

# EXHIBITOR FORM

Exhibitor packages: <https://guyanaenergy.gy/exhibitor-packages/>

## 1. Exhibiting Company Details

Name of the Company: \_\_\_\_\_

Geographic Location:  International  Caricom  Local (Guyanese)

Company of Head Office: \_\_\_\_\_

Address of Existing Local Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

Country: \_\_\_\_\_

## 2. Contact Person Details

Name of contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

## 3. Exhibitor Category Details

Exhibitor Category: \_\_\_\_\_

Please refer to the layouts found on our website and Exhibitor Offers attached in to your form for Prices and Booth spaces. Contact us directly at [conference@guyananenergy.gy](mailto:conference@guyananenergy.gy) or [info@guyanaenergy.gy](mailto:info@guyanaenergy.gy) for Booth Space Availability.

Payment Terms:  Credit Card  Cheque  Wire transfer

Comment/Remarks:

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Industry Category: \_\_\_\_\_

Company Profile (Description of product & services in 100 - 150 words)

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#### 4. Details for Delegate Pass

Please fill out only if your booth choice is within the Main Auditorium.

Name of Person: \_\_\_\_\_

Registrant Type: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Designation: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/Town: \_\_\_\_\_

Country: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Please attach a valid form of identification, either National ID, Passport or Driver License.

On behalf of the aboved-named company,  
I, \_\_\_\_\_, hereby confirm our  
agreement to all the terms and conditions in relations to this Exhibitor agreement.

Exhibitor authorized by:

\_\_\_\_\_  
(Signature of person named immediately above)

**Date:**

**Signature of person completing this form:**

\_\_\_\_\_

\_\_\_\_\_

# TERMS & CONDITIONS

The following terms and conditions for exhibitor covers the following parties; the exhibitor and the International Energy Conference and Expo Guyana Inc.

On completion and submission of the completed confirmation form, an invoice will be sent to you; this will serve as a binding contract. By signing the form, the applicant agrees to follow the terms and conditions for exhibitors, including the **covid-19 waiver**.

**Booth space and activities:** All exhibiting spaces must be set up 1 week prior to the opening of the event. Exhibitors are obliged to ensure that the space allocated and their surroundings are kept clean. The exhibitor must reserve appointments with the Secretariat on the construction and/or setup of the identifying exhibiting space. The exhibitor must dismantle the booth and remove all possessions from the exhibiting premise within 4 days after the event has concluded. Any booth space not occupied will be considered a no-show and the space will be forfeited by the exhibitor unless communicated otherwise by the exhibitor's authorized representative. The forfeited space may be resold and used by the Secretariat without obligation for any refund whatsoever, unless arrangements for delayed occupancy have been made. The exhibitor shall not be authorized to share or assign space to any other company without authorization granted from the Secretariat. The exhibitor shall only be allowed to display and distribute advertising material and to address visitors within his own booth space. Activities conducted and operations of the booth shall be carried out in such a way that no nuisance will be caused to the event or to neighbouring booths. In cases to the contrary, the Secretariat shall be authorized to exclude the exhibitor from the event with no refunds.

**Prohibited and Restricted Items Policy:** Exhibitors, booth attendees and any other person present on the premise to conduct business on behalf of the exhibitor are prohibited and restricted from performing the following behaviours near to or within the conference and expo site:

- ◆ Any activity that is considered illegal under applicable laws;
- ◆ Use of profane, vulgar, offensive or derogatory language, pictures or gestures and other possessions;
- ◆ Gambling, stealing or fraudulent activities;
- ◆ Interfering or attempting to interfere and/or damaging any third party or Expo 2023 assets, equipment, vegetation, cultural sites or other areas within the exposition site;
- ◆ Violating security and/or access control measures, including attempting to gain entry to areas that Exhibitors are not granted access to.

- ◆ Displaying any food or beverage stations
- ◆ Hosting an event for exhibitors and/or conference delegates without notifying the Secretariat and the Guyana Police Force.
- ◆ Restricting or blocking view and access to another exhibiting space;
- ◆ Restricting or blocking areas that compromise safety, including stairs, steps, passages, accessible areas or exits.
- ◆ Use of any device for the purpose of gaining attention, including loud speakers or broadcasting devices not approved by the Secretariat.
- ◆ Acting or engaging in actions or activities that could cause harm to children, members of the public, booth attendees and animals.
- ◆ Conducting public surveys or opinion polls, soliciting money, unauthorised reporting, collecting donations or subscriptions from members of the public in any areas near or within the Exposition Site including the parking areas;
- ◆ Taking photos, videos or recording of person(s) without their consent or otherwise in accordance with applicable law

### **Unforeseen circumstances / Force Majeure Event**

The IECEG will not be liable or responsible for any failure to perform or delay in performance of, any of IECEG obligations under a Contract that is caused any act, event, non-happening, omission or accident beyond our reasonable control. This includes, strikes, lock-outs, and any industrial action trikes, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war; fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster; impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport; impossibility of the use of public or private telecommunications networks; and/or the acts, decrees, legislation, regulations or restrictions of any government. IECEG's performance under any Contract is deemed to be suspended for the period that the Force Majeure Event continues, and IECEG will have an extension of time for performance for the duration of that period. IECEG will use reasonable endeavours to bring the Force Majeure Event to a close or to find a solution by which its obligations under the Contract may be performed despite the Force Majeure Event.

**Payments** are to be made in accordance with the IECEG Banking Information document which will be issued to exhibitors along with the invoice. Please note that due to foreign exchange rate

fluctuations, the equivalent value of the GY\$ to US\$ amounts is subject to change, based on the existing exchange rates.

## Liability

The IECEG and service providers will not be liable for any indirect, incidental, special, exemplary or consequential damages, however caused, under theory of liability, whether in contract, strict liability or tort (including negligence or otherwise) arising in connection with or out of access to or use of the platform or any content or services, even if IECEG and its service providers have been advised of the possibility of such damages.

**Cancellation policy:** If an exhibitor cancels or changes the exhibiting category after an application has been accepted by the Conference Secretariat, they must immediately inform the Secretariat in writing and shall become liable for the following cancellation/reduction charges:

- ◆ 25% of the total value if the cancellation is made on/before December 31st, 2022.
- ◆ 50% of the total value if the cancellation is made after January 14th, 2023.
- ◆ 100% of the total value if the cancellation is made after February 1st, 2023.

Please note that costs would have already been incurred by the dates above and must be covered by these fees. Exhibitors are responsible for cancelling any other reservations, such as hotel or airline reservations, made in connection with the event. The Secretariat reserves the right to resell any booth cancelled by the exhibitor.

The Secretariat maintains all intellectual property and marketing rights regarding the exhibition, including websites, logos, company names etc. No other than the Secretariat is legally allowed to make commercial use hereof unless consent is given by Secretariat.

The Terms and Conditions are subject to the Government of Guyana law. Any dispute arising in connection with The Terms and Conditions, including disputes concerning the Terms and Conditions' existence or validity shall be settled by the courts in Guyana.

**CONTACT:** If you have any questions or concerns about this Privacy Policy or about the use of your personal information, please feel free to contact us by email at [conference@guyanaenergy.gy](mailto:conference@guyanaenergy.gy)

Company name:

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Name in Block Letters

Signature:

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On website/app

Please note: Upon submission of the completed confirmation form, please attach a business synopsis (less than 100 words), high-resolution logo of the business and a link to the business' website or social media pages. It is our intention to use this material for the purpose of our website and the expo's virtual layout.