

**The 23rd STANDING CONFERENCE OF EASTERN, CENTRAL AND SOUTHERN
AFRICAN LIBRARY AND INFORMATION ASSOCIATIONS (XXIII SCECSAL
XXIII) EXHIBITION, IMPERIAL RESORT BEACH HOTEL, ENTEBBE- 23rd -26TH
APRIL 2018**

EXHIBITION BOOKING FORM

Please print or write in capital letters.

Name of Company/Organisation:

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Contact Person: Mr./Ms **Designation:**

Address:

.....
.....

City: **Postcode:**

Country: **Tel.:**

E-mail:

TOTAL NUMBER OF STALLS = 50 Stalls

STALL RENTAL RATES	Amount (USD)
Local Exhibitors	400
International Exhibitors	500

Note:

- Spots are allocated on (First come basis)
- CLOSING HOUR is 6.00 pm
- Exhibitors are free to make bookings for more than one stall. Extra charges apply.

ADVERT SPACE IN CONFERENCE PROGRAM BOOK AND DIRECTORY:

Space Location	Half Page	Full Page	Total
Inside Front Cover	-	1,000,000	
Inside Pages	300,000	500,000	
Inside Back Cover	-	800,000	
Back Cover	-	1,000,000	

Both the completed registration form and payment in full must be received by 28th **February 2018**. Payment should be made in favour of: **Uganda Library and Information Association**

I hereby declare that the information given is true, and agree to abide by the General Terms and Conditions as given.

.....
Signature

.....
Company Stamp

.....
Date

Please send the completed registration form and payment in full to the ULIA Secretariat Office at:

Suite 5, 3rd floor, Fountain House, 55 Nkrumah Road P O Box 25412 Kampala, Uganda

Tel.: +256772580287 Office.: E-mail: secretariat@ulia.org.ug

PAYMENT BY BANK TRANSFER:

i) USD Account: Account Number: 9030013550068 Bank Name: Stanbic Bank Ltd. Branch: Metro branch, Jinja road, P. O. Box 7131, Kampala. Swift Code: SBUGKX

ii) UGSH Account: Account Number: 9030013550017 Bank Name: Stanbic Bank Ltd. Branch: Metro branch, Jinja road, P. O. Box 7131, Kampala.

For Official Use ONLY

NO. OF BOOTH(S) BOOKED		REMARKS
Date of Application Received		
Cheque Number/Bank		
Amount		
Received by		
Invoice Number		
Receipt No.		

Please complete the following details and send the profile to the sales office at E-mail: secretariat@ulia.org.ug by 28th February, 2018. Thank you for your kind attention. Your cooperation is greatly appreciated.

EXHIBITOR'S PROFILE (COMPULSORY) (A brief introduction to each exhibitor will be printed in the Conference program book and fair directory).

Please Type or write in Block Letters

Name of Company/Organisation:

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Contact Person: Mr.Ms..... **Designation:**

Address:

.....
.....

City: **Postcode:**

Country: **Tel:**

Mobile: **Fax:**

E-mail:

Website:

Company/Organization Description: (Please write your company/organization description in not more than 100 words)

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NOTE:

Incomplete submission of Exhibitor's Profile may result in your company/organisation being omitted from the book fair directory. The Organizer accepts no responsibility for inaccurate information printed in the directory

GENERAL TERMS AND CONDITIONS

The Organiser of the **Standing Conference of Eastern, Central and Southern African Library and Information Association (SCECSAL XXIII)** is the Uganda Library and Information Association (ULIA). The organiser welcomes participation from both local and international companies and government bodies involved in publishing and other book-related industries, all members of the Uganda Publishers Association (UPA), National Book Trust of Uganda (NABOTU), publishers, booksellers, authors, libraries, archives, information centers, ICTs industry, Mobile service providers among others.

1. STALL**1.1. Rental & Payment**

STALL rental for each category of participants are shown in the Registration Form. Payment should be made in favour of **Uganda Library and Information Association** and sent to the Secretariat office together with the completed registration form.

1.2. Stall Specifications

A standard stall covers an area of 2m by 2m and comprises basic lighting, a table, 2 chairs.

1.3. Stall Allocation

The Organiser shall have the absolute right with regards to the number of stalls allocated to each of the exhibitor. Applications received after 28th February shall be considered after all other exhibitors have received stalls.

Completed forms are to be submitted together with full payment to secure bookings. Registration will be closed once enough applications have been filled up.

1.4. Cancellation

Should the Exhibitor decide to cancel participation or reduce the total number of stalls once the application has been submitted, the following charges will be deducted from the payment made by the Exhibitor and the rest of the total payment will be refunded within 15 days of cancellation to the Exhibitor.

- **Before 15 March 2018: 50% of the total payment will be deducted**

- **After 1 April 2018: 100% of the total payment will be deducted**

1.5. Vacant Stall

The Organiser will repossess and sell any vacant stalls on the first day in the event of cancellation and withdrawal by the Exhibitors. Stall rental and payment in this case will be forfeited by the Organiser.

1.6. Display Set Up and Removal

Setting up time starts from **8.00 am** and must be completed by **7.00 pm** on **22nd April 2018** while removal of exhibits starts from **4.00 pm** and must be completed by **7.00 pm** on **26th April 2018**

2. Opening Hours

The opening hours are as follows:

09.00 am to 5.00 pm

The exhibitors must ensure that their stalls shall remain open during opening hours.

3. Company Name on the Exhibition Stall and Exhibition Directory

Exhibitors' company names as stated in the application will be printed on stall fascias and exhibition guide map. The name that is shown on the stall fascia/decoration and the exhibition directory must be the same. Exhibitors who wish instead to show a brand/publication name or group company name on their stall fascia/decoration and exhibition directory instead of their company name, **MUST** first request and obtain prior approval from the Organiser by providing the relevant documentation, to prove that the exhibitor's company is the brand/publication owner or is appropriately licensed thereby, or is a member of the same group of companies as the exhibitor, at least 3 weeks before the commencement of the Exhibition.

The Organiser reserves the right **NOT** to accept any exhibitors' request if the documents submitted cannot, in the Organiser's absolute discretion, substantiate the brand/publication ownership or licensee/group company relationship. No display of brands/publication names or other company names on stall fascias/decorations is permitted save where the exhibitor has complied with this paragraph, and the Organiser reserves the right to request exhibitors to change their stall fascia/design or amend the stall decoration in case of non-compliance.

4. Sub-Letting

Exhibitors are strictly forbidden to sublet or otherwise share the space to or with any third party. Any exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its space at its own expenses.

An exhibitor may also (i) promote, distribute or display exhibits, printed matters or graphic materials bearing the name of its wholly-owned subsidiary or any third party company having a formal agreement with itself appointing the exhibitor as agent or distributor of that third party company or (ii) allow the employee of such subsidiary or third party company to solicit business for such subsidiary or third party company at its Space. Exhibitors are reminded to obtain prior written permission from the Organiser by applying in writing at least 3 months before the commencement of the Exhibition if exhibitors wish to conduct the said activities for the subsidiary or any such third party company. Exhibitors are required to provide some form of documentation confirming the relationship between the exhibitors and the relevant subsidiary or third party Company when submitting your application.

5. Guidelines for the Conference Exhibits

5.1. Display/Selling Items

Acceptable exhibits should be books, multimedia products relating to literary works and audio-visual publishing (such as educational software, electronic dictionary, audio-visual learning aids, digital publishing, electronic books, music/film recordings, etc) and stationery. At least 60% of the display area of each booth must be occupied by exhibits relating to the relevant product section where the booth is located. Exhibitors can only display/sell books, periodicals or magazines at the racks. All non-books items such as multimedia products, arts & craft, stationery, non-printed learning aids, etc. should be separately located in the relevant product sections.

The following products are prohibited from being at the conference:

- obscene and indecent articles
- Offensive and dangerous articles
- products that are in the Organiser's view irrelevant to the exhibit profile of the conference book fair (e.g. clothing & accessories, food and beverages, household appliances, cosmetics, umbrellas, toys, electronic games, consumer electronic products other than e-book readers or electronic translators and audio equipment)

- products that are in the Organiser's view incompatible with the image of the CONFERENCE

If any exhibitor would like to distribute/sell some souvenirs and gift items in promoting the main exhibits, such products should not exceed 10% of the stall area. The list of souvenirs and gift items should be submitted to the Organiser at least one month prior to the opening of the Fair for approval and may only be exhibited after approval thereof.

Unsuitable Publications

The Exhibitor shall ensure that titles and exhibits prohibited by Ugandan laws are not displayed to the public. The Exhibitor shall indemnify the Organiser against all expenses incurred in the removal of the said exhibits. The exhibitor shall further indemnify the Organiser against all claims for compensation by the aggrieved party.

5.2. Security and Safety

The Organiser shall reserve the right to limit any constructions or demonstrations that pose as potential safety hazards. Inflammable materials are strictly prohibited in the hall.

5.3. Cleanliness

Exhibitors are fully responsible for keeping their stalls clean during the fair. Exhibitors are only allowed to litter the unwanted things/garbage at the garbage disposal area.

5.4. Exhibitor's Pass

Exhibitors must wear the Exhibitor's Pass to enter the venue for the setting up, removal of stalls and exhibition period of the Fair. For general safety, exhibitors should give the passes to their working staff only.

During the exhibition period of the conference, if any exhibit does not meet with the above requirements, the Organiser reserves the right to stop the exhibitor from displaying/showing/selling and/or distributing the relevant products at the Fair. The Organiser also reserves the right to terminate the exhibitor's participation immediately without any compensation.

6. Special Provision

The Organiser reserves the right to amend and make changes when deemed necessary.

7. Disclaimer

The Organiser shall not be liable to any claims for compensation by the Exhibitors in the event the Conference is suspended or cancelled due to floods, fire, power failures, riots or any disruptions beyond the control of the Organiser.

8. Publicity/Promotional Events

- 8.1. If an exhibitor would wish to organise publicity/promotional events within their own stalls which might easily attract crowds, separate written application must be submitted to the Organiser at least 3 weeks prior to the commencement of the conference. Full particulars of the proposed event (including the nature of the event, participants' name and details of the activity, etc.) must be included in the written application. The Organiser reserves the right to turn down the application, or require the exhibitor to change the proposed event and make a fresh application, the proposed event to be carried out is not in line with the image of conferencer, may raise public safety problems (e.g. crowd control issues), or is not suitable to be held during the exhibition period of conference. Where the exhibitor intends to hold in the booth or in the public area any donation campaigns or other events required to be held with a licence, the exhibitor must obtain the necessary licence from the relevant government body prior to exhibition at the conference. The Organiser has the right to turn down any application for events not so licenced. Any such unlicensed events cannot be held at the conference. The Organiser has the right to immediately terminate such event that comes to its attention.
- 8.2. Exhibitors also need to provide sufficient staff to maintain order at the venue. If the publicity/promotional events carried out by an exhibitor attracts a crowd and/or affects traffic of people/order at the venue or the normal operation of other exhibitors nearby, the Organiser has the right to immediately re-locate such publicity/promotional events to an appropriate location or immediately terminate the relevant event. The Organiser reserves the right to, at any time, ban any event undertaken without prior written approval or which contravenes the Terms and Conditions or any terms and conditions imposed by the Organiser from time to time.
- 8.3. Publicity Materials of any Exhibitor may only be distributed from the Exhibitor's own stall. No advertising, demonstration such as mascot, 'sandwich man' or canvassing for business may be carried out anywhere else within the Exhibition Venue. No exhibits or advertising signs shall be placed outside the confines of the Exhibitor's stall or designated areas.

- 8.4. The Exhibitor shall not hang on any promotional materials such as buntings, or otherwise adhere to the fascia boards and the PWTC walls any stickers, posters, hangers or other materials.
- 8.5. Gas-filled balloons shall not be permitted at the Exhibition Venue under any circumstances.
- 8.6. All audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to other Exhibitors or visitors.
- 8.7. Public announcement system (P.A System) is prohibited at all Exhibitors' stall area.
- 8.8. Work of any kind carried out at the Exhibition Venue must conform to the current local laws and regulations in force in Uganda and those specified by the Organiser. This applies to the Exhibitor, its agents, contractors and subcontractors. All of the Exhibitors' staff /workers should have valid identification certificate or valid visa for foreign workers. The Organiser reserves the right to stop any work which contravenes with any of these laws and regulations and the Exhibitor shall have no claim against the Organiser or its agents for any losses or damages relating thereto.

9. Payments

Please instruct your bank to add any bank charges to the total fee paid. Any bank charges incurred that have not been added will be charged to the respective company

If an exhibitor fails to comply with the above rules or the directions of the Organiser, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand for the conference book fair in the following year, or to cancel its entitlement to exhibit in future at the CONFERENCE.

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For ULIA/NOC

Name: **Designation:**

Date: