



# EXPO SPACE ORDER

SPACE		ORDER DATE		ORDER NUMBER
Catalogue		SALES PERSON:		
Online				

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information.

### COMPANY DETAILS

Company			
Physical Address			
Postal Address		Postal Code	
City / Town		Telephone No.	
Cell		Fax No.	
Website		E-mail address	

WHAT WE DO	1.	2.	3.	4.
	5.	6.	7.	8.

**I/we confirm that the all details provided are correct & I would like to be featured in the magazine contact listings.**

Contact Person			
Mobile Phone		E-mail address	

**SPACE REQUIREMENT: WE WISH TO RESERVE THE FOLLOWING EXHIBITING SPACE.**

	ITEM #	QTY	DESCRIPTION	UNIT PRICE	TOTAL
	Stalls				
	Sponsorship				
	Catalogue				
<b>NOTE:</b> • Orders are payable in advance • All cheques should be payable to <b>OWACHI AFRICA LTD</b> • This order is not a receipt .				SUB-TOTAL	
				VAT 16%	
				GRAND TOTAL	

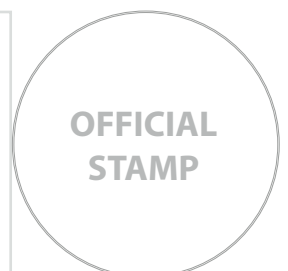
### ORDER CONFIRMATION

( Please sign and rubber stamp all copies to confirm acceptance of all terms and conditions )

Order confirmed by : ..... Designation : ..... Signature : .....

All terms on this Order Form have the same meaning as those in the General Terms & Conditions for Exhibitors (overleaf). We the undersigned Exhibitor have read the Conditions and agree to observe and be bound by them and we understand that these Conditions form part of a legally binding contract between ourselves and **OWACHI AFRICA LTD**. This contract is for an agreed amount of Exhibition Space and other accrued expenses at the above event for the agreed price indicated.

**PAYMENT TERMS:** The Exhibitor is to pay **OWACHI AFRICA LTD** a deposit of 50% and the balance within 7 days of receipt of invoice and not later than 30 days after signing the order to fully secure the space. We will invoice you on receipt of your signed order form. Contracts and invoices may be sent and received by hand delivery or email and all such communications will be considered fully binding on both parties.



Owachi Africa LTD.

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## TERMS & CONDITIONS

**1.** When payments for space are not made when due, any previous deposit may be forfeited and the space re-allocated by the organizer without notice. Any loss incurred by the organizers thereon must be paid by the Exhibitor.

**2.** Applications for space must contain details of the proposed exhibits and the names of any other companies represented by the Exhibitor. The products that are to be displayed or the services that are to be referred to at the stand must be clearly indicated. If the space provided for this is not sufficient, please attach details on company letterhead duly signed.

**3.** The Organizers shall have the exclusive rights to determine every respect the allocation of the exhibition area and they shall be entitled, for any reason which in their sole opinion is in the general interest of the exhibition, to vary the general layout and area of any particular stand even in the case where a stand has already been allocated.

**4.** Every Exhibitor shall complete the setting up of their stand prior to the commencement of the exhibition.

**5.** In the event of any exhibiting company being entered into bankruptcy, or being wound up, the contract with the company shall be declared void, and all the monies received by the organizers shall be retained by organizers.

**6.** Exhibitors may not assign, sub-let or grant licenses to any company not listed on this application form, in respect of any part of the space allocated to them.

**7.** The Organizers shall not be responsible for safety of any exhibits or any other property of any exhibitor, or any other person, or for the loss of, or damage, or destruction to the same, by theft, or other cause whatsoever, or for any loss or damage whatsoever sustained by any Exhibitor, by reason of any defect in a building caused by fire, storm, tempest, lighting, national emergency, war, labour disputed, strike

or lockouts, civil disturbances, explosion, inevitable accident, force majeure, or any other cause beyond the control of the Organizers for any loss or damage occasioned, if by reason of the happenings of any such events the opening of the Exhibition is prevented or postponed or abandoned, or a building become wholly or partially unavailable, for the holding of the exhibition. The Exhibitor will be liable for third party claims arising from their own stand fittings, and for their proportion of the shell scheme and for physical loss or damage to the basic shell scheme stand. As the organizers will accept no responsibility for any of the matters aforesaid, the Exhibitors are advised to cover themselves by insurance in respect thereof to any extent available at their own cost. The Exhibitor holds the organizer harmless and indemnified against any action that may be brought upon the exhibitor by any party, and the exhibitor further waives the right to contest any action by the organizer in respect to clauses 1,3,8,9 or otherwise.

**8.** In no event shall the Exhibitor have any claim for damages of any kind against the Organizers in respect of any loss or damages, consequential upon the prevention, or postponement, or abandonment of the Exhibition, by reason of the happening or any of the events referred to in Clause 9 or otherwise, or the Exhibition building becoming wholly or partially unavailable for the holding of the Exhibitions for reason beyond the Organizers control, and the Organizers shall be entitled to retain all sums paid by the Exhibitor, or such part thereof as the organizers control, and the Organizers shall be entitled to retain all sums paid by the Exhibitors, or such thereof as the Organizers shall consider necessary. If in the opinion of the Organizers, by re-arrangement or postponement of the period of the exhibiton, or by substitution of another hall or building, or any other reasonable manner, the Exhibition can be carried the contracts for space, shall be binding upon the parties, except as to the size and position, any modification, substitution, or re-arrangement the organizer may consider necessary.

**9.** Without prejudice to the rights and remedies of the Organizers in respect of any breach of the contract on the part of the Exhibitor, the organizers may at their discretion allow the Exhibitor to withdraw

from the Exhibition subject to the following conditions:

a) The Exhibitor must give a written notice to the Organizer of the intention to withdraw and if the Organizers allow such withdrawals the organizer will acknowledge and notify the Exhibitor of their decision in writing.

b) Any such acknowledgement and notification in writing by the Organizers to the Exhibitor indicating cancellation of the contract however delivered will constitute a valid cancellation of the contract subject to the payment by the Exhibitor to the Organizers of consideration for release from the contract as specified in c. below.

c) The amount of such payment will be specified in the second column below which appears beside the date in the first column below upon which the organizers receive the notification from the Exhibitor.

Date of receipt of notice of withdrawal	Proposal space rental payable
More than 30 days before the event	25%
14 days before the event	50%
7 or less days before the event	90%

d) Upon payment of such amount to the organizers by the exhibitor the contract shall be cancelled and neither party shall have any further claim against the other.

**10.** The Organizers reserve the right to alter, add to, or amend any of these terms and conditions. The decision of the Organizers shall be final. No alteration, addition, amendment, or waiver to or of these conditions shall operate to release any Exhibitor from any contractual obligation.

**11.** All and any correspondence in respect of the exhibition, or conference detailed in the foregoing shall bear reference to the said exhibition and/or conference and shall be addressed to the Organizer, **OWACHI AFRICA LTD**



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