exhibitor's logo with its URL link on the Conference website after payment is received. The exhibitor will need to send the following to the Conference Organiser at afliacomm@aflia.net with a copy to secretariat@aflia.net.

- Exhibitor logo in jpg format
- URL link
- Fascia Name for the Stand

10.9 Insurance

Insurance for the conference does not cover the goods at the exhibitors' stand. Exhibitors need to take out sufficient insurance cover for loss and damage to property.

10.11 Exclusion

AFLIA or the Conference Organisers accepts no responsibility whatsoever for any loss of or damage to or theft of property (including materials, displays and equipment) belonging to the Exhibitor; for injury to any persons on their stand.

There will be general security provided at the Conference but not for specific stands. If an exhibitor needs specific security, a request should be made to the Conference Organisers at afliacomm@aflia.net with a copy to secretariat@aflia.net before 31st March 2023 at an additional cost.