

## Application and Contract for Stand Space – 71<sup>st</sup> IFLA General Conference and Council

Name of company .....

Contact person .....

Address .....

City ..... Telephone .....

Country ..... Fax .....

E-mail ..... Your VAT No. ....

### Floor Space

EUR 350 price per square meters + VAT (if applicable)

Required area .....sqm To a total cost of ..... excl. VAT

The charge is for floor space only, excl. of electricity, shell scheme etc.  
Preferred site areas. Each area is dividable according to request.

Please write your 1<sup>st</sup> ..... 2<sup>nd</sup> ..... 3<sup>rd</sup> ..... choice (please also indicate preference on floorplan)

### Standard Stand Construction

9 sqm EUR 4,000 + VAT (if applicable) if you require another size shell scheme stand please contact Congrex Holland bv.

The standard stand incl. white walls on 3 sides, 3 m roof girder, electric power 2 kw, 2 spotlights, 1 socket outlet, 9 sqm carpet, 1 table with 2 chairs, 1 counter with sliding doors and 2 m fascia board with the exhibitors name

Preferred shell scheme (see numbers on floor plan):

Please write your 1<sup>st</sup> ..... 2<sup>nd</sup> ..... 3<sup>rd</sup> ..... choice

### Sponsor opportunities

Please send me additional information on sponsor opportunities.

### Terms of payment

Applications must be accompanied by a payment of 50% of the total booth rental amount. Balance of fee will be invoiced and will fall due for payment on 1 February 2005. Payments must be made in EURO's (EUR) made payable to WLIC 2005. If the application is received after all space is exhausted, the payment will be refunded. Failure to comply with these requirements forfeits all right to space, which may in such case be reassigned to others, with no obligations on the part of WLIC 2005.

Non-receipt will automatically result in the release of the reserved space, a forfeiting of the deposit fee and cancellation of the contract.

### Cancellation Policy

All cancellations must be made in writing to Congrex Holland BV.

Cancellations must be made before 15 January 2005 - 50% deposit is non-refundable

Cancellations between 15 January 2005 and 28 February 2005 - 100% of the total deposit is non-refundable

Cancellations after 28 February 2005 - No refunds

### Return this form before 15 January 2005 to:

WLIC/IFLA Congress Secretariat

Congrex Holland BV

P.O. Box 302

1000 AH Amsterdam

The Netherlands

Telephone: +31 20 5040200

Telefax: +31 20 5040225

E-mail: [wlic2005@congrex.nl](mailto:wlic2005@congrex.nl)

[www.ifla.org](http://www.ifla.org)

*This application is legally binding.*

Signature of Applicant ..... Date: .....

Name printed .....

Signature of this Application and Contract for Stand Space implies acceptance of the attached General Rules and Regulations for Exhibitors as outlined in the invitation and as enclosed to the application form.

# General Rules and Regulations

## For Exhibitors at the World Library and Information Congress

### 71<sup>st</sup> IFLA Conference and Council

#### 14 – 18 August, 2005

#### Oslo, Norway

#### GENERAL

In these General Rules and Regulations the expressions shall have the following meanings:

**Exhibition:** World Library and Information Congress 71<sup>st</sup> IFLA Conference & Council

**Organisers:** IFLA, National Organising Committee and Congrex Holland bv

**Exhibitor:** The person/company who has contracted for a stand/stands at the Exhibition

**Premises:** Oslo Spectrum and Radisson Plaza hotel in Oslo

#### DATE, PLACE & HOURS

The exhibition hours will be as indicated in the invitation to exhibitors. The WLIC 71<sup>st</sup> IFLA Conference & Council (WLIC 2005) reserves the right to make changes in the exhibition hours; however, such changes will be made known as far in advance of the exhibition as possible.

#### PERMISSIBLE EXHIBITS

Every effort will be expended to provide a well-rounded international educational exhibition to complement the technical meetings; and as such, any unusual exhibit activities must be reviewed and approved by the organisers well in advance of the exhibition. Undignified methods of attracting attention will not be permitted. The organisers reserve the right to determine the eligibility of any company of product for inclusion in the exhibition.

#### EXHIBIT PURPOSE

The exhibitor represents that the purpose of his/her exhibit is exclusively for the education of persons attending the Conference and agrees that he/she will never solicit nor accept orders and that he/she will not conduct any selling activity at the exhibition other than is necessarily an incident to the furnishing of such education, unless prior approval is obtained from the organiser.

#### BOOTH RENTAL

Standard Stand construction includes: white walls on 3 sides, electric power of 2 kw, 2 spotlights, 1 socket outlet, 9 sqm carpet, 1 table with 2 chairs, 1 counter with sliding doors, 2 m fascia board with exhibitor's name.

#### INSTALLATION OF EXHIBITS

Dates of installation are as listed in the invitation to exhibitors. Space unclaimed by the opening hour is subject to reassignment without refund of any of the rental paid. The organisers reserve the right to make changes in the installation dates; however, such changes will be made known as far in advance of the exhibition as possible.

#### DISMANTLING OF EXHIBITS

The exhibitor agrees not to dismantle the exhibit or do any packaging before the closing hour of the last exhibit day as described in the invitation to exhibitors. Penalty charges will be billed for any exhibition material remaining after the dismantling hours.

#### AVAILABLE SERVICES

On behalf of the exhibitors, the organisers will designate official conference contractors to perform the following services at rates considered equitable and normal: cartage, equipment moving and erection, furniture, booth decorations, signs, photographs, telephone, etc. Services of electricians, plumbers, carpenters and labourers will be provided and charge for at the then prevailing rates. The organisers assume no responsibility or liability for any of the services performed or materials delivered by the foregoing persons and parties. Each contractor will forward specific information after booth space has been assigned.

#### GENERAL RESTRICTIONS IN OPERATION OF EXHIBITS

The organisers reserve the general right to restrict any exhibit because of noise, method of operation, or any reason that is judged dangerous or objectionable, and also to prohibit, or to evict, any exhibit which is considered to detract from the general character of the exhibits area as a whole. This general reservation includes persons, things, conduct, printed matter, or anything deemed objectionable by the organisers. In the event of such restriction or eviction, the organisers are not liable for any refund of rental or other exhibition services.

#### STAND DESIGN – CONSTRUCTION REQUIREMENTS

Exhibitors wishing to bring their own stands, are requested to observe the following basic regulations:

Stands should be constructed with walls on all sides bordering upon other stands. These walls must take up the full depth and/or width of the stand and must be 2.50 m high. For island stands the general building height of 2.50 m is applicable. For higher construction, written approval is required from the organisers.

A copy of the stand design, showing exact measurements and height, must be presented to the organisers for approval before 15 June, 2005.

More information on stand construction requirements and more technical information will be given in the exhibitor's manual.

#### INSURANCE

WLIC 2005 will provide regular guard service to cover entrances to the exhibition area on a 24-hour basis. However, the organisers shall not be liable for damage or loss to the exhibitor's properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise. Exhibitors shall insure their own exhibit and display materials. The organisers assume no liability for any injury that may occur to visitors to the exhibition, exhibitors and their agents and employees or others.

#### LIABILITY

Exhibitors take part in the Exhibition entirely at their own risk. They will be held responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the organisers against all claims and expenses arising therefrom.

#### FIRE PROTECTION

No combustible decoration such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior, wrapping paper, which must be flameproof, are to be removed from the floor and must be stored under the table and behind displays. All muslin, velvet, silken or any other decoration must stand a flameproof test as prescribed by the applicable fire and safety ordinances. All materials and fluids, which are inflammable, are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted. If inspection indicates that any exhibitor has neglected to comply with the foregoing requirements, or otherwise incurs a fire hazard, the organisers reserve the right to cancel the entire exhibit, or such parts of it as may be irregular, with no refund of rental or liability for exhibit expense.

#### RESTRICTIONS IN USE OF SPACE

No demonstrations, interviews or other activities, such as the distribution of circulars and advertising matter of any description, must be confined to the exhibitor's own booth. The exhibitor agrees not to assign, sublet, or share, the whole or any part of his/her assigned space without any prior knowledge and written consent of the organisers. No exhibitor is permitted to show goods other than those manufactured or dealt in the regular course of business. No firm or organisation not assigned exhibit space will be permitted to solicit business in any manner in conjunction with WLIC 2005.

#### ADMISSION

Admission to the exhibition areas will be available to all conference registrants and their accompanying persons. Publicity will encourage the attendance of all conference registrants.

#### PROGRAM AND BADGES

Each exhibit will receive a complimentary copy of the WLIC 2005 Conference program. Up to 2 Exhibitor badges per standard sized booth will be available at the Exhibitor registration desk. All personnel staffing Exhibit Booths are required to register. Exhibitor badges are not to be used by minors.

#### PAYMENT OF SPACE

Applications must be accompanied by a check for the total booth rental amount. If the application is received after all space is exhausted, the payment will be refunded. Failure to comply with these requirements forfeits all right to space, which may in such case be reassigned to others, with no obligations on the part of the organisers.

#### CANCELLATIONS

Cancellations by exhibitors will be accepted only at the discretion of the organisers and then only based upon the refund schedule list in the invitation to exhibitors. Percentage will be based on the full Euro amount of the space contracted.

#### AGREEMENT FOR EXHIBIT SPACE

The agreement for exhibit space, the formal notice of assignment by the organisers, and the payment of rental charges, constitute a contract for the right to use to space allotted, subject to the rules and regulations promulgated by the organisers.

#### SPACE ASSIGNMENT

Space assignments will be solely at the discretion of the organisers; however, in case of conflicting requests, preference will be afforded those exhibitors with continuing participation in past years and those exhibitors who sponsor the conference. Space assignments will be made prior to 28 February, 2005. Exhibitors will be notified by mail as soon thereafter as possible.

#### DISCLAIMER

The information provided in these General Rules and Regulations has been prepared by the Organisers to assist exhibitors in the presentation of their displays. Whilst every care has been taken to ensure that the details given are correct at the time of going to print, the Organisers shall not be liable or responsible to any exhibitor or any other person in respect of any inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreements made by the exhibitor with any person, firm or company who is described as the "official contractor" of services or whose services are recommended in this manual.

For reasons beyond their control, the WLIC 2005 Congress, IFLA Headquarters and/or its agent Congrex Holland bv and/or its agents have the right to immediately alter or cancel the congress or any of the arrangements, timetables, plans or other items relating directly or indirectly to the WLIC 2005 congress. The participants/exhibitors shall not be entitled to any compensation for damages that result from such alteration or cancellation.

Furthermore with the exception of any wilful damage or gross negligence committed by the WLIC 2005 congress and/or its agent Congrex Holland and/or its agents, neither the WLIC 2005 Congress nor its agent Congrex Holland and/or its agents shall at any time be liable for any direct or indirect damage suffered by the participants/exhibitors, including consequential and immaterial damage, caused by failure to comply with any provision in this document.

Company .....

Signature of Applicant .....

Name printed .....

Date .....