EXHIBITORS/SPONSORS: TERMS AND CONDITIONS

The following are part of the contract between the exhibitor and/or sponsor and AfCEM2022 planning committee. Exhibitors/sponsors must observe these rules. In addition, any regulations imposed by the virtual platform must also be observed. Any areas not covered are subject to Planning Committee’s final decision.

1.0 Things You Need To Know

The following terms and conditions apply to your participation as a sponsor and/or exhibitor.

1.1 You (the sponsor/exhibitor) by returning a completed, signed and dated form explicitly accept these terms and conditions.

1.2 You agree that the organisers and other authorised stakeholders may use your contact information for any relevant purpose such as administration or advertising of future events. You may ask us to limit communication to necessary matters.

1.3 Using extra items or things apart from what had been agreed on would not be at the cost of the planning committee.

2.0 Financial Facts

2.1 We will have no liability for any losses suffered or any damage caused by errors or omissions in any information or instructions provided to us by you in connection with all our website or social media handles, the services or any actions taken by us at your direction.

2.2 We will issue an invoice which is payable within 14 days. If you miss the payment date, any time dependent discounts will be forfeited— i.e. you will be billed at the next highest level (early rate to standard, etc.

2.3 You will not receive any sponsorship or exhibition entitlements, until all monies have been paid.

2.4 All sponsorship and exhibition prices are in CEDIS or US Dollars.

2.5 If you pay by electronic funds transfer you agree to pay any charges on that transfer and such charges should be included in the amount you transfer.

2.6 Planning Committee/AfCEM be liable to you or any third party for:

- Loss of profits, revenue, goodwill or business, business interruption, downtime costs, loss of use, failure to realize anticipated savings or for any indirect or consequential loss of damage of whatsoever nature, however caused.

3.0 Cancellation

3.1 You must notify the planning committee in writing if you need to cancel the agreement.

3.2 Cancellations made after 1st October, 2022 will attract a refund of 25% of the amount paid. Cancellations received after 10 November, 2022 will attract no refund of the amount paid.

3.3 In the unlikely event that the conference is cancelled, the planning committee will refund your full financial investment minus any expenses incurred to date of the cancellation. This includes, but not
3.4 In the unlikely event that the conference is postponed or changes format significantly from what is outlined in this prospectus the extent of refunds will be a matter for the Host Organisation (the underwriter) to decide. The AfCEM conference will forward requests of annulment contract or a revised contract.

3.5 No exhibitor shall occupy allocated space until all monies owing to the organiser are paid in full.

3.6 The extent of refunds will be a matter for the Host Organisation (the underwriter) to decide. We have no responsibility for making refunds and attempts to cancel credit card payments will be rejected by our bank.

4.0 You and Your Staff—Onsite
All exhibition staff must be registered online—i.e., complimentary exhibitor registration, or by purchasing additional exhibitor staff registrations. You will be entitled to two staff complementary registration.

5.0 Print Entitlements
5.1 Logos and other printed material may, at our sole discretion, be reproduced in colour (where possible), or the nominated conference spot colour/s depending on method of production. This will be for publication in the conference flyers, posters and book of abstracts.

5.2 The sponsor must provide suitable material to meet our publication requirements and deadlines. You will be responsible for all print material to decorate your stall.

5.3 Please provide all material at 300 DPI at 100% in jpeg preferred for website and print format.

5.4 Where applicable, advertisements are to be supplied by the sponsor.

5.5 No print or web recognition will be given unless payment terms have been met.

6.0 Sponsor Notes
6.1 All sponsor/exhibitor functions at the stall should be detailed and must be endorsed by the AfCEM 2022 secretariat.

6.2 If you are approved by the planning committee to host a private function, sponsors must do so at their own expense and within the time and date the conference planning committee approves.

6.3 Failure to notify or receive approval for hosting a sponsor function during AfCEM 2022 may result in forfeiture of sponsorship fees/entitlements.
EXHIBITORS/SPONSORS: TERMS AND CONDITIONS

7.0 Exhibitor Notes
7.1 You may not assign, share, sub-let, or grant licenses for the whole or part of the exhibition booths without our prior approval. Please email the conference planning committee through the secretariat for further information.

7.2 We reserve the right to ask you to remove any display items we deem as unacceptable.

7.3 You must conduct business only from within the confines of your exhibition booth. You may not tout, or place any material, outside your booth/space causing obstruction of the aisles.

7.4 You will be responsible for any reasonable costs of repairing the booth or premises should you paint, mark or damage any fixtures or fabric.

7.5 Food, beverage or prohibited items are not permitted at the event unless prior arrangements are made with the conference planning committee. AFEM and EMSOG as organizations have a zero tolerance to alcohol and smoking.

7.6 Any supplier you use onsite must conform to the venue’s regulations, insurance and other regulations.

7.7 You are solely responsible for any physical loss or damage to your own property.

8.0 Exhibitor Booths

8.1 Exhibition Booth Prices

<table>
<thead>
<tr>
<th>Days for exhibition</th>
<th>Early registration 1st May-30th Sept</th>
<th>Standard registration 1st Oct 2022-14th Nov 2022</th>
<th>On-site registration 14th Nov 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GHC 3000 USD 500</td>
<td>GCC 4000 USD 600</td>
<td>GCC 5000 USD 700</td>
</tr>
<tr>
<td>3 DAYS</td>
<td>GHC 7000 USD 950</td>
<td>GCC 8000 USD 1066</td>
<td>GCC 10000 USD 1333</td>
</tr>
</tbody>
</table>

8.2 Items at every booth will be:
- Two (2) chairs
- One (1) table
- Electronic Connection
- Meal for two (2) of their staff
- Label for exhibition booth

8.3 Payment

All cash, cheque payments and transfers can be made through the under-listed account details:
NAME OF BANK: Stanbic Bank Ltd
ACCOUNT NAME: Emergency Medicine Society of Ghana
ACCOUNT NUMBER (Cedi): 9040007825409
ACCOUNT NUMBER (US Dollar): 9040009930242
SWIFT CODE: SBICGHAC
9.0 Privacy Statement

9.1 Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please advise us.

9.2 In addition, your name, organisation, country/state of origin may be published on the list which is provided to delegates, exhibitors and sponsors at the event. If you do not wish your details to be included in this list, please contact us.

10.0 Non-Sponsor Functions

10.1 Ad-hoc or unapproved non-sponsor functions are prohibited. Failure to comply will result in a forfeit of sponsorship fees and entitlements, as well as possible exclusion from future meetings.

10.2 Ad-hoc functions that clash with the AfCEM 2022 scientific, social or industry programs will not be approved, and sponsors are encouraged to consider times outside of these when seeking approval to host.

10.3 All sponsors must notify the AfCEM 2022 secretariat of planned committee, meetings, and hosted events during this window for review and approval from the AfCEM 2022 Conference Convenor.

Details to be provided when seeking approval to host include:

- Time/duration of function
- Venue of function
- Intent of function (social, educational, medical advisory board)
- Number of invited/expected attendees

11.0 Use of Conference Venue

11.1 You will not, and you will ensure the Authorised Users will not:

11.2 Modify the conference venue with another programme other than as expressly provided under this Agreement.

11.3 License, sell, rent, lease, transfer, assign or otherwise commercially exploit the venue.

11.4 Engaging in unlawful behaviour, including unauthorised access to or use of data, services, systems or networks, including an attempt to probe, scan or test the vulnerability of a system or network or to break security or authentication will attract a penalty.

11.5 Access, store, distribute or transmit:

- Material that is unlawful, unethical, harmful, threatening, defamatory, obscene, infringing, harassing or racially or ethnically offensive or a contravention of the rights of any third party;
- Material that facilitates illegal activity, or
EXHIBITORS/SPONSORS: TERMS AND CONDITIONS

- Material that abuses or causes damage or injury to any person or property

11.6 Do not provide password to internet access to any unauthorised or unregistered third party and you will take all reasonable steps to prevent unauthorised access.

11.7 Share any features of the Platform that are not publicly available with any unauthorised third party; and

11.8 Engage in any conduct on the Platform that is in breach of this Agreement (or any agreements mentioned therein)

11.9 Any breach of this clauses constitutes a breach of this Agreement and we may, at our absolutely discretion, terminate or suspend your access to, and/or use of, the Platform or the Services, and/or take further actions against you for breach of this Agreement.

12.0 Services

12.1 All Services will be provided based on the information and specifications supplied by you. All information that we provide is supplied in good faith, but we do not warrant or guarantee the accuracy or completeness of any information provided by us or any third party. It is not within the scope of our obligations to enquire as to, or to verify, the accuracy of completeness of information that we receive from your or any third parties.

12.2 The Services, Deliverables specified in previous conversations are indicative only and may be amended by us from time to time. While we will use all reasonable endeavours to deliver the features and functionality specified therein, nothing in this Agreement prevents us from amending the Services at any time during the event delivery.

12.3 We will use reasonable endeavours to provide the Services promptly or by an applicable Delivery Date or such other dates as agreed by the parties in writing. Any Delivery Date or time quoted for delivery, commencement or completion of any part of the Services is an estimate only and time will not be of the essence.

13.0 Your Obligations

13.1 You acknowledge that our ability to be able to provide the Services to you without delay or interruption is dependent on your full and timely cooperation. You will (and will ensure that the Authorised Users will)

- Co-operate with and assist us in the supply of your content;
- Promptly provide us with full and accurate information, data and explanations as and when required;
- Comply with applicable laws and regulations (including the General Data Protection regulation with respect to user privacy, data collection, data retention, data transmission, data storage and the use of cookies
- Comply with all reasonable directions and guidelines from us as advised from time to time