

APPLICATION FORM

YOUR COMPANY OR ORGANIZATION

EXHIBITOR
Company/ Organization:.....
.....
Address:.....
.....
Postal Code:
City:
Country:
Phone:
Email:
Website:

STAND MANAGER
Last name/ First name:.....
Occupation:.....
Phone:.....
Email:

BILLING ADDRESS (If different)
Company/ Organization:.....
Address:.....
.....Postal Code:.....
City: Country:.....

YOU ARE EXHIBITING AS A

<input type="checkbox"/> A Local Government, Ministry, Administration	<input type="checkbox"/> B Institution of cooperation/ or/and development	<input type="checkbox"/> C Financial company, Bank, Investment fund, Insurance	<input type="checkbox"/> D Large company*, Public institution
<input type="checkbox"/> E SME/SMI** - Start-up*** Local development company	<input type="checkbox"/> F University/ Research center	<input type="checkbox"/> G Engineering company, Consulting firm	<input type="checkbox"/> H Organization, NGO
<input type="checkbox"/> I Other, please specify.....			

(*) Large company: workforce > 200 employees and turnover > € 2 million
 (**) SME / SMI: workforce ≤ 200 employees and turnover ≤ € 2 million
 (***) Start-up: Young innovative company with strong development potential

YOUR BUSINESS SECTOR

<input type="checkbox"/> Territorial development, local development, urban planning	<input type="checkbox"/> Collective equipment, decoration, street furniture	<input type="checkbox"/> Decentralized cooperation, international development
<input type="checkbox"/> Water, sanitation, urban waste management	<input type="checkbox"/> Environment, sustainable development, recycling, green economy	<input type="checkbox"/> Banking, Finance, investment, insurance
<input type="checkbox"/> Roads, networks / pipes, signage	<input type="checkbox"/> Education, training, employment	<input type="checkbox"/> Tourism, culture, heritage, sport
<input type="checkbox"/> Energy, energy efficiency, street lighting, rural electrification	<input type="checkbox"/> Public health, social development	<input type="checkbox"/> Consulting, territorial engineering, territorial coaching
<input type="checkbox"/> Mobility, transport, logistics	<input type="checkbox"/> CIT, telecommunications, internet, digital solutions and applications	<input type="checkbox"/> Economic intelligence, Territorial intelligence
<input type="checkbox"/> Construction industry, housing	<input type="checkbox"/> Prevention, security, civil protection	<input type="checkbox"/> Media, communication, territorial marketing
Other, please specify:		

PREFERRED LANGUAGE OF CORRESPONDENCE

<input type="checkbox"/> FRENCH	<input type="checkbox"/> ENGLISH
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Please do not fill in	Received on	File N°	Deposit paid on
	Stand N°	Invoice N°	Balance paid on

STAND ORDER FORM

A - REGISTRATION FEE	300 € x.....(n)	= €
(n) Number of companies represented in the stand <i>Any co-exhibitor at an individual or collective stand must fill in the first page of the application form and pay registration fee.</i>		
B - MANDATORY INSURANCE	150 € x.....(n)	= €
C - STAND RENTAL		
C1 - Space only: minimum area 18 sqm, including floor demarcation only		
<input type="checkbox"/> Local government / Association	300 € x.....sqm	= €
<input type="checkbox"/> Institution, Large Business*, Financial Company, Bank, Insurance, pension fund, sovereign fund	350 € x.....sqm	= €
C2 - Equipped stand:		
<input type="checkbox"/> Local government / Association	350 € x.....sqm	= €
<input type="checkbox"/> Institution, Large Business*, Financial Company, Bank, Insurance, pension fund, sovereign fund	400 € x.....sqm	= €
<input type="checkbox"/> SME/SMI Pack**, Start-up, LDC (Local Development Company) <i>Maximum area 18 sqm</i>	350 € x.....sqm	= €
C3 - Corners:		
<input type="checkbox"/> 1 corner (2 sides open)		
<input type="checkbox"/> 2 corners (3 sides open)		
<input type="checkbox"/> 4 corners (Island)	100 € x.....corner(s)	= €
C4 - Virtual exhibition participation fee (Optional)	1000 € x.....(n)	= €
(*) Large company: workforce > 200 employees and turnover > € 2 million (**) SME/SMI: workforce ≤ 200 employees and turnover ≤ € 2 million		
I - TOTAL STAND (A + B + C)		= €

ADDITIONAL INFORMATION

STAND SPECIFICATIONS <p>A- Space only:</p> <ul style="list-style-type: none"> Floor demarcation (minimum area = 18 sqm) Electrical connection (500 W / 9 sqm) Internet connection <p>B - Equipped stand:</p> <ul style="list-style-type: none"> Shell scheme stand Carpet 3 spotlights / 9 sqm Electrical connection (500 W / 9 sqm) Signage with vinyl company name Internet connection Furniture according to the stand area: <p>Stands from 9 to 15 sqm: 1 table + 3 chairs, 1 reception desk with a bar stool, 1 brochure display stand, 1 plant, 1 wastebasket.</p> <p>Stands from 18 to 24 sqm: 2 tables + 6 chairs, 1 reception desk with a bar stool, 1 brochure display stand, 1 plant, 1 wastebasket, 1 storage of 1 to 2 sqm.</p> <p>Stands from 30 to 48 sqm: 3 tables + 9 chairs, 1 reception desk with a bar stool, 2 brochure display stand, 2 plants, 2 wastebasket, 1 storage of 1 to 2 sqm.</p> <p>Stands from 54 to 72 sqm: 4 tables + 12 chairs, 2 reception desk with a bar stool, 3 brochure display stand, 3 plants, 3 wastebasket, 1 storage of 3 to 4 sqm</p> <p>Stands from 80 to 120 sqm: : 6 tables + 18 chairs, 2 reception desk with a bar stool, 4 brochure display stand, 4 plants, 4 wastebasket, 1 storage of 3 to 4 sqm</p> <p>Stand > 120 sqm: Please contact us.</p>	THE REGISTRATION FEE INCLUDES <ol style="list-style-type: none"> a. Registering your company in the official catalog b. Daily cleaning of your stand c. 3 official catalogs per 9 sqm stand area d. Link to your own website (on the online catalog) e. Active e-mail link (on the online catalog) f. Exhibitor badges (up to 3 badges per 9 sqm stand area) g. 100 visitor invitation cards per 9 sqm stand area <p>OTHER INFORMATION</p> <p>A - Additional furniture:</p> <p>The additional furniture can be ordered upon reception of the Exhibitor's Guide.</p> <p>B - Exhibitor's Guide:</p> <p>The exhibitor's guide will be provided to you by April 2nd, 2022 and will include the information below:</p> <ul style="list-style-type: none"> Travel, transport airport - Hôtel Exhibition opening hours, Hotels list with preferential rates, Safety instructions, Order form for additional furniture Providers list
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ADVERTISING AND COMMUNICATION ORDER FORM

A - ADVERTISING INSERTION IN THE OFFICIAL CATALOG

Position	Dimension	Rate in €	Total €
Cover 4	A5 (21 x 14,8 cm)	1 750	= €
Cover 3	A5 (21 x 14,8 cm)	1 600	= €
Cover 2	A5 (21 x 14,8 cm)	1 600	= €
Full page	A5 (21 x 14,8 cm)	1 200	= €
Half page	A6 (10,5 x 14,8 cm)	700	= €
Total A			= €

CATALOG SPECIFICATIONS

- Dimension : A5 (21 x 14,8 cm)
- Distribution : 5.000 copies
- Pagination : Around 120 pages
- Date of publication : May 14, 2022

- Distribution method: Kit given to exhibitors, summit delegates, partners and visitors
- Free distribution of electronic and paper versions to companies, institutions and advisors after the exhibition
- Online publishing after the exhibition

B - ADVERTISING INSERTION IN THE EXHIBITION FLOOR PLAN

Full page A4 : (900 €) **Total B =** €

C - EXHIBITION OFFICIAL WEBSITE BANNER

Banner on the homepage of the website: (900 €) **Total C =** €

D - OTHER ADVERTISING INSERTIONS

Advertising on the official exhibition bag (exclusive): (6 000 €) = €

Logo on the visitor badge holder (exclusive): (3 500 €) = €

Logo on the exhibition floor plan (indoor) (800 €) = €

Logo on the conference program: (600 €) = €

Total D = €

E - INDOOR DISPLAY

Large banner (2 x 1 m) on the main aisle: (900 €) = €

Large banner (2 x 1 m) at the entrance of the conference room: (900 €) = €

Large banner (2 x 1 m) at the entrance of the Project and Partnership room: (1200 €) = €

Total E = €

F - DISTRIBUTION OF DOCUMENTS AND ITEMS

Distribution of your documents at the registration area: (900 €) = €

Distribution of your items at the registration area: (900 €) = €

Total F = €

G - RENTAL OF CONFERENCE , WORKSHOP AND MEETING ROOMS

Conference room rental - 50 to 60 attendees: (500 €) = €

Workshop room rental - 30 to 40 attendees: (300 €) = €

Meeting room rental - 20 attendees: (150 €) = €

Total G = €

II - ADVERTISING AND COMMUNICATION TOTAL (A + B + C + D + E + F + G) = €

TOTAL AMOUNT

I - STAND TOTAL = €

II - ADVERTISING AND COMMUNICATION TOTAL = €

TOTAL AMOUNT (I + II) = €

PAYMENT TERMS (*)

A 50% mandatory deposit is required at the time of booking.

Balance to be paid by April 10, 2022.

Registration can be confirmed only if it is completed by the down payment

Payments must be made exclusively in the name of the organizer "**CGLUA SPECIAL AFRICITÉS**", and made by bank transfer to the bank account indicated below:

BANK ACCOUNT	Bank name	RIB / IBAN	Code SWIFT
CGLUA SPECIAL AFRICITÉS	BMCI - Agence 16 novembre - Rabat	013 810 01124 650316 041 79 94	BMCIMAMC

Please attach the proof of payment to the application form

Please note that according to the article 9 of the exhibition rules, bookings registered after April 10, 2022 will be confirmed only with the payment of 100% of the participation fee.

<p>I, the undersigned, (First and last name)</p> <p>Position:</p> <p>Acting on behalf of the Company/ Organization.....</p> <p>Tel:</p> <p>Mobile:</p> <p>Email</p> <p>declare ordering asqm exhibition stand at Africities Exhibition 2022.</p> <p>By signing this application I accept the general terms and conditions of Africities Exhibition 2022.</p> <p>I also undertake to fill in the evaluation survey which will be handed to me at the end of the exhibition by the organizer.</p>	<p>Date, stamp and legally binding signature preceded by the mention "Read and approved"</p> <p>Place</p> <p>Date/...../.....</p>
<p>Application form to be returned to Actif Events by April 10, 2022</p> <p>Email: ybenmoussa@uclga.org / abenmoussa@uclga.org</p> <p>Mail: N°18, rue El Habacha, 20 130 Casablanca - Morocco</p>	

CONTACT



UCLG AFRICA
United Cities and Local Governments of Africa
Cités et Gouvernements Locaux Unis d'Afrique
CGLU AFRIQUE

Organizer

Youssef TANARHTE

Administrative and Financial Director
Phone: +212 537 26 00 62/63
Email: ytanarhte@uclga.org



Delegate Organizer

Abdelmajid BENMOUSSA

Exhibition Director
Cell: (+212) 661 164 489
Email: abenmoussa@uclga.org

Youssef BENMOUSSA

Sales Manager
Tél: (+212) 616 776 258 / (+1) 438 229 5131
Email: ybenmoussa@uclga.org

ARTICLE 1 – EXHIBITION PURPOSE

The Africities exhibition is an exhibition aiming to strengthen the exchanges and the cooperation between the institutional and professional actors for the planning and the development of the territories and to stimulate the market of the local governments in Africa and in particular:

- Encourage and multiply local development initiatives of cities and local governments in Africa,
- provide solutions to the needs and expectations of the cities and local governments of Africa,
- foster new synergies at the institutional, economic and industrial levels,
- promote the urban and territorial solutions, engineering, equipment and services offered by exhibiting companies to delegates, advisors and potential buyers.

ARTICLE 2 - ORGANIZATION

- Organizer: UCLG Africa - 22, rue Essaadyine - Hassan Rabat / Morocco
Tel : +212 537 26 00 62
- Delegate Organizer: Actif Events - 18, rue El Habacha 20130 Casablanca / Morocco
Tel : +212 522 49 03 50

ARTICLE 3 - DATE, PLACE AND OPENING HOURS

- Date and place: from 17 to 21 May 2022 in Kisumu - Kenya.
- Opening Hours for visitors : 9:30 am – 6:30 pm for exhibitors : 9:00 am – 7:00 pm
(The organizer reserves the right to modify these times according to the requirements of the exhibition).

ARTICLE 4 - ACTIVITIES OF ELIGIBLE EXHIBITORS

The exhibition is open to organizations and companies operating in sectors defined by the organizer in the "registration form" and in general, any institutional and professional operator contributing to the development of cities and local governments.

ARTICLE 5 - CONDITIONS OF PARTICIPATION

The participation in the exhibition can only be approved after the receipt of the first deposit and the exhibition registration duly completed and signed by the exhibitor.

The acceptance of any request for participation constitutes a firm and irrevocable commitment for the applicant to pay the full price of the rental of the stand and ancillary costs.

Any request for participation from operators that are not part of the aforementioned sectors will be subject to the prior approval of the organizer of the Exhibition. In case of refusal of the request to participate in the exhibition, the organizer is not required to justify his decision.

In the case of force majeure and the exhibition cannot take place, the request for participation will be canceled and the sums made available, after payment of the incurred expenses, distributed among the exhibitors in proportion to the sums paid by each of them.

ARTICLE 6 - FLOOR PLAN AND ALLOCATION OF STANDS

The exhibition plan and the allocation of the stands and spaces for the exhibition are fixed according to the rules decided by the organizer.

In case of exceptional necessity, the organizer may modify the configuration of the exhibition plan before the opening of the exhibition and inform the exhibitors concerned. This change may in no way constitute grounds for the exhibitor to unilaterally terminate his participation commitment.

ARTICLE 7 – STAND SHARING / COLLECTIVE PARTICIPATION

The official holder of the stand agrees to declare the firm or companies he is hosting on his stand. An additional registration fee will be charged for each firm hosted. Only the firms thus declared will have the right to appear on the stand and on the exhibition catalog. The number of firms hosted is limited to 1 firm per 9 sqm stand. Group pavilions are subject to the same rules. The organizer reserves the right to verify adherence to this commitment at any time.

ARTICLE 8 - FEES

Rental rates for stands and advertising are determined by the organizer in the "Registration form".

ARTICLE 9 - PAYMENT TERMS

The payment of stand rental and ancillary costs must be made according to the following schedule:

- Booking before April 1st, 2022: payment of 50% deposit on the order / balance to be paid no later than April 10, 2022.
- Booking after April 1st, 2022: full payment required.

ARTICLE 10 - WITHDRAWAL OR PAYMENT DEFAULT

In the case of withdrawal, payment default or non-use of the stand for any reason, sums paid and / or remaining due partially or totally, are definitively acquired by the organizer.

ARTICLE 11 - SETUP, FURNISHING AND DECORATION OF the STAND

Stand setup is carried out according to the general floor plan established by the organizer.

The decoration of the stands is done by the exhibitors under their own responsibility. It must comply with the general terms and condition of the exhibition.

ARTICLE 12 - BUILD-UP AND BREAKDOWN OF THE STAND

The organizer communicates the schedule of stands set up and construction to the exhibitors one week before the opening of the exhibition. He also communicates to them the stand breakdown schedules. materials and products on display, should be removed on time.

- Floor demarcation: provided by the organizer on May 5, 2022 from 9:00 am to 4:00 pm.
- Stand build-up: from May 6, 2022 at 8:30 am to May 16, 2022 at 4:00 pm.
- Stand breakdown: from May 22, 2022 at 8:30 am to May 23, 2022 at 4:00 pm.

In case of non-compliance with the timetable, the organizer reserves the right to make any arrangements to remove the stand at the expense of the offending exhibitor and to demand the payment of damages.

ARTICLE 13 - STAND DAMAGE

Exhibitors must leave the spaces assigned to them in their original conditions. Any deterioration of the stand will be repaired at the expense of the exhibitor.

ARTICLE 14 – MATERIALS AND PRODUCTS ELIGIBLE FOR EXHIBITION

The equipment and products exhibited must be in relation to the business sectors specified on the exhibition registration form. special exemption is requested from the organizer.

ARTICLE 15 – RECEPTION OF MATERIALS AND PRODUCTS TO EXHIBITION

Transport, handling and reception at the exhibition center of the materials and products to be exhibited are the responsibility of the exhibitors.

Exhibitors are required to comply with the instructions of the organizer regarding the entry and exit of materials and products.

The materials and products exhibited on the stand cannot leave the exhibition center during the exhibition, unless special authorization has been issued by the Organizer. The carrying out of goods and products will not be allowed in any case during the opening hours of the exhibition.

ARTICLE 16 - STANDS CLEANING

The daily cleaning of stands, aisles and common areas of the exhibition is the responsibility of the organizer.

Exhibitors must make sure that their exhibited materials and products remain clean throughout the exhibition. The cleaning of these materials and products is the responsibility of each exhibitor.

ARTICLE 17 – STANDS ENTERTAINMENT

Audio entertainment is the responsibility of the Organizer who is the only party authorized to play background music and to broadcast announcements, if necessary at the request of the exhibitors.

It's strictly forbidden for exhibitors to broadcast any musical background, message or announcement beyond the sound level prescribed by the organizer.

ARTICLE 18 - INSURANCE

Insurance is taken out by the organizer. Exhibitors may consult a copy of the insurance policy giving full details of the duration and risks covered.

The insurance taken out by the organizer covers only the risks against the pecuniary consequences with regard to his civil liability during the period of the exhibition. The exhibitor is invited to subscribe at his own expense, any additional insurance to cover the risks he considers necessary.

ARTICLE 19 – WARRANTY OPERATION

Any claim must be declared in writing to the organizer, it must be made within twenty-four hours, indicating the circumstances of the loss and the approximate amount of damages. The exhibitor is required to produce a certificate (declaration, certificate, statement, etc.) as well as a detailed inventory of the damaged equipment. Any theft must be the subject of a complaint lodged by the exhibitor with the police authorities.

ARTICLE 20 – CUSTOMS

No moral suasion can be issued by the organizer for the temporary admission of non-cleared equipment.

Each exhibitor must complete the customs formalities for the temporary admission of materials and products from abroad. The organizer cannot be held responsible for any difficulties that may arise during these formalities.

ARTICLE 21 – CATALOG

The organizer reserves the exclusive right to publish and sell the exhibition catalog or the official Guide to visitors. He may concede all or part of this right, as well as the advertisements to appear in this catalog, to a specialized agency.

The information needed to write the catalog is provided by exhibitors under their sole responsibility. The organizer cannot be held responsible for any omissions or errors in reproduction, composition or otherwise that may occur.

ARTICLE 22 - EXHIBITORS BADGES AND STICKERS

The badges giving exhibition access to the exhibitors will be issued according to a quota defined by the organizer in the registration form.

ARTICLE 23 - INVITATION CARDS

The organizer determines the amount of invitation cards

allocated to the exhibitors and intended for the visitors in proportion to the rented surfaces and sends them to the exhibitors, at least four weeks before the opening of the exhibition. A customized electronic version (with logo and contact details) is also provided at the request of each exhibitor.

ARTICLE 24 – SECURITY

The exhibitor must abide by the security measures imposed by the local authorities, as well as the safety measures recommended by the organizer, who reserves the right to check the respect of these measures at any time.

ARTICLE 25 - APPLICATION OF THE RULES

Failure to comply with the provisions of these regulations may result, after formal notice, in closing the stand of the offending exhibitor. This is notably the case for non-compliance with security regulations, non-compliance with the arrangement, non-use of the stand, nuisance of any kind caused in the vicinity, as well as the presentation of products that do not comply with the regulations listed in the exhibitor file.

ARTICLE 26 - AMENDMENT OF RULES

The organizer reserves the right to rule on all cases not provided for in these rules and to adopt new provisions and measures whenever necessary..

ARTICLE 27 - DISPUTES

In case of dispute, the exhibitor agrees to submit his complaint to the organizer before undertaking any legal proceedings. In the absence of an agreement, any dispute arising from these Rules shall be settled definitively by mediation, as it is organized by the International Chamber of Commerce. Mediators will decide in equity, as mediators, within 30 days and their decision will be final.

EXHIBITOR'S COMMITMENT

The undersigned undertakes to comply with the Africities Exhibition 2022 terms and conditions.

Place :

Date :

Stamp and legally binding signature preceded by the mention «read and approved»