

EXHIBITION SPACE CONTRACT



**WORLD
HUMANITARIAN
SUMMIT**

ISTANBUL
22-24 May 2016

PLEASE EMAIL TO:
info@whsexpo.org

EXHIBITOR DETAILS

COMPANY DETAILS

COMPANY NAME:

ADDRESS:

CITY:

COUNTY/STATE:

POSTCODE/ZIP CODE:

COUNTRY:

TELEPHONE:

FAX:

WWW:

EMAIL:

MAIN POINT OF CONTACT

CONTACT NAME:

POSITION:

DIRECT DIAL:

FAX:

EMAIL:

ALTERNATIVE CONTACT (please tick if invoicing contact)

CONTACT NAME:

POSITION:

DIRECT DIAL:

FAX:

EMAIL:

PRODUCT GROUPS & CONTENT OF THE EXHIBIT

CONTRACT

EXHIBIT SPACE OPTIONS & PRICES

Please tick all items that are applicable to you and complete the relevant areas.

A EXHIBIT SPACE ONLY

Comprises bare indoor floor space marked out to the required dimension; no walls, platforms or electrics are provided.

Space Only option will require custom built stands. SEDEF GROUP is the official and exclusive contractor for custom built stands.

ITEM	TICK	QUANTITY	COST
Exhibit space only rate 295 USD per m ²	<input type="checkbox"/>	m ²	USD
'A' TOTAL			USD

B EXHIBIT SPACE AND SHELL SCHEME

Comprises carpet, walls 1m wide, name board and spot lighting. Includes an electrical socket and furniture. Numbers change depending on the confirmed m².

ITEM	TICK	QUANTITY	COST
Exhibit space & type 1 shell scheme 325 USD per m ²	<input type="checkbox"/>	m ²	USD
Exhibit space & type 2 shell scheme 345 USD per m ²	<input type="checkbox"/>	m ²	USD
Exhibit space & type 3 shell scheme 365 USD per m ²	<input type="checkbox"/>	m ²	USD
'B' TOTAL			USD

TOTALS

A <input type="text"/> USD OR B <input type="text"/> USD = <input type="text"/> USD
SUBTOTAL <input type="text"/> USD
VAT (18%) <input type="text"/> USD
TOTAL ORDER VALUE <input type="text"/> USD

VAT will be payable at the standard rate. Overseas companies can reclaim VAT, information on the reclaim service is available on request.

PAYMENT TERMS

DATE	AMOUNT
.... / /	USD
.... / /	USD
TOTAL	USD

CONTRACT

SIGNATURES

TO BE SIGNED ON BEHALF OF THE EXHIBITING COMPANY; COUNTERSIGNED BY AN AUTHORISED REPRESENTATIVE FROM THE ORGANISER

We agree to comply with the Exhibition Space Contract and the Terms & Conditions below and the Exhibitor Manuals, all of which are incorporated into this contract.

SIGNATURE:

PRINT:

POSITION:

DATE:

COUNTERSIGNED BY AN AUTHORISED REPRESENTATIVE FROM THE ORGANISER

REPRESENTATIVE:

SIGNATURE:

PRINT:

POSITION:

DATE:

TERMS & CONDITIONS

1. SEDEF GROUP (hereinafter "SEDEF GROUP") has been engaged by World Humanitarian Summit Secretariat (hereinafter "WHSS") to provide Exhibition Management Services for the Exhibition and Innovation Marketplace at the World Humanitarian Summit (hereinafter "EXHIBITION FAIR"). This agreement sets forth the obligations between SEDEFGRUP and the entities participating in the EXHIBITION FAIR, SEDEF GROUP, whose dates, place and other terms are indicated in the front page of this form.
2. EXHIBITOR accepts and understands that the size, content, and placement of any stand requested from SEDEF GROUP ("STAND PROPOSAL") are subject to clearance by and from the WHSS. SEDEF GROUP will submit STAND PROPOSALS to WHSS in a timely matter and will ensure that STAND PROPOSAL is approved by WHSS.
3. This agreement comes force and is binding upon signature.
4. EXHIBITOR may cancel the participation 45 days before the exhibition date on the condition that SEDEF GROUP is informed with an acceptable excuse in writing. However in this case 50% of the payment must be paid as penalty within the determined payment schedule. All the extra payment that EXHIBITOR may have done will be paid back by SEDEF GROUP with same currency that it was paid. If the EXHIBITOR decides to cancel the participation less than 60 days before the exhibition date, all the payment in the contract has to be paid within the payment schedule to SEDEF GROUP.
5. WHSS has the right to reject the EXHIBITOR at any point prior the EXHIBIT FAIR with written notification and cause. SEDEF GROUP will consult and receive express approval from WHSS prior to rejecting any exhibitor on any grounds. In such case, all the money that EXHIBITOR paid will be re funded by SEDEF GROUP.
6. EXHIBITOR agrees and understands that:
 - a) The Istanbul Congress Center (ICC) and the Lutfi Kirdar International Convention and Exhibition Center (LKCC) will be designated blue zones and are subject to UN security requirements and credentialing.
 - b) May not deviate from the STAND PROPOSAL in any way, including but not limited to altering the content as proposed by WHSS.
 - c) Will have a designated area and that it is barred from using any others.
 - d) Stands may not be left unattended at any time.
 - e) It may not conduct any sales transactions at the EXHIBITION FAIR.

Failure to comply with these obligations will result in the EXHIBITOR being removed from the EXHIBIT FAIR without any rights to a refund.
7. The price for participation is calculated per square meter.
8. Below mentioned services will be provided to the EXHIBITOR in return of that payment in the contact:
 - a) General cleaning of the venue (the EXHIBITOR is responsible cleaning of its own stand).
 - b) General security of the venue (the EXHIBITOR is responsible for the safeguarding of its own stand in the hours that the exhibition is open).
 - c) Giving information about the EXHIBITOR in the exhibition catalogue and providing exhibitor badges.
9. The EXHIBITOR is responsible for the building and dismantling of its stand within the time schedule provided by SEDEF GROUP. The EXHIBITOR is also responsible for dismantling the stand and moving out of the venue in the date that SEDEF GROUP determines. If the EXHIBITOR does not build its stand by the determined date and time, SEDEF GROUP has the right to bar the EXHIBITOR without any refund. However the EXHIBITOR still must make all payments that is required in the contract.
10. WHSSs has the right to instruct SEDEF GROUP to make changes in the venue and hall plan due to force majeure reasons and in the best interest of the Summit. The EXHIBITOR will exhibit its goods in the place that SEDEF GROUP assigns. In such case the EXHIBITOR cannot reject the place assigned.
11. The EXHIBITOR is liable to follow the conditions in the Technical Specifications and the Stand Proposal.
12. The EXHIBITOR is liable to follow the conditions in the timetable that will be announced by SEDEF GROUP and also has to follow conditions about the organization. Timetable is a part of this contract and if the EXHIBITOR does not follow the table, SEDEF GROUP has the right to charge for any damage that is caused.
13. If the EXHIBITOR does not comply with the regulations and payment terms of this contract (including Timetable and Technical Specifications), the EXHIBITOR accepts to pay all the payment as penalty.
14. The EXHIBITOR agrees not to claim any compensation or related payment in any case.
15. The EXHIBITOR agrees to comply with the payment schedule except force majeure conditions. If the EXHIBITOR does not pay in time and still does not pay 2 days after SEDEF GROUP's written warning, SEDEF GROUP has the right to cancel the contract without any notification. In such case, the EXHIBITOR will be accepted as cancelling the participation and is responsible to pay all penalties that is mentioned in the third clause of the contract. All rights to indemnity of SEDEF GROUP are kept. Both sides signing the contact accept that the written addresses are legal notification addresses and unless the changed address is provided to the other side, these addresses will be legally valid and both sides agree to possess the legal outcomes.
16. The EXHIBITOR accepts the terms and conditions in this contract and also accepts to be found by all of them.
17. In case of disputes between SEDEF GROUP and the EXHIBITOR, the applicable law is Turkish and Turkish courts have jurisdiction.
18. This agreement, which has 18 terms and conditions, is executed in one original signed by both parties.