

REGISTRATION FORM

I would like to register for:

DELEGATE:

☐ **Gold Pass Private Sector: Certified Training (€995)+Conference (€ 1100) = €1800(Package)**

☐ **Gold Pass Public Sector: Certified Training (€995)+Conference (€ 650) = €1600(Package)**

☐ Conference only Private Sector: _____ pass @ **€1100** par pass = € _____

☐ Conference only Public Sector: _____ pass @ **€ 650** par pass = € _____

☐ One Day of Certified Training: _____ pass @ **€ 995** par pass = € _____

EXHIBITION:

☐ **Equipped Exhibition Space (minimum of 6sqm)** @ **€300/sqm** = € _____

(Includes: Carpet, rear & side aluminum walls surround, fascia panel with company name & logo, 2 chairs & 1 table, 3 spot lights, presence in the official catalogue, plus 1 Delegate with full access to all sessions).

☐ **Non Equipped Exhibition Space (minimum of 6sqm)** @ **€250/m²** = € _____

ADVERT in the official catalogue of the event

☐ Full page advert _____ page(s) @ **€995** per page = € _____

☐ Half-page advert _____ page(s) @ **€650** per page = € _____ **TOTAL = € _____**

DELEGATES' INFORMATION (Please write in CAPITALS):

First Name:

Family Name:

Company or Institution:

Position or Function:

Department:

Email address:

Physical Address:

Postal code:

City : Country :

Telephone: Fax:

INVOICING INFORMATION:

Company to be invoiced (if different from the one above):

VAT Reg. number:

Purchase Order number (PO):

Contact for payment:

PAYMENT INFORMATION: Valid credit card details are required to guarantee your registration.

VAT is chargeable at 20% on all UK payments and 18% for payments made via ECO BANK SENEGAL.

☐ **PLEASE CHARGE MY DEBIT / CREDIT CARD:** ☐  ☐  ☐

Please note that an additional 5% payment fee will be applicable on all credit or debit card transactions.

Card No. - - -

Security Code

Date on card: Expiration date:

Name on card:

Billing address:

Postal code: City : Country:

☐ **WE PAY BY CHECK OR BANK TRANSFER:**

Payment to: **AME TRADE WEST AFRICA, ECOBANK NGOR-ALMADIES, DAKAR-SENEGAL**

Account Number: 121027438501 –IBAN: SN094 01016 121027438501 27-

SWIFT BIC: ECOC SNDA.

All bank transfers must be marked clearly with the Delegate's name and /or your Invoice number.

We have read and accept the terms and conditions of payment and cancellation below.

Signature: **Date :**

HOW TO REGISTER?

Please fill out this registration form and send it to:

• **AME Trade West Africa, Dakar, Senegal**

Tel: +221 33 868 2727;

Fax: +221 33 868 2726;

Email: ametradewestafrica@ametrade.org

Or to

• senpppfinance@ametrade.org

and call our London office at:

+44 207 700 4949;

VENUE INFORMATION:

The **Centre International de Conférences Abdou DIOUF** of Diamniadio in Dakar is a sumptuous complex of Conference facilities inaugurated in October 2014 and located at about 20 miles of Downtown Dakar.

ACCOMMODATION:

The registration fee does not include hotel accommodation. However, a limited number of rooms have been reserved for delegates in Dakar's best hotels at discounted tariffs. For further information please contact us with a copy of your signed registration form.

TERMS AND CONDITIONS

Introduction

Participants, exhibitors, delegates or sponsors (which term shall include the Applicant and any stand sharer) shall be bound by the conditions, rules and regulations set forth in these terms and conditions and any changes must be made in writing and signed by an authorised official of AME Trade Ltd, who shall have full power to interpret and to make or amend these rules, provided that such amendments and additions do not operate to diminish the rights reserved for the participant under their contract of participation, and shall not operate to increase its liabilities.

1. Definitions:

1.1 In these terms and conditions, "organisers" means 'AME Trade Ltd' including her assigns and successors; "exhibitor" means any person, company or organisation, and the staff or agents of that company taking display space at the event; "event" means any of the events organised by the organiser; "venue" means the location of the event; "Sponsor" means a company taking up some branding opportunity at the event; "participant" means an attendee at the event; "Contract" means the booking form confirming the participation, booking or sponsorship of a participant(s).

2. Contract:

2.1 A contract must be submitted for all bookings. Receipt of the organizers of the booking contract is binding confirmation of the participant's undertaking to pay fully the amount prescribed, it is also a commitment to take the exhibition space, delegate place(s), or sponsorship package so taken where appropriate and of your acceptance of these booking terms and conditions including the cancellation policy. The participant hereby acknowledges that they have read and understood these booking terms.

2.2 Should the organisers agree to hold a provisional space booking, the organiser's reserve the right to sell that space to another exhibitor should the first enquirer be unable to confirm their booking on request within reasonable time.

2.3 By submitting the booking contract, the participant accepts without reservation the following:

2.3.1 the terms of the exhibition space contract as applicable to exhibitors

2.3.2 all regulations contained in these terms and conditions, the participants' manual and any reasonable instructions subsequently issued by the organisers;

2.3.3 all regulations laid down by the local authority applicable to the event;

2.3.4 all regulations laid down by the venue including but not limited to security, health and safety, fire and traffic;

2.3.5 all current Health & Safety regulations.

3. Exhibition floor plan

3.1 The Participant and organiser will pre-agree on an allocated exhibition spaces. The participant however acknowledges that the organiser reserves the right to alter the layout of the exhibition at any time and in any respect where it becomes expedient to do so.

3.2 Display space will be allocated to exhibitors by the organisers. Requests for location will be taken into account where possible but cannot be guaranteed always.

3.3 Exhibition displays must stay within the allocated floor space at all times.

4. Health & Safety

4.1 It is the responsibility of the exhibitor to ensure that her staff and any supplier/contractor working on his behalf are familiar with and abide by any health and safety regulations in force at the venue of the exhibition. The exhibitor is responsible for the health and safety of his stand during installation, use and dismantling.

4.2 In order to create and maintain a safe environment at all times, all exhibitors and contractors must abide by reasonable instructions from the organisers and/or the venue.

5. Security/Insurance

5.1 The organiser will take reasonable steps to secure the venue. However, each exhibitor is responsible for the security and insurance of their own display and its contents.

6. Breakdown

6.1 No items may be removed or display breakdown commence before the official closing time of the exhibition, except where this has been pre-agreed and must be carried out in such a manner that is not disruptive to other attendees.

6.2 Any exhibitor failing to vacate the venue of his/her stand and all other items by the prescribed times will be held liable to pay any penalties that may be imposed by the venue.

7. Participant identification

7.1 All participants must wear the identification badges issued by the organiser at all times.

8. Stand fittings

8.1 All materials and stand fittings must be non-flammable or impregnated with fire-proofing solution in a way as to comply with all relevant safety requirements.

9. Damage

9.1 Exhibitors shall not cause any damage to the venue and shall make good any such damage at their own expense.

10. Payment terms

10.1 Full payment is due on receipt of invoice from the organiser. Any participant not having made payment by the time of the event will not be allowed to participate. The participant however, acknowledges that sending the participation contract is a demonstration of ability and intent to make full payment. The organiser reserves the right to demand the payment even in events where the participant has not participated.

11. Cancellation

11.1 All cancellations must be submitted in writing to the organisers.

11.2 In the event that a participant wishes to cancel their participation, and where such cancellation is done at least one calendar month (and in the event of sponsors, three calendar months) before the start of the event, the organisers will issue a refund only by way of a credit note for any other AME Trade event, taking place within 18 months of such cancellation.

12. Bankruptcy or liquidation

In the event of participant becoming bankrupt or insolvent or entering into liquidation or having a receiver, administrator, sequestrator or trustee appointed over any of its assets, the organisers shall be at liberty to terminate forthwith the contract with the exhibitor and the terms and conditions relating to cancellation of space set out in clause 11.2 shall apply.

13. Force majeure

13.1 The organisers will not be responsible or liable for loss, damage or delay resulting from acts of war, civil commotion, strikes or lockouts, default or failure of suppliers, government action, intervention, military activity, Act of God, fire, flood or any other circumstances beyond the organiser's control which make it impossible or inadvisable for the event to be held at the time or place provided. If this occurs, the organisers have the right to reschedule the event at an alternate date and site. The participant acknowledges that the organizers have suffered loss as a result of this and hereby waives all claims for damages or compensation. The monies paid to the organizer in connection with the event will remain the property of the organiser.

13.2 It is recommended that exhibitors take out appropriate insurance against cancellation.

14. General

14.1 Each participant shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.

14.2 Passport and visa: The organisers will assist participants with their visa invitation process to attend the event. The organisers are not liable for any damages which are resultant from participants not obtaining their entry clearance due to: decisions made by the country authorities, delay in receiving applications and feedback from these authorities or inaccurate information that is supplied by participants. Should a participant fail to obtain their visa there are still liable for any money owed as part of the event contract.

14.3 The participant acknowledges and agrees that the organisers will not be held liable for any loss or damage incurred by the participant as a result of fault or negligence of the organisers with regards to: the actions or omissions of freight shipment contractors, the theft or loss of equipment or personal effects and any other activities that have been sub-contracted by the organisers.

14.4 Rights of an exhibitor shall not be assignable to any other firm or person and no exhibitor may assign his space, or sublet the whole or any part of the space contracted for.

14.5 Exhibitors shall not obstruct the view of adjoining exhibit nor be exhibition operated in any manner objectionable to other exhibitors. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent exhibits. Phonographs, radios or other sound devices operated in a manner objectionable to the Exhibit committee shall be prohibited, furthermore, any unusual marketing or promotional activities, for example, awards, raffles or any such activities that require other participants to be assembled by the exhibitor's stand at a particular pre-determined time or other activities which run concurrently with the main activities of the organisers have to be pre-approved by the organiser.

14.6 In publishing the event catalogue, the organizer or its agents or employees will not be held responsible any errors or omissions on copy prepared and submitted by the Advertiser or participant

14.7 In the event that a stand share has been pre-approved by the organiser, the participant shall notify the organiser of the name of each stand sharer. The participant shall thereafter be deemed to act as agents in respect of each stand sharer whom shall be bound by the same Rules and Regulations accordingly. In the event that any stand sharer fails and or neglects to comply with these Rules and Regulations or otherwise defaults in its obligations, the participant, as principal shall be liable for all losses, liabilities and costs incurred by the organisers arising from such non-compliance or default.

14.8 Where applicable, participants agree to submit their logos, descriptions and other such marketing materials in such a format and timely manner that has been prescribed by the organisers and will not hold the organisers accountable should there be a default.

14.9 The organiser reserves the right to cancel/change programs, content, speakers or venue at any time. They also reserve the right to make portions of the program registration information available to program sponsors. The organiser will not be held liable for any costs incurred by registrant due to individual registration cancellation.

14.10 Registrant, as an individual person attending an event hereby grants permission to the organisers to use and publish his or her image, likeness, or testimonials collected in connection with the program for advertising and trade purposes in connection with organiser's conferences, instructional, and/or marketing activities. Logos of participation companies will be used only for the purposes of event marketing and promotion and to demonstrate the participant's association with the event.

14.9 Data Protection: The personal information provided by you will be held on the database that may be shared with AME Trade. Sometimes your details may be made available to external companies for marketing purposes. If you do not wish your details do be used for this purpose please write to: Database Admin, AME Trade Limited, Unit 408-409 United House, 39-41 North Road, London UK, N7 9DP or email us at support@ametrade.org