



13th Congress on Public Health

Guidelines for the Organization of Exhibition

23–27 April 2012, Millennium Hall, Addis Ababa

1. Introduction

The World Congress on public Health has been taking place since 1975 where it took place in Bonn, Germany. Twelve congresses have taken place so far and it is the second time that it is taking place in Africa. The first was 1997 in Arusha, Tanzania. The 13th World Congress on Public Health is expected to provide opportunities to the global public health community including service providers, trainers, educators, researchers, academicians and scientists to get together and deliberate on important and defining issues. It will also serve as a platform for public health professionals to share their knowledge and experiences and re-enforce their commitment to jointly forge ahead with national, regional and international players and help nations take the last sprint towards achieving the MDGs and sustaining them thereafter. More than 3000 participants from different disciplines in the medical field are expected to participate on the congress.

It is co-organized by the Ethiopian Public Health Association (EPHA) and the World Federation of Public Health Associations (WFPHA). EPHA is an association of public health professionals of varying categories and levels of training. EPHA members are distributed all over the country occupying positions at different levels of health care and management from district health offices and health facilities to the level of a minister. EPHA members are also in private, government and non-government organizations. EPHA is among the strongest professional associations in Ethiopia with a current membership of over 4100.

EPHA has its head quarter in Addis Ababa, Ethiopia, and 18 active chapters in different regions of the country. The WFPHA, as a broad based organization of public health professionals, can play important roles in bringing innovative approaches to achieve global equity in health. The Ethiopian Public Health Association is proud to be a partner in organizing and hosting this historic and important World Congress that aims at contributing to the realization of equitable global health for all.

2. The 13th World Congress on Public Health Exhibition

2.1 General Objective

The major objective of the 13th World Congress on Public Health exhibition is to promote public health among national and international stakeholders including the general public. The specific objectives are the following:

2.2 Specific objectives

- I. Boost public and private sector companies' image and improve public awareness
- II. To enable public and private companies promote their company and create demand for their products and services
- III. Improve companies marketing network
- IV. Exchange ideas, opinions & information with all associated to the field
- V. Create direct contact with trade associations, trade promotions, institutions, ministries, authorities, agencies, etc.
- VI. Make direct contact with potential clients at national, regional and global levels
- VII. Maximize return on investment and services

3. Exhibitors Kit

As done in all exhibitions, all exhibitors will get personalized attention and services from the organizer in every aspect regarding the congress. They are in fact illegible to receive the following services:

- Exhibitors name badge
- Invitation cards for your targeted visitors
- Exhibition entry passes for your targeted visitors
- Free copy of the exhibition catalogue
- Access for the e-copy of the Congress Program
- Exhibitor car parking
- Congress report

4. Visitors

The following are expected to be visitors of the congress exhibition.

1. International participants of the congress from all over the world.
2. National participants from public and private sector institutions.
3. Government officials from different Ministries, Agencies, Authorities, and Bureaus
4. Regional Health Bureau Officials
5. Hospital CEOs, Medical Directors and Managers
6. Hospital and Clinic Owners
7. Physicians and Dentists
8. Health Officers
9. Health Extension Workers
10. VIPs that include the following:
 - Trade representative offices delegates
 - Directors of associations in the health system

- Owners and managers of medical and pharmaceutical factories
- All investors in the health sector
- Different chamber of commerce board members
- Ambassadors and counselors
- Banks and insurance managers

5. Venue

The Millennium Hall in Addis Ababa, Ethiopia contains an exhibition area of more than 1000 m² space. Millennium Hall is located about 800 m away from Bole International Airport. The center provides complete exhibition facilities.

6. Exhibition Participation Terms and Conditions

6.1 Eligibility

The organizers reserve the right to accept or refuse any application without disclosing to the exhibitor any reasons thereof.

All Exhibitors must be legally registered companies carrying on business either in Ethiopia or any other country of origin in accordance with applicable laws.

The space is licensed strictly to the exhibitor for public health related trade and services promotion for the duration of the Congress.

6.2 Space allocation

The organizer has the sole and absolute discretion in allotting space for stands and determining the location of such stands. All decisions to such effect shall be final and no request for change will be entertained.

Any exhibitor who wishes to use a name on its stand which is different to that submitted on its application form must submit notice of this change to the organizer

at least seven days prior to the commencement of the exhibition. The exhibitor's license to exhibit at the exhibition and to use, on a non-exclusive basis, the space of stand licensed to the exhibitor is personal to the exhibitor and shall not be transferred, assigned, sub-contracted, sub-let or otherwise howsoever shared with any third party. Any exhibitor who is found by the organizer in its absolute opinion to have transferred, assigned, sub-contracted, sub-let or otherwise howsoever shared its space or stand with a third party, will be obliged to immediately withdraw from the exhibition, dismantle its stand and remove its exhibits at its own expense.

6.3 Stand Construction

Work of any kind carried out at the exhibition venue must conform to the current local laws and regulations in force and those specified by the organizer. This applies to the exhibitor, its agents, contractors and subcontractors. The organizer 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 organizer or its agents for any losses or damages relating thereto.

6.4 Exhibits

Exhibitors are entitled to promote exhibits according to the public health laws of Ethiopia. Unauthorized exhibits will be taken away at the exhibitor's risk and the organizer will not be liable for any case related with this issue.

6.5 Disclaimer

The organizer has the sole and absolute discretion in relation to the admission of visitors to the exhibition (including but not limited to determining any admission requirements or procedures). The exhibitor acknowledges that the organizer has given no commitment or guarantee as regards the number of visitors to the exhibition and

the results of the exhibition and agrees that it has no claim against the organizer or its agents or representatives in this connection.

6.6 Governing Law

This guideline, the contract, the terms and conditions shall be governed by, construed under and in accordance with the laws of Ethiopia.

Any difference or dispute shall be resolved and settled amicably among the parties hereto. Where amicable settlement shall not be possible, the parties hereto agree that all disputes in connection with this guideline, contract or terms and conditions shall be finally settled under the provision of the Ethiopian laws.

Exhibitor Contract Form

Organization/Company Name: _____

Business Field: _____

Person in Charge; Position: _____

First Name: _____ Last name: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Product(s) and/or service(s) _____

TERMS AND CONDITIONS FOR EXHIBITORS

These contract conditions, rules and regulations are part of the 2012 Booth Application and are binding for all participating companies/organizations. Accordingly, all participants should read these rules carefully before signing the application. Please sign and submit this page, along with your completed Booth Application for processing.

1. Definitions

Unless and otherwise expressly stated, the words and expressions in these terms and conditions and in The Agreement between the organizer and exhibitor hereof shall have the meaning assigned to each of them:

“Organizer” means the Ethiopian Public Health Association (EPHA)

“Exhibitor” means the person, company, firm or organization which has entered into the agreement and which the organizer granted space and shall include all employees and/or agents of such Exhibitor.

2. Application for booth space and assignment

Application for a booth must be made on the official Booth Application Form and submitted to the Organizer until 15 March 2012. Applications received after the deadline expired might still be accepted in the event of free exhibiting space.

The application will constitute the Exhibitor’s commitment of participation and acceptance of these Terms and Conditions. The Application Form has to be signed by an appropriate and authorized representative of the exhibiting company/organization.

The application shall not be deemed to be accepted until approved in writing by the Organizer. Application will be served on a “first-come-first-served” basis.

The Organizer reserves the right to modify booth assignments and the floor plan if in the best interest of the exhibitor.

3. Contract

This agreement being a contract by and between the Organizer and the Exhibitor comes into force upon receipt of payment by the Exhibitor and acknowledgement of receipt by the Organizer.

4. Payment

Booth fees as set out in the Booth Application Form must be paid in full within 15 days of receipt of approval and invoice unless otherwise agreed in writing by the Organizer.

The payment has to be effected in the ways indicated in the Booth Application Form. Payment has to be done in favor of the Ethiopian Public Health Association (EPHA) or the World Federation of Public Health Association (WFPHA) for international participants.

In the event the Exhibitor fails to meet such payment obligations (whether as to the amount or to the date of payment), the Organizer reserves the right to cancel the Exhibitor’s reservation and to resell or reallocate the booth space allocated to the Exhibitor. In such a case the provision of paragraph 7 below relating to cancellation charges shall apply. All invoices relative to the rental of the booth additional furniture or services linked to the Fair will be exclusively sent to the invoicing address mentioned on the Official Fair Application Form.

5. Cancellation by the Exhibitor

Neither the Organizer nor its employees, managers or agents shall have any liability to the Exhibitor in case the Fair is cancelled, postponed or relocated due to circumstances outside the Organizer’s control including but not limited to war, fire, storm, explosion, national emergency, labour dispute, strike, lock-out, force majeure, embargo, civil unrest, legal proceedings or government regulations that make it impossible or impractical for the Organizer in its absolute discretion to hold the Fair. In such case the Organizer shall in no way whatsoever be liable to the Exhibitor other than to return, without interest, such sums as have been paid in connection with the show less a proportionate share of the Fair costs incurred.

6. Cancellation by the Exhibitor

Any applicant who cancels his booth must formally notify the Organizer by email. If the cancellation is notified before or on 31 January 2012 no cancellation fee will be applied by the Organizer. If it is notified after 31 January 2012 and before or on 1st April 2012, a cancellation fee of 75% of total charge will be applied. There will be no refund for space cancelled after this date.

The Organizer shall have the absolute discretion to reallocate or resell the cancelled booth. The Exhibitor hereby acknowledges that the above charges represent a reasonable compensation for the costs incurred as a result of the Exhibitor's cancellation and that they do not represent a penalty.

7. Rental of a booth and its use

Rental includes the following equipment: 3 side panels, 1 counter and 1 chair. The Organizer commits to rent the booth and the furniture for the period and at the conditions stipulated in these Terms and Conditions.

No nails, screws or other fixtures to post promotional material may be used on any part of pavilions. No part of the Exhibition building be damaged or disfigured in any way.

Gangways have to be kept free of equipment and display material at all times. Should any damage occur, the Exhibitor responsible shall be liable for reparation charges incurred. Parking vehicles in entrances and gangways is prohibited.

8. Occupation of a booth

The Exhibitor may enter the Fair area for the purpose of erecting and preparing his booth and exhibits as follows: On Sunday, 22 April from 16:00-18:00 or Monday, 23 April from 07:45-08:45. All booths must be complete and ready for the Fair opening by Monday, 23 April 2012 at 09:00. In case an Exhibitor fails to take possession of his allocated booth, the charges for such allocated booth will nevertheless remain due to the Organizer.

The Organizer shall have the right to refuse the Exhibitor to occupy or use the booth until payments have been made. The exhibition will be open from 08:45-17:30. Booths must be open for viewing and staffed during these hours. The Exhibitors shall remove from the Exhibition area all exhibits, displays, booth fittings, materials and other things brought to the exhibition area by the Exhibitor on Friday, 27 April 2012 between 14:00-16:30. Removal of exhibit may not commence until this time.

After the installation of a display, all empty shipping crates and/or other containers must be labeled, removed and stored outside of the Fair area. All movement of and fixture to the booth panels the Organizer hired from the Millennium Hall Administration must be carried out by its own staff. After the closure of the exhibition, Exhibitors shall return the booths and their respective furniture in the same condition as they received them, except for normal wear and tear. In case of damages the Organizer reserves the right to proceed to all necessary repairs and bill the occupant of the damaged booth.

9. Peripheral Security

Peripheral Security will be provided by the Millennium Hall from the start of move-in to the completion of move out; however neither the Millennium Hall Administration, nor the Organizer will accept any liability for loss or damage to the Exhibitor's booth or material. All property of the Exhibitor is understood to remain under the Exhibitor's custody and control, in transit to and from or within the confines of the Exhibition Hall.

10. Authorized Representatives

Each Exhibitor shall provide the Organizer in advance the name of person(s) who will be in attendance at the display and are authorized to act on behalf of the Exhibitor.

11. Movement – Shipment of Exhibits

The arrangement and payment for transporting goods to and from its exhibition booth, custom clearance, receiving, decorating, storing and removing its exhibits are entirely the responsibility of the Exhibitor. In case of failure to do so, the Exhibitor agrees to pay for the additional incurred costs.

12. Storage

There is no provision for storing material at the fair venue prior to the fair. Exhibitors are strongly encouraged to make the necessary arrangements with their forwarding agent or with a storage handling company.

13. Contractor Services

The Organizer can recommend contractor to perform services like shipping, storage and delivery, furniture rental and audio-visual services as a complementary service. The Organizer assumes no responsibility or liability for any of the services performed or materials delivered by such contractors.

14. Third Party's rights

The Exhibitor warrants that the exhibits do not in any way whatsoever violate or infringe any third party's rights including trade mark, copyrights, designs, names and patents whether registered or otherwise, and agree to fully indemnify the Organizer and its agents and contractors against all costs, expenses and damages arising from any third party's claim for infringement.

15. Fire regulations

All materials used for building, decorating or covering booths or displays must be of non-flammable material. The exhibitor must comply with all instructions given by the relevant authorities to avoid the risk of fire or any other risk.

16. Insurance

The Exhibitor shall carry out its own insurance; the Organizer assumes no responsibility for the safety of the properties of the Exhibitor, its officers, agents, employees or visitors from thefts, damages by fire, accident or any other cause whatsoever. The Exhibitor shall adequately insure all exhibits or any other property brought to the premise of the Fair.

The Organizer will not accept responsibility for injury to persons; the Exhibitor is advised to carry appropriate insurance to cover injury to persons and property of others.

17. Bankruptcy or liquidation

In the event of an Exhibitor becoming bankrupt or entering into liquidation other than for the purpose of reconstruction or amalgamation, or having a receiver appointed, the Organizer shall be at liberty to terminate forthwith the contract with such an Exhibitor, and all sums paid by the Exhibitor under the contract shall be forfeited.

18. Savings clause

All matters not addressed in these Terms and Conditions shall be subject to the sole discretion of the Organizer.

19. Liability

Information given by the Organizer about the Fair is accurate to the best of its knowledge but does not constitute any warranty or representation by the Organizer and therefore any mistake or omission will not entitle the Exhibitor to cancel his booth booking.

20. Compliance with regulations

The Exhibitor shall abide by the rules and regulation of the fair venue which are deemed to be integral parts of and incorporated into these Terms and Conditions. In the event of conflict between the provisions of such rules and regulations and these Terms and Conditions, these Terms and Conditions shall prevail.

21. Additional rules and regulations

These Terms and Conditions contain the entire agreement between the Organizer and the Exhibitor and may not be changed orally, but only in writing signed by a duly authorized representative of both, the Exhibitor and the Organizer. An Exhibitor's terms and Conditions of purchase or other terms and conditions shall not apply to this order.

This Contract serves as an agreement between the Ethiopian Public Health Association (EPHA) and the Exhibitor identified below for the purpose of securing a defined Exhibitor position. The booth's size and costs of exhibiting are defined in the Booth Application Form. This document, along with the enclosed

application, when countersigned by EPHA's Officials, will serve as a valid booking order for determining priority placement.

This contract is non-cancelable. Any revisions or modifications must be agreed to by both parties in writing. This contract represents the entire understanding and agreement of the parties and shall be governed by and constructed in accordance with Ethiopian law and the parties hereby irrevocably submit to the jurisdiction of the Ethiopian courts.

Any person executing this agreement represents that (s) he is fully authorized to do so and agrees to be bound to all terms and conditions by signing below:

For the Exhibitor

For the Organizer (EPHA)

Authorized Signature

Authorized signature

Place and Date

Place and Date