

# MINISTRY OF INVESTMENT PROMOTION, PARTNERSHIPS AND THE DEVELOPMENT OF STATE TELESERVICES

Direction of Financing and Public-Private Partnerships

## FINANCING OF PUBLIC PRIVATE PARTNERSHIP PROJECTS FORUM

SEN PPP FINANCE' 2015

## PROVISIONAL AGENDA







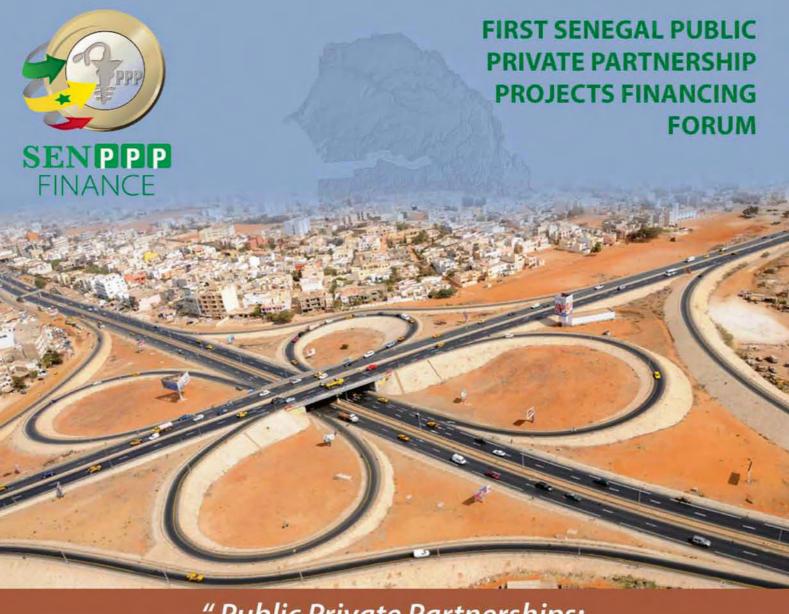
#### DAY 1 . 05 MAY 2015 TIMING . ACTUATURES 08H00-08H55 Welcome, registration and seating of participants 55 08H55-10H00 OFFICIAL OPENING CEREMONY 08H55-09H00 Overview of the Forum program by the Master of Ceremonies 09Н00-09Н10 Speech of Madame the Minister of Investment Promotion, Partnerships and the Development of State Teleservices 09H10-09H20 Speech from Private Sector Representative 60 09H20±09H30 Speech from the Lead Partner 09H30-09H40 Documentary film about African PPP Projects 09H40-10H00 Opening Speech of H.E.M Macky SALL, President, Republic of Senegal 10H00-10H30 **COFFEE BREAK** 30 INTRODUCTORY SESSION: THE GENERAL ENVIRONMENT OF PPP'S IN AFRICA. INVENTORY AND PERSPECTIVES The business environment and promotion of PPP in Africa Strengths and weaknesses of the legal and institutional framework of PPP's in Africa 90 Recent evolutions and the investment perspectives of PPP's 10H30-12H00 Financing feasibility studies, selection et preparation of projects Financial regulation and financing PPP's, what is the Central Bank's role? Discussion and moderators synthesis SESSION I : PRESENTATION OF THE PPP PROJECT PORTFOLIO Introductory comments by the Minister responsible for the Senegal Emerging Plan The Senegal Emerging Plan ( PSE). fundamental aspects, institutional framework and implementation 12H00-13H00 60 Main projects and reforms of the Senegal Emerging Plan ( PSE) Regulatory framework of PPP's in Senegal and how spontaneous offers are managed 13H00-14H30 LUNCH 90 31.24.45A SESSION I.A. PRESENTATION OF PPP PROJECTS IN THE INFRASTRUCTURE SECTOR 90. 14H30-16H00 SESSION I.B. PRESENTATION OF PPP PROJECTS IN THE HEALTHCARE SECTOR 16H00-16H10 **COFFEE BREAK** 10 SESSION II.A. PRESENTATION OF MINING AND RAIL PROJECTS 90 16H10-17H40 SESSION II.B : PRESENTATION PPP PROJECTS IN THE TOURISM SECTOR ATTANTO ON A MODIETW. END OF DAY 1

	DAY 2 : 06 MAY 2015	
TMIXE.	ACTIVITIES	ieuks)kkui (kum)
	SESSION III - STAKEHOLDER SPEECHES, EXPERIENCES SHARED ON THE SET UP OF A PPP PROJECT	
09H00=10H15	Introductory remarks by the moderator  Financing a PPP project through a local bank, the banker's experience	75
	PPP syndicated finance, the financial actors experience  Legal and financial framework of a regional PPP Project (presented by a PPP Unit ) / presentation of a PPP Project	
	PPP and innovative financing (case study of halal financing).  Discussions and synthesis by the moderator	
10H15-10H30	COFFEE BREAK	15
10H30-12H00	SESSION IV.A. PRESENTATION OF AGRICULTURE AND HYDRAULIC PROJECTS	90
Section 2	SESSION IV.B. PRESENTATION OF EDUCATION SECTOR PROJECTS	
12H00_13H30	SESSION V.A., PRESENTATION OF HABITAT PROJECTS	90
	SESSION V.B., PRESENTATION OF PROJECTS IN THE DIGITAL ECONOMY	
13H30-14H30	LUNCH	60
	SESSION VI BUDGETARY POLICY AND FINANCING PUBLIC-PRIVATE PARTNERSHIPS IN UEMOA ZONE	
	Public Private Partnership and budgetary discipline, how to avoid a new cycle of debt in Africa?	
14H30-16H15	The Norms of budgetary deficit, accountancy of PPP's and the submission of accounts, what strategies does the UEMOA region have?	105
	Public and private guichets of donors lessons gathered from recent experiences	105
	What are the alternatives to sovereign guarantees for PPP's?	
	Fiscal expenses and various exemptions in PPP's, how to find the equilibrium?	
	Discussion and synthesis of the moderator	was like a series
	SESSION VII. INNOVATIVE FINANCING OF PPP'S  Experiences of halal or Islamic financing of PPP's	
	Turnkey contracts and EximBank type funding : opportunities and threats	1.44
16H15-18H00	Mandatory programs in Africa (on both the local and international financial markets), challenges, issues and perspectives	105
	What are the strategies to mobilise green finance in Africa?	
	What are the strategies to mobilise migrant funds in the financing of projects?	
	Lawful financing of PPP's. Which devices can be put in place to aid the battle against money laundering and financing of terrorism?	
	Discussion and synthesis of the moderator	
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19H30.	GALA) DIVITER	

	DAY 3 07 MAY 2015*	
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	SESSION VIII. THE ROLE OF THE AFRICAN PRIVATE SECTOR IN PPP PROJECTS	
	How to implicate the private sectors in PPP projects, general overview of the African continent on benchmarking	
09н00-10н30	best practises	90
	Financing by the local private sector by mandatory emissions on the international financial markets	
	What are the strategies for guarantees, refinancing of PPP's and bonus loans for the local private sector?	
	Discussion and synthesis of the moderator	
10H30-11H00	COFFEE BREAK	30
in the second	SESSION IX. PPP AND THE FINANCING NEEDS OF LOCAL AUTHORITIES	
11H00-12H30	The Specifics of PPP in local authorities	
. 11100-121100	What finance instruments and public guarantees can be used for PPP's in local authorities?	90
	Risk mitigation strategies for PPP projects in local authorities	
	Discussion and synthesis of the moderator	
12H30-14H30	LUNCH	
14H30-15H30	CLOSING SESSION: GENERAL DEBATE AND CONCLUDING REMARKS	60
15H30-16H30	OFFICIAL CLOSING COCKTAIL	60
15H30-16H00	General Synthesis of the event sessions	30
16Н00-16Н30	Closing speech of the Prime Minister of the Republic of Senegal	30
16H45-17H15	PRESS CONFERENCE	30
	END OF THE THIRD DAY AND OF THE FORUM	

#### NB .

- On the sidelines of project presentations and panel sessions throughout the Sen PPP Finance Forum, exhibitions and B2B meetings will be organized continuously inside the conference center
- The project presentation sessions will be led by the ministers of the sectors concerned with their employees who will present, in turn, their PPP project portfolio within their jurisdiction and they will be available to respond to questions with investors and other participants
- These sessions will also be open to PPP Unit of other countries who want to present their priority PPP projects. s



"Public Private Partnerships: main pillar of the Senegal Emerging Plan "







5-7 MAY 2015

**ABDOU DIOUF INTERNATIONAL CONFERENCE CENTRE AT DIAMNIADIO, DAKAR, SENEGAL** 









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#### THE CONTEXT OF "PLAN SENEGAL EMERGENT"

**Sen PPP Finance** 2015 is an event dedicated to Senegal's Public Private Partnership projects that have been successfully financed, are in financing or in search of financing in the context of the Government new "Plan Senegal Emergent"- the Senegal Emerging Plan -called PSE.

Launched in February 2014 in Paris by **H.E. President Macky SALL**, this ambitious programme was presented before the major public and private sector investors as Senegal's "New Deal" moving forward.

The PSE aims to position the country in a sustainable dynamic momentum by 2023, as a regional economic and infrastructure hub in agro-industry, energy, construction, logistics, mining, road and rail-road transportation, tourism and Services, with the private sector as a key partner to realizing that vision.

It will be a high level meeting of international investors, the Senegalese private sector, PPP experts, senior officials of financial institutions, principals, development partners and donors as well as service companies.

#### **FORMAT OF THE EVENT: A FORUM**

**SEN PPP'Finance** will provide a platform for discussions on the prospects in the medium and long term in PPPs and issues related to innovative financing of projects, both in Senegal and throughout the continent.

**SEN PPP'Finance** offers a full range of opportunities for all public, private and multilateral actors, with three (3) main components:

- **Scientific:** Panels and discussions on innovative financing tailored to PPP projects in Senegal and the sub-region (participation of development banks, investment funds, commercial banks, business partners etc.);
- **Exhibition:** Exhibition of partnership offers from the Government of Senegal to investors and financial institutions (development banks, investment funds, commercial banks etc.)
- «Sales of PPP projects in the Emerging Senegal Plan «: detailed presentations of the PPP project sheets to investors, entrepreneurs and financial partners.

The Forum also includes a **pre-conference workshop** led by experts versed in legal issues of PPPs. This interactive training will provide you with a real legal toolkit of improving and understanding the legal framework of PPP projects. A UK-CPD approved Certificate we will delivered to you thereafter.





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#### **PPP PROJECTS IN SENEGAL**

### More than 18 Priority projects are to be realised through PPP:

- Construction of dry port of Kaolack for USD 60 million;
- Tramway for USD 734 million;
- Iron Ore Project Falémé for USD 202 million
- Second University of Dakar for USD 200 million
- City of Knowledge for USD 90 million
- Vocational Training Institutes for USD 160 million
- University Residences for \$ 280 million
- Reconstruction of the Aristide Le Dantec hospital for USD 160 million
- Centre against cancer for \$ 30 million
- Irrigation, Agriculture for USD 178 million
- Grain Corridors USD 620 million
- Seawater desalination unit for \$ 80 million
- Development of tourist sites:
  - Joal Finio for \$ 16 million
  - Mbodiène for USD 406 million
  - Pointe Sarène for USD 282 million
- Integrated Special Economic Zone for \$ 90 million
- Business City for USD 540 million
- Construction of social housing for USD 440 million



In total, nearly two dozen PPP projects will be implemented in various sectors for a total estimated amount of 1587 billion FCFA largely financed by the private sector (1,111,billion) and the State of Senegal is estimated to need find additional funding of (476 billion FCFA).

Added to this portfolio of priority projects will be added many projects already initiated or envisaged by the state or local government.

### **Completed PPP Projects**

Senegal has already accumulated considerable experience by completing many PPP projects, which included:

- The Concession control of axle load: financing, construction, equipment and operation of stations weighing and measuring of heavy haulage vehicles haulage (contract signed in 2012, started partial operation, other on-going constructions);
- The construction, maintenance and maintenance of a toll highway connecting the city of Dakar to the new city of Diamniadio, 32 km: contract signed in 2009. Highway in operation since August 2013;
- An additional contract was signed (June 2014) with the operator of the highway for its extension to Diass (
   Blaise Diagne International Airport)
- Construction equipment and management of a technical inspection of motor vehicles Centre (in operation, other centres provided inside the country);
- Concession of the container terminal at the site of the Port of Dakar;
- Turnkey construction of an international airport in Diass (AIBD): Project Finance Project type: Airport should be delivered in July 2015;
- Operation, management and maintenance of the Gare des Baux maraîchers (bus station in urban and interurban transport)



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#### WHO SHOULD PARTICIPATE?

- PPP departments
- Investment and sovereign wealth funds;
- Development banks
- Commercial banks;
- Legal experts, financiers, economists with proven expertise in driving PPP projects;
- Banks Export-Import (Exim -Banks);
- Community and Regional institutions;
- Managers of PPP units of Africa



#### **WHY SENEGAL?**

#### A legal and institutional framework adapted to PPP

Senegal, already had a suitable legal framework for PPPs (Law No. 2004-13 of March 1st 2004 on BOT contracts) decided to adopt a new law. That Law No. 2014-09 of February 20th 2014 on partnership agreements extends the reach and scope of PPP to include several new sectors, to make the environment more conducive to private investment. The new law also provides a secure regulatory framework adapted to unsolicited offers (Unsolicited Proposals).

### Senegal, second largest economy in the WAEMU/UEMOA zone

With its unique geo-strategic position, Senegal is, in terms of GDP, the second largest economy in the West African Economic and Monetary Union zone (8 countries sharing the CFA currency) and also has a harmonized legal environment (OHADA) with an annual inflation 1.1%.

With 700 km of coastline, a temperature between 20 ° C - 30 ° C and 300 days of sunshine per year, Senegal whose capital Dakar is a regional hub for West Africa, expects a growth rate of 7%.

The country is part of the UEMOA and ECOWAS common markets, totalling more than 320 million people.

### Democratic governance characterized by strong institutions and a low level of risk

Politically , Senegal is often cited as an example of political stability with strong institutions, democratic changes of power ( 2000 and 2012) and a low level of risk , ranking the first position in West Africa, Standard & Poor's B + / B.

Senegal is listed among the countries in the world that has best improved its business climate over the last 10 years. It is the 10th most competitive country in Africa (Global Competitive Report, Davos 2013) and is in the Top 10 African countries for good governance and democracy (Mo Ibrahim Index).

In the latest Doing Business (2015 edition), Senegal gained 10 places from its ranking in 2014 and joined the Top 5 of the best global reformers.

#### **Modern infrastructures**

Senegal has a modern and efficient network of **roads and highways with toll roads** with the latest generation of bridges and interchanges, most of which was conducted thru Public Private Partnerships.

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It also has undertaken an ambitious program to modernize the **Dakar Port Authority**, plus **the Integrated Special Economic Zone (ZESI)** near the site of the new **Blaise Diagne International Airport (AIBD)** with an annual capacity of 3 million passengers, currently in final stages of construction.

Moreover, the country has **telecommunications infrastructure** covering its entire territory for a network of 6,000 km of optical fiber with 12.4 GB of Internet bandwidth. The 3G is already operational while 4G is in the testing phase. The ACE cable of 17,000 km has a landing point in Dakar.

In Senegal, **investment opportunities are in the major growth in sectors** such as agriculture, education, energy, fishing, health, housing, industrial product transformation, mining, tourism, etc.

In addition the country has highly educated, professional, well skilled and trained human resources, for a predominantly young population.

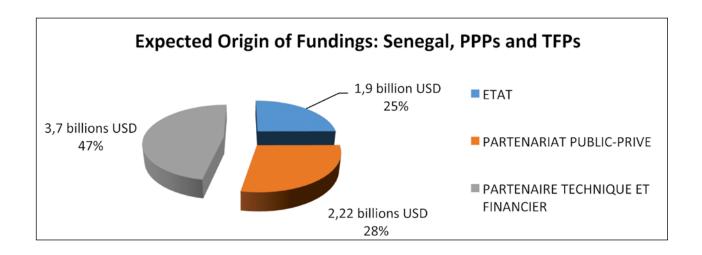






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To implement the PSE, the country is expecting a commitment of all stakeholders, the mobilization of public and private financial resources from international organizations, partners involved in conventional financing, innovative financing, new partners and potential donors, national and international private sector, and those interested in carrying out infrastructure investments.

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#### **HOW TO PARTICIPATE:**

#### SPONSORING SENPPP Finance

Sponsorship allows you to highlight the participation of your company or institution during the event. This is the most cost effective way to increase your visual and presence at the event. Sponsorship options are designed to allow you to reach your target audience.

SEN PPP Finance offers a variety of sponsorship options, ranging from Platinum, Gold, Silver, Bronze to Partner Sponsorship. For more information on these options, please send an email to ametradewestafrica@ametrade.org or senpppfinance@ametrade.org

#### **EXHIBITING AT SENPPP Finance**

By exhibiting at SEN PPP Finance you will be able to demonstrate your products and services directly to the key decision makers, as well as physically demonstrating your commitment to doing business in Senegal and the region.

We have prepared some **expertly designed equipped stands.** Priority of location and space will be allocated to the event sponsors.

#### **SPEAK AT SENPPP Finance**

If you would like to speak at SENPPP please send the following information to the organizing committee. A. Your choice of topics and an abstract (150 words) B. Your biography

N.B speeches can be delivered in either French or English, priority will be given to Sen PPP Finance 2015 sponsors & exhibitors. All communications should last no longer than 15 minutes.

Inquiries to Djibril Saidou, Conference Director, AMETrade West Africa,

Email: d.saidou@ametrade.org

#### **DELEGATE PARTICIPATION**

By participating as a delegate you will receive the following items included in your package:

- Access to all the conference sessions and the exhibition
- Access to all official social functions and ceremonies including: coffee breaks, lunches, dinners and evening receptions
- A copy of all conference materials including delegate bag and delegate list
- Transport on arrival and departure in Dakar, Senegal and from your hotel to the conference venue



#### **OUR CONTACTS**

### **AME TRADE WEST AFRICA**

Almadies Zone 4 Num 28, Dakar Senegal Tel:+221 33 868 2727; Fax:+221 33 868 2726; Contact: Mor Aly Ndiaye, Email: moraly@ametrade.org Ministère de la Promotion des Investissements, des Partenariats et du Développement des Téléservices de l'Etat:

Contact: M. Ibrahima FALL, Tel:+(221) 33 869 15 87, Email: ibrahima.fall@mpiptse.gouv.sn

### **AMETRADE LTD**

Unit 408 United House, 39-41 North Road, N7 9DP

|London | UK
T +44 207 700 4949 | | F +44 207 681 3120 |

Contact: Stacey Kasongo

Email: senpppfinance@ametrade.org



#### REGISTRATION FORM

I would like to register for:	
DELEGATE:	<b>HOW TO REGISTER?</b>
☐ Gold Pass Private Sector: Certified Training (€995)+Conference (€ 1100) = €1800(Package)	
☐ Gold Pass Public Sector: Certified Training (€995)+Conference (€ 650) = €1600(Package) ☐ Conference only Private Sector: pass @ €1100 par pass = €	Please fill out this registra
☐ Conference only Private Sector: pass @ €1100 par pass = € ☐ Conference only Public Sector: pass @ €650 par pass = €	send it to:
☐ One Day of Certified Training: pass @ € 995 par pass = €	•AME Trade West Africa,
EXHIBITION:	Tel: +221 33 868 2727;
☐ Equipped Exhibition Space (minimum of 6sqm) @ €300/sqm = €	Fax: +221 33 868 2726;
(Includes: Carpet, rear & side aluminum walls surround, fascia panel with company name & logo, 2 chairs & 1 table, 3 spot lights, presence in the official catalogue, plus 1 Delegate with full access to all sessions).	Email: ametradewestafrica
$\square$ Non Equipped Exhibition Space (minimum of 6sgm) $\bigcirc 0$ £250/m <sup>2</sup> = £	Or to
ADVERT in the official catalogue of the event	<ul> <li>senpppfinance@ametrac</li> </ul>
☐ Full page advert page(s) @ €995 per page = €	and call our London office
☐ Half-page advert page(s) @ €650 per page = € TOTAL = €	+44 207 700 4949;
DELEGATES' INFORMATION (Please write in CAPITALS):	
First Name:	
Family Name:	
Company or Institution:	VENUE INFORMATION:
Position or Function:	A THOU MALOKIMINIOM:
Department:	The Centre Internation
Email address:	Conférences Abdou D
Physical Address:	Diamniadio in Dakar
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Company to be invoiced (if different from the one above):	
VAT Reg. number:	• • • • • • • •
Purchase Order number (PO):	ACCOMMODATION:
Contact for payment:	<b>.</b>
	The registration fee do
PAYMENT INFORMATION: Valid credit card details are required to guarantee your registration.	include hotel accomm
VAT is chargeable at 20% on all UK payments and 18% for payments made via ECO BANK SENEGAL.	However, a limited nur rooms have been reser
	delegates in Dakar's best h
□ PLEASE CHARGE MY DEBIT / CREDIT CARD:	discounted tariffs. For
Please note that an additional 5% payment fee will be applicable on all credit or debit card transactions.	information please contact
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Date on card: Expiration date:	
Name on card:	
Billing address:	
Postal code: City: Country:	
☐ WE PAY BY CHECK OR BANK TRANSFER:	
Payment to: AME TRADE WEST AFRICA, ECOBANK NGOR-ALMADIES, DAKAR-SENEGAL	
Account Number: <u>121027438501</u> – <u>IBAN: SN094 01016 121027438501 27</u> - SWIFT BIC: ECOCSNDA.	
All bank transfers must be marked clearly with the Delegate's name and for	
We have read and accept the terms and conditions of payment and cancellation below.	
Signature:	

#### W TO REGISTER?

ase fill out this registration form and d it to:

VIE Trade West Africa, Dakar, Senegal +221 33 868 2727;

ail: ametradewestafrica@ametrade.org

npppfinance@ametrade.org call our London office at: 207 700 4949;

Centre International de férences Abdou DIOUF of mniadio in Dakar is a ptuous complex of Conference lities inaugurated in October 4 and located at about 20 miles owntown Dakar.

#### **COMMODATION:**

registration fee does not ide hotel accommodation. ever, a limited number of ns have been reserved for gates in Dakar's best hotels at ounted tariffs. For further mation please contact us with py of your signed registration



#### Introduction

Introduction

Participants, exhibitors, delegates or sponsors (which term shall include the Applicant and any stand sharer) shall be bound by the conditions, rules and any stand sharer) shall be bound by the conditions, rules and sharer shall be bound by the conditions, rules and sharer shall be shall be shall shall shall be shall be shall shall shall shall be shall shall shall shall be shall runcipants, exhibitors, delegates or sponsors (which term shall include the applicant and any stand share) shall be obtained by an authorised official of AME Trade Ltd, who shall regulations set form in these terms and conductors and any changes must be made in writing and signed by an authorised official of AME Trade Lia, who should have full power to interpret and to make or amend these rules, provided that such amendments and additions do not operate to diminish the rights reserved for 1. Definitions:

1. Definitions:
1.1 In these terms and conditions, "organisers" means 'AME Trade Ltd' including her assigns and successors; "exhibitor" means any person, company or organisation, and the staff or agents of that company taking display space at the event; "event" means any of the events organised by the organiser; "venue" organisation, and the stuff or agents of that company taking display space at the event, event means any of the events organised by the organiser, venue means the location of the event; "Sponsor" means a company taking up some branding opportunity at the event; "participant" means an attendee at the event; 2. Contract:

- 2.1 A contract must be submitted for all bookings. Receipt of the organizers of the booking contract is binding confirmation of the participant's undertaking to 2.1 A contract must be submitted for an observed of the organizers of the observed and the participant is unually contract is unually contract is unually contract to unually contract of the participant is unually and and the exhibition space, delegate place(s), or sponsorship package so taken where appropriate and pay july the amount prescribea, it is also a commument to take the exhibition space, aetegate place(s), or sponsorship package so taken where appropriate und conditions including the cancellation policy. The participant hereby acknowledges that they have read and
- unaerstooa tnese pooking terms.

  2.2 Should the organisers agree to hold a provisional space booking, the organiser's reserve the right to sell that space to another exhibitor should the first enquirer be unable to confirm their booking on request within reasonable time. 2.3 By submitting the booking contract, the participant accepts without reservation the following:
- 2.3.1 the terms of the exhibition space contract as applicable to exhibitors
- 2.3.2 all regulations contained in these terms and conditions, the participants' manual and any reasonable instructions subsequently issued by the organisers; 2.3.3 all regulations laid down by the local authority applicable to the event; 2.3.4 all regulations laid down by the venue including but not limited to security, health and safety, fire and traffic;
- 2.3.5 all current Health & Safety regulations.

## 3. Exhibition floor plan

- 3.1 The Participant and organiser will pre-agree on an allocated exhibition spaces. The participant however acknowledges that the organiser reserves the right 3.2 Display space will be allocated to exhibitors by the organisers. Requests for location will be taken into account where possible but cannot be guaranteed
- 3.3 Exhibition displays must stay within the allocated floor space at all times. 4. Health & Safety

- 4.1 It is the responsibility of the exhibitor to ensure that her staff and any supplier/contractor working on his behalf are familiar with and abide by any health and safety regulations in force at the venue of the exhibition. The exhibitor is responsible for the health and safety of his stand during installation, use and
- 4.2 In order to create and maintain a safe environment at all times, all exhibitors and contractors must abide by reasonable instructions from the organisers

5.1 The organiser will take reasonable steps to secure the venue. However, each exhibitor is responsible for the security and insurance of their own display and

- 6.1 No items may be removed or display breakdown commence before the official closing time of the exhibition, except where this has been pre-agreed and
- 2.2 Any exhibitor failing to vacate the venue of his/her stand and all other items by the prescribed times will be held liable to pay any penalties that may be Participant identification

l All participants must wear the identification badges issued by the organiser at all times.

### Stand fittings

l All materials and stand fittings must be non-flammable or impregnated with fire-proofing solution in a way as to comply with all relevant safety

...er own expense.

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Any participant not having made payment by the time of the event will not be allowed to demonstration of ability and intent to make full payment. The participation contract is a demonstration of ability and intent to make full payment. The participant has not participated. shall not cause any damage to the venue and shall make good any such damage at their own expense.



#### TERMS AND CONDITIONS

#### Introduction

Participants, exhibitors, delegates or sponsors (which term shall include the Applicant and any stand sharer) shall be bound by the conditions, rules and regulations set forth in these terms and conditions and any changes must be made in writing and signed by an authorised official of AME Trade Ltd, who shall have full power to interpret and to make or amend these rules, provided that such amendments and additions do not operate to diminish the rights reserved for the participant under their contract of participation, and shall not operate to increase its liabilities.

#### 1. Definitions:

1.1 In these terms and conditions, "organisers" means 'AME Trade Ltd' including her assigns and successors; "exhibitor" means any person, company or organisation, and the staff or agents of that company taking display space at the event; "event" means any of the events organised by the organiser; "venue" means the location of the event; "Sponsor" means a company taking up some branding opportunity at the event; "participant" means an attendee at the event; "Contract" means the booking form confirming the participation, booking or sponsorship of a participant(s).

#### 2. Contract:

- 2.1 A contract must be submitted for all bookings. Receipt of the organizers of the booking contract is binding confirmation of the participant's undertaking to pay fully the amount prescribed, it is also a commitment to take the exhibition space, delegate place(s), or sponsorship package so taken where appropriate and of your acceptance of these booking terms and conditions including the cancellation policy. The participant hereby acknowledges that they have read and understood these booking terms.
- 2.2 Should the organisers agree to hold a provisional space booking, the organiser's reserve the right to sell that space to another exhibitor should the first enquirer be unable to confirm their booking on request within reasonable time.
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- 4.2 In order to create and maintain a safe environment at all times, all exhibitors and contractors must abide by reasonable instructions from the organisers and/or the venue.

#### 5. Security/Insurance

5.1 The organiser will take reasonable steps to secure the venue. However, each exhibitor is responsible for the security and insurance of their own display and its contents.

#### 6. Breakdown

- 6.1 No items may be removed or display breakdown commence before the official closing time of the exhibition, except where this has been pre-agreed and must be carried out in such a manner that is not disruptive to other attendees.
- 6.2 Any exhibitor failing to vacate the venue of his/her stand and all other items by the prescribed times will be held liable to pay any penalties that may be imposed by the venue.

#### 7. Participant identification

7.1 All participants must wear the identification badges issued by the organiser at all times.

#### 8. Stand fittings

8.1 All materials and stand fittings must be non-flammable or impregnated with fire-proofing solution in a way as to comply with all relevant safety requirements.

#### 9. Damage

9.1 Exhibitors shall not cause any damage to the venue and shall make good any such damage at their own expense.

#### 10. Payment terms

10.1 Full payment is due on receipt of invoice from the organiser. Any participant not having made payment by the time of the event will not be allowed to participate. The participant however, acknowledges that sending the participation contract is a demonstration of ability and intent to make full payment. The organiser reserves the right to demand the payment even in events where the participant has not participated.



#### 11. Cancellation

11.1 All cancellations must be submitted in writing to the organisers.

11.2 In the event that a participant wishes to cancel their participation, and where such cancellation is done at least one calendar month (and in the event of sponsors, three calendar months) before the start of the event, the organisers will issue a refund only by way of a credit note for any other AME Trade event, taking place within 18 months of such cancellation.

#### 12. Bankruptcy or liquidation

In the event of participant becoming bankrupt or insolvent or entering into liquidation or having a receiver, administrator, sequestrator or trustee appointed over any of its assets, the organisers shall be at liberty to terminate forthwith the contract with the exhibitor and the terms and conditions relating to cancellation of space set out in clause 11.2 shall apply.

#### 13. Force majeure

- 13.1 The organisers will not be responsible or liable for loss, damage or delay resulting from acts of war, civil commotion, strikes or lockouts, default or failure of suppliers, government action, intervention, military activity, Act of God, fire, flood or any other circumstances beyond the organiser's control which make it impossible or inadvisable for the event to be held at the time or place provided. If this occurs, the organisers have the right to reschedule the event at an alternate date and site. The participant acknowledges that the organizers have suffered loss as a result of this and hereby waives all claims for damages or compensation. The monies paid to the organizer in connection with the event will remain the property of the organiser.
- 13.2 It is recommended that exhibitors take out appropriate insurance against cancellation.

#### 14. General

- 14.1 Each participant shall be deemed to have full knowledge of the Terms and Conditions and is bound by them in all respects.
- 14.2 Passport and visa: The organisers will assist participants with their visa invitation process to attend the event. The organisers are not liable for any damages which are resultant from participants not obtaining their entry clearance due to: decisions made by the country authorities, delay in receiving applications and feedback from these authorities or inaccurate information that is supplied by participants. Should a participant fail to obtain their visa there are still liable for any money owed as part of the event contract.
- 14.3 The participant acknowledges and agrees that the organisers will not be held liable for any loss or damage incurred by the participant as a result of fault or negligence of the organisers with regards to: the actions or omissions of freight shipment contractors, the theft or loss of equipment or personal effects and any other activities that have been sub-contracted by the organisers.
- 14.4 Rights of an exhibitor shall not be assignable to any other firm or person and no exhibitor may assign his space, or sublet the whole or any part of the space contracted for.
- 14.5 Exhibitors shall not obstruct the view of adjoining exhibit nor be exhibition operated in any manner objectionable to other exhibitors. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent exhibits. Phonographs, radios or other sound devices operated in a manner objectionable to the Exhibit committee shall be prohibited, furthermore, any unusual marketing or promotional activities, for example, awards, raffles or any such activities that require other participants to be assembled by the exhibitor's stand at a particular pre-determined time or other activities which run concurrently with the main activities of the organisers have to be pre-approved by the organiser.
- 14.6 In publishing the event catalogue, the organizer or its agents or employees will not be held responsible any errors or omissions on copy prepared and submitted by the Advertiser or participant
- 14.7 In the event that a stand share has been pre-approved by the organiser, the participant shall notify the organiser of the name of each stand sharer. The participant shall thereafter be deemed to act as agents in respect of each stand sharer whom shall be bound by the same Rules and Regulations accordingly. In the event that any stand sharer fails and or neglects to comply with these Rules and Regulations or otherwise defaults in its obligations, the participant, as principal shall be liable for all losses, liabilities and costs incurred by the organisers arising from such non-compliance or default.
- 14.8 Where applicable, participants agree to submit their logos, descriptions and other such marketing materials in such a format and timely manner that has been prescribed by the organisers and will not hold the organisers accountable should there be a default.
- 14.9 The organiser reserves the right to cancel/change programs, content, speakers or venue at any time. They also reserve the right to make portions of the program registration information available to program sponsors. The organiser will not be held liable for any costs incurred by registrant due to individual registration cancellation.
- 14.10 Registrant, as an individual person attending an event hereby grants permission to the organisers to use and publish his or her image, likeness, or testimonials collected in connection with the program for advertising and trade purposes in connection with organiser's conferences, instructional, and/or marketing activities. Logos of participation companies will be used only for the purposes of event marketing and promotion and to demonstrate the participant's association with the event.
- 14.9 Data Protection: The personal information provided by you will be held on the database that may be shared with AME Trade. Sometimes your details may be made available to external companies for marketing purposes. If you do not wish your details do be used for this purpose please write to: Database Admin, AME Trade Limited, Unit 408-409 United House, 39-41 North Road, London UK, N7 9DP or email us at support@ametrade.org