ARTICLE 1: (DEFINITION OF TERMS)
1. The «event» refers to the ICA Yaounde 2018 Conference.
2. The «exhibitor» refers to individuals, companies, organizations and / or institutions that, upon presentation of an executed participation contract, have access to the exhibition space.
3. The «event» refers to the Organisation Committee of the ICA Yaounde 2018 Conference.

ARTICLE 2: (APPLICATION FOR STAND AND CONTRACT)
- The person who wishes to book stands shall complete the participation form and send it to the Host. The participation shall be confirmed once the total deposit is made.

ARTICLE (ASSIGNMENT OF EVENT STANDS)
1. The location of the stand shall be chosen by the exhibitor.
2. The location of the stand shall be determined based on the order of receipt of payments. If there are several exhibitors interested in the same location, the first exhibitor to make the total payment or at least 50 % of the payment shall get the place.
3. The exhibition space allocated to the exhibitor may change if the Host deems it necessary for the conduct of the event, taking into account the spatial harmony in the hall, the effectiveness of exposure, the effects of exposure, etc. In such cases, the changes shall be at the discretion of the Host and the exhibitor shall not claim any compensation for the result of the changes.

ARTICLE 4. (MANAGEMENT OF THE EVENT STANDS)
1. The exhibitor shall display the articles relating to the object indicated in the exhibition application form and designate a person to ensure that the stand is adequately managed.
2. In the case where the exhibitor displays an article different from the one indicated on the form - or an article that does not match the purpose of the event -, the Host may immediately order the article to be removed.
3. The exhibitor shall not transfer the whole or part of the allocated stand to another person without the prior written consent of the Host.
4. The exhibitor shall not change the original condition of the floor, the ceiling, the pillars of the showroom, as well as the color of the paint on the surface of the wall, etc. In cases where damage occurs in the exhibition hall, the exhibitor shall compensate for the damage caused, including restoring the original condition.

ARTICLE 5. (PAYMENT)
1. The exhibitor shall submit the exhibition application form to the Host in charge of the exhibition space.
2. The exhibitor shall pay the reservation deposit, which stands at 80% of the total costs, within 7 days after submission of the form, the balance shall be paid no later than 30 September 2018.
In case the exhibitor does not comply with payment deadlines, the Host may cancel his/her participation. In this case, the exhibitor shall not claim any reimbursement of the fees paid to the Host.

ARTICLE 6. (CANCELLATION)
1. In case the exhibitor refuses to use the whole or part of the allocated stand or does not pay the fees on time, the Host may unilaterally cancel his/her participation. In such cases, the
booking fees paid shall be nonrefundable. In cases where the exhibitor cancels his/her participation, the booking fees paid shall not be refundable.

2. The exhibitor shall make the full payment on or before 30 September 2018. Otherwise, his/her participation shall automatically be cancelled. The deposit paid shall be non-refundable. The Host shall have the right not to refund the fees paid and to move the stand in case of cancellation.

ARTICLE 7. (CANCELLATION OR CHANGE OF EXHIBITION)
In cases where the Host cancels the event, the total amount of fees paid by the exhibitor shall be refunded to him/her. However, in case the date of the event changed due to particular circumstances or Force Majeure, not attributable to the Host, the fees shall not be refunded. In such cases, the exhibitor shall not claim any compensation from the Host.

ARTICLE 8. (VIEWING OF THE FACILITIES)
The exhibitor shall do the mounting within the required deadlines and shall not go beyond the designated exhibition area.

ARTICLE 9. (EXHIBITION FACILITIES)
The exhibitor shall clean up the exhibition area within the required timeframe.

ARTICLE 10. (SECURITY, RISKS AND INSURANCE OF THE EXHIBITION HALL)
1. The Host shall take all necessary measures to ensure the safety of exhibitors and visitors.
2. The exhibitor shall take full responsibility for damage and theft of exhibition facilities and articles found in the allocated area whilst exhibits are installed, displayed and removed.
3. In cases where the exhibitor causes damage to the Host or to others, such as fire, theft or other accidents, the civil liability insurance shall not cover the exhibitor.

ARTICLE 11. (REGULATION ON FIRE PREVENTION)
1. All materials used in the facility and in the exhibition hall shall be nonflammable and shall comply with the laws and regulations relating to fire protection.

ARTICLE 12. (ADDITIONAL PROVISIONS)
1. If necessary, the Host may establish complementary regulations that are not established herein.
2. Such special regulation shall form part of the Rules of participation and the exhibitor shall abide by

ARTICLE 13. (DISPUTE RESOLUTION)
Disputes between the Host and the exhibitor regarding the interpretation of the Rules of participation and other disputes concerning the rights and obligations of both parties shall follow the mediation and the low-level arbitration in accordance with the Mediation Regulations and the Arbitration Regulations on Minor Claims or Expedited Arbitration, in keeping with French law. The place of arbitration shall be Paris, France, the working language shall be French and the applicable law shall be the French law.

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