



The Lagos Chamber Of Commerce & Industry

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2018 INFORMATION COMMUNICATION TECHNOLOGY & TELECOMMUNICATION EXPO (ICTEL) APPLICATION FOR EXHIBITION (Booth Booking)

1. DETAILS

Full Name of Company:.....

Address:

Telephone:.....Email Address:

Products to be Exhibited (Be Specific):.....

Contact:

Position:.....Telephone:.....

Email Address:

COST OF BOOTH

- Premium Space ₦100,000 per square metre
- Basic Space ₦80,000 per square metre

Payment is inclusive of:

- Full page advert in the brochure (Premium Space Only)
- Listing in the Brochure
- Name Fascia on the Booth
- A table, two chairs and a socket

Note: (1) The minimum Space for the Exhibition will be 4m²
(2) Multiples of 2 m² thereafter.
(3) Maximum of 8m²

2. CONTRACT FOR SPACE

I/We hereby apply for: m² to be allocated to our organization at a Total Cost of ₦..... I/We read and accept the TERMS AND CONDITIONS FOR PARTICIPATION in the ICTEL EXPO 2018 and hereby enclose our cheque/bank draft for the sum of ₦..... being full payment for space(s).

Our payment and signature to this document and others is a confirmation of our acceptance.

Date.....Signature.....

For and on behalf of:

There will be no space allocation without full payment.

NOTE: This form will not be processed without completing items 1 to 3 above.
This form is downloadable and can be filled online on The Expo website: www.ictelexpo.com. Payment can also be made online through our website.

TERMS AND CONDITIONS

1. INTERPRETATION

Unless otherwise provided, the terms

- a) "The Organisers" means The Lagos Chamber of Commerce and Industry (LCCI).
- b) "LCCI" means The Lagos Chamber of Commerce and Industry.
- c) "The Trade Promotion Board (TPB)" means The Board set up by the LCCI for the planning and management of its Exhibitions and Exhibitors.
- d) "Exhibitor" means any company, partnership, firm, government, or individual to whom space is allocated for exhibiting products/goods, or services at the Expo including its employees, servants and agents.
- e) "The Contract" means the Agreement entered into between the Organisers and the Exhibitor for the allocation of exhibition Space/Stand/Pavilion to the Exhibitor on the Exhibition grounds.
- f) "The Exhibition Space/Stand/Pavilion" means the space stand or pavilion of stated dimensions/size allocated to each Exhibitor.
- g) "ICTEL" or "EXPO" means the National, Regional, Specialized and International ICT and Telecommunications Exhibition organized by the Trade Promotion Board of the Lagos Chamber of Commerce and Industry.
- h) "The Exhibition Grounds" means the place on which the EXPO is holding.
- i) "The Exhibits" means the legal products, goods, materials and/or services displayed or mounted by each Exhibitor for either sale or viewing or for patronage.
- j) "Marketing Agents" means accredited Agents for marketing purposes only as independent operatives who should conform with the laid down contractual conditions and terms including those in this document.
- k) "Participant" means exhibitors, visitors, Organisers, invited guests, Exhibition officials and anyone lawfully holding the Organisers' official I.D. Card.

2. APPLICATION FOR PARTICIPATION

- a) The Organisers shall only allocate space to exhibitors who have made full and complete payment for space booked as at the commencement of space allocation. Any space reservation booking made without necessary financial back-up will not be allocated.
- b) All applications for space for participation at the Exhibition shall be made on the prescribed Application Form issued by the Organisers or as shown on the Organisers' website.
- c) The completed Application Form shall be submitted together with full payment to the Organisers to qualify for allocation. Online payment and submission of application form are also allowed. Please visit our website:-www.icteleexpo.com
- d) On signature by the appropriate parties and compliance with terms stated on the application form, the document becomes a binding contract between the parties.
- e) The Exhibitor shall not assign the contract to third parties without the express consent in writing of the Organisers.
- f) All Exhibitors shall be registered and given an EXHIBITION PERSONAL IDENTIFICATION TAG and/or I.D. Card.

3. ALLOCATION OF EXHIBITION SPACE

- a) The Organiser shall allocate space to each Exhibitor in accordance with the Organiser's sectoral classification of products/materials/services. The organiser reserves the right

to allocate and re-allocate available space, size on the exhibition-grounds entirely at the Organiser's own discretion. Unilateral changing of allocated space or reallocation of space by Exhibitors is not allowed. If this is done, the Organisers shall penalize such an Exhibitor.

- b) The Organiser reserve the right to change the allocation of any Exhibitor without being liable for damages or compensation if circumstances call for such changes and/or if the Exhibitor fails to take possession of his space/stand within the prescribed period.
- c) Exhibitors must strictly adhere to the standard module of space booking of 4m² minimum and subsequent additions of 2m² during payment. Bookings not in this module shall not be allowed.
- d) Exhibitors must ensure that original receipt of payment for space is always available in their pavilion and should be produced when demanded by the Organisers' Monitoring Team.

4. USE OF EXHIBITION SPACE

- a) Exhibitors shall exhibit only the particular products goods or materials or product group or type stated on their Application Form already approved by the Organisers.
- b) Products, goods or materials which offend the local culture, religions or standard public decency shall not be exhibited.
- c) Exhibitors must man their stands with competent personnel at all times during the duration of the Exhibition.
- d) Exhibition of goods on walkways and corridors is strictly prohibited.
- e) Exhibitors shall not sublet the space / stand allocated to them to any third party either wholly or in part without the written consent of the Organisers.

5. DAMAGE / DEFAACEMENT TO THE EXHIBITION COMPLEX STRUCTURES / HALLS / PROPERTIES

Exhibitors shall be liable for any damage to any structure including the halls, buildings and stands and shall not paint or otherwise deface or alter or affix anything to the floors, ceilings, pillars or walls without the prior written consent of the Organisers.

6. DISPOSAL OF PACKAGING MATERIALS

Exhibitors shall have the responsibility of disposing packaging materials in such a way and manner as shall not constitute nuisance or obstruct the free movement of persons and traffic or disfigure or endanger the environment.

7. HAZARDOUS MATERIALS

Exhibitors shall not keep in or on their stands or pavilions or any part of the Exhibition Ground chemicals or materials of toxic or hazardous nature.

8. ANTI-SOCIAL BEHAVIOUR

Exhibitors shall not engage in and shall not allow any part of their stands, pavilions or space allocated to them to be used for gambling, drinking, drug trafficking, wrestling, boxing, dancing or any other anti-social behavior. The Organisers' consideration must be sought and formal approval obtained in writing for proposed activities on the exhibition grounds which may offend the Exhibition Organisers and/or other exhibitors or visitors.

9. NOISE POLLUTION

It is the belief of the Organisers that noise pollution can be dangerous or offensive to both exhibitors and visitors alike. Use of public address system and music gadgets shall not be allowed.

10. DISMANTLING OF STANDS

Exhibitors shall vacate their allocated space not later than three (3) hours after the closing of the Expo. Failing to do so will impel the organisers to evacuate such goods. The goods will only be released after the owner has paid the cost of the evacuation to the organisers.

11. METHOD OF PAYMENT

a) All payments due to the Organisers for the allocation of space and other charges shall be paid in full by Bank Cheque or Bank Certified Drafts made payable to the Lagos Chamber of Commerce and Industry (LCCI) or into Naira Account Bank Details Below:

Bank -First Bank Nigeria Plc
Account Number-2007760202

Or

Bank - Stanbic IBTC Bank
Account Number: 0012376084

- b) Online payments can be made on the Expo's website: www.ictelexpo.com
- c) Payments by Nigerian Exhibitors (Companies registered in Nigeria) or its accredited agents shall be made in Naira.
- d) Payments by all Foreign Exhibitors shall be made in US Dollars.
- e) Each Exhibitor shall pay the total cost of the space allocated to it immediately on advice.
- f) All invoices issued to Exhibitors must be settled immediately on receipt by such Exhibitor.
- g) Exhibitors are advised to fill in the company's details when transfer in being made into our account and we strongly advice you notify the organizer once payment is made.

12. BREACH OF CONTRACT BY EXHIBITOR

- a) In the event of default or failure on the part of the Exhibitor in observing or performing any of the provisions of the Contract or of the Terms and Conditions of this Prospectus, the Organisers shall have the right to terminate the Contract forthwith by notice in writing to such defaulting Exhibitor.
- b) In the event of such termination mentioned in (a) above all rentals paid by the defaulting Exhibitor shall be forfeited to the Organisers.
- c) The Exhibitor shall indemnify the Organisers against all cost, losses, damage or expenses (including any consequential loss or damage) incurred as a result of such failure or default.

13. WITHDRAWAL BY EXHIBITOR

Without prejudice to the rights and remedies of the Organisers in respect of any breach of Contract on the part of any Exhibitor, the Organisers may, at their discretion, allow such Exhibitor to withdraw from participation subject to the following conditions:

- a) The Exhibitor shall give to the Organisers written notice of his desire to withdraw from participation at the Expo.

- b) If the said withdrawal is accepted, the Organisers shall convey their acceptance in writing to the affected Exhibitor.
- c) Such notification of acceptance of withdrawal by the Organisers shall constitute the termination of the contractual relationship between the parties and furthermore the Exhibitor would be required to pay a penalty for such termination.
- d) The amount of such penalty shall be stated in the Organisers notification in (c) above and such amount shall be that proportion of the stand rental refundable as specified below:

Date of Receipt of Notice of Withdrawal Proportion of Payment Refundable

- (i) On or Before 31st June 2018 90%
- (ii) Between 1st -15th July 2018..... 50%
- (iii) After 15th July 2018..... Nil

14. CHANGE OF VENUE

- a) The Organisers reserve the right to change the venue and duration of the Expo if exceptional circumstances so demand and on due notification to the Exhibitors.
- b) In the event of such change as stated in (a) above all contracts and/or other Agreements for participation shall remain in force and the Exhibitors shall not be entitled to any claim for damages or compensation for such change.

15. ACCREDITED SERVICE PROVIDERS

Only accredited service providers will be allowed to operate within the Expo arena before, during and after the Expo. These services include but not limited to provision and supply of furniture, exhibition accessories, etc.

16. CANCELLATION/POSTPONEMENT OF THE EXPO

- a) The Organisers shall not be liable for any loss or damage sustained by any Exhibitor, Participant or Contractor or any other persons for the cancellation or postponement of the Expo or the reduction of the advertised duration of the Expo as a result of:
 - i. Force majeure
 - ii. Acts of war, military activity, political /civil unrest, disturbances or riots.
 - iii. Legislation by Federal, State, or Local Government Authority.
 - iv. Fire, flood, tempest, excessively inclement weather, storms, earthquake.
 - v. Damage caused by an aerial object or aircraft.
 - vi. Strikes or lockouts by workmen.
- b) In the event of the cancellation or postponement of the Expo as a result of any or combination of the events stated above payments made by Exhibitors maybe refunded by the Organisers subject to necessary deductions to cover processing and administrative costs and expenses incurred by the Organisers.

17. CONSTRUCTION OF STANDS BY EXHIBITORS

- a) On payment of appropriate fees, the Exhibitors shall be allocated space/stand. Each stand will be constructed/installed by the Organisers. Each stand will have the appropriate accessories like, tables and chairs, name fascia and socket
- b) Subject to approval, Exhibitors may be granted permission to do additional construction work on the stands and/or set up their stands themselves provided they follow laid down procedures and designs as communicated from time to time

by the Organisers. Before commencing on such construction the Exhibitor must have a confirmed space allocation and must also submit the drawings for the proposed construction for necessary approval in writing by the Organisers or their designated agents.

- c) The Exhibitors shall be liable for any damage caused to neighbors or other Exhibitors, or the common property of visitors by such Exhibitor or their servants or agents during such construction.
- e) Any Exhibitor whose constructed stand extends beyond the space paid for and approved shall be liable to pay as penalty an amount equal to double the cost of such additional space. Contravention notice and debit notes shall be served to such organization. Upon service of contravention notice and debit notes for such surcharge, contravening party would be expected to pay within a period of 12 hours.

18. MOVEMENT OF EXHIBITS

- a) Exhibitors shall be responsible for the cost of transporting their Exhibits to the Exhibition ground and shall also be responsible for the cost of dismantling and removing them at the conclusion of the Expo.
- b) The removal of Exhibits/goods from the Exhibition arena and the dismantling of stands shall not be allowed – especially hours before the closing ceremony - on the day of the closing ceremony of the Expo.
- c) The Exhibitors shall remove all Exhibits/goods from the Exhibition arena three (3) hours after the closing ceremony on the day of the conclusion of the Exhibition.

19. SECURITY

- a) All reasonable security precautions shall be taken by the Organisers during the duration of the Exhibition for the safety and protection of Exhibitors and Visitors to the Exhibition.
- b) Exhibitors shall however be responsible for the security of their stands exhibits and goods and the Organisers shall not be held liable for any loss, or theft or damage to such Exhibits/goods before, during, or after the Exhibition.
- c) Any security breach should be reported to the Organisers.

20. FIRE REGULATIONS

- a) Materials used in stand, display and construction must be properly fire-proofed in accordance with local regulations.
- b) All Exhibitors shall be required to raise an alarm or alert the organizer in case of any spark in their stand.

21. INSURANCE

All Exhibitors shall maintain appropriate insurance policy to cover their property, personnel, products, goods and equipment and shall indemnify the Organisers against all costs, claims, demands and expenses to which they may be subject as a result of any loss or damage, claims, or injury occurring or arising to any persons, equipment, goods or structures however caused during the duration of the Exhibition.

22. PROHIBITED AND UNDESIRABLE EXHIBITS

- a) The Organisers absolutely prohibit the display or sale of the under listed items during the Expo:
 - i. Explosives and inflammable materials.
 - ii. Firearms and ammunitions
 - iii. Radioactive products and materials
 - iv. Wildlife and dangerous animals.
 - v. Pornographic or offensive materials.

- b) The Organisers may disallow any demonstration or display by any Exhibitor of any equipment or material, which in their opinion may cause offence.

28. SUPPLEMENTARY CLAUSES

The Organisers reserve the right as and when necessary to issue supplementary regulations in addition to those in the Contract made between the Exhibitors and the Organisers as well as Terms and Conditions for participation.

29. DISPUTES/DIFFERENCES AND INTERPRETATIONS

Any dispute, difference, or question which may arise between the Organisers and any Exhibitor touching upon the true construction of the Contract made between the parties and or these Terms and Conditions for Participation or the rights and liabilities of the parties shall be decided by the Trade Promotion Board of the Lagos Chamber of Commerce and Industry, the planners and managers of the Exhibition, and such decision shall be final. Similarly, for the purpose of interpretation of the foregoing Terms and Conditions/Individual clauses contained therein, the Organisers' interpretation shall be final.

**HOW TO BECOME A MEMBER OF
THE LAGOS CHAMBER OF COMMERCE AND INDUSTRY**

ICTEL Expo 2018 is organized by the Lagos Chamber of Commerce and Industry. Established in 1888, the LCCI is the premier chamber of commerce in Sub-Sahara Africa. With its linkages with national and international networks and partners, LCCI provides a breadth of expertise and experience rarely found in a single organization. LCCI's flagship programme, the annual Lagos International Trade Fair attracts hundreds of thousands of visitors and, exhibitors from six continents.

PROCEDURE FOR REGISTRATION AS A MEMBER OF THE LCCI

- a. The company must be duly incorporated to carry out business in Nigeria.
- b. The company must have a registered office in Lagos or its environs.
- c. Pick up an application form at our Victoria Island Office or online at www.lagoschamber.com. For application to be valid, prospective members should either be sponsored by two financial members of LCCI or present two reference letters from their Bankers, and/ or Legal Practitioners (Notary Public).
- d. Particulars of Payment are as follows:

ANNUAL SUBSCRIPTION:

Category	Turnover	Subscription Payable
A	Above N1 billion	N150,000
B	N100 million - N1billion	N100,000
C	N25 million - N100 million	N50,000
D	Below N25 million	N20,000

ENTRANCE FEES:

Category	Rates
A	N75,000
B	N50,000
C	N30,000
D	N20,000

DEVELOPMENT LEVY PAYABLE

Category	Rate
A	N140,000

B	N70,000
C	N30,000
D	N25,000

TOTAL AMOUNT PAYABLE AT APPLICATION

Category	Total
A	N365,000
B	N220,000
C	N110,000
D	N65,000

- e. A certified **Bank Cheque** for the Entrance, Subscription and Development Fees payable on application should accompany the completed Application Form. The Bank Cheque should be drawn in favour of the **Lagos Chamber of Commerce and Industry**. Payment made would be refunded if application is unsuccessful.
- f. Completed Application Form together with the Bank cheque for payment and the Company's **Certificate of Incorporation/Registration** should be returned to the **Director-General** Lagos Chamber of Commerce and Industry, Commerce House 1, Idowu Taylor Street, Victoria Island, P.O. Box 109, Lagos.

WHAT MEMBERS STAND TO GAIN

Member of the LCCI have access to business opportunities and networking with 80% of the Lagos business community who are members of the LCCI. The benefits of being a member include:

Increase in Sales Opportunities through:

Increased Network and Contacts,
 Member referral service,
 LCCI partnership with other business organizations, Trade Group meetings.

Reduced Cost of doing business through access to:

Current and reliable information
 Training and workshops relevant to the needs of your organization
 Business consulting services
 Valuable utilization of assets
 Manpower development.

Increase in Global Outreach, through:

International Exposure, Worldwide publicity,
 Membership Directory and advertisement in newsletter and on our Website.

Cordial Relationship with Government through:

Lobbying government for business interest,
Presentation of local opinion on commercial and industrial matters, lobbying efforts at Federal, State and Local Government levels.

Business Entrepreneurial development through:

Introduction to Local and International Trade Promotions
Participation in International Exhibitions
Joining Trade delegations or Missions to foreign countries
Trade Enquiries.

The activities of the LCCI are carried out through various sectoral groups that cover all sectors of the economy. The following are the sectoral groups of the Chamber:

1. Information & Communication Technology (ICT)
2. Industrial
3. Small & Medium Scale Enterprises
4. Construction and Engineering
5. Financial Services
6. Professional Practices
7. Agricultural
8. Export
9. Petroleum Downstream
10. Liquefied Petroleum Gas
11. Petroleum Contractors Trade Sector (PCTS)
12. Oil Producers Trade Sector (OPTS)
13. Hotel, Tourism & Entertainment
14. Automobile & Allied Group
15. Freight Forwarding Agents Trade Group
16. Power Sector
17. Insurance
18. Real Estate
19. Women Group
20. Mining and Solid Mineral
21. Medical, Pharmaceutical and Allied Services
22. Education, Printing and Publishing

For more information, contact:

The Business Manager, Membership

The Lagos Chamber of Commerce and Industry

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