



ICT 4 all Exhibition

15 - 19 November 2005, Kram PalExpo, Tunis - Tunisia

Exhibitor Manual

ICT 4 all Exhibition, Tunis

15-19 November 2005

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1. CONTACTS

1.1. Organiser

Otto Frei AG
Marktgasse 3
CH-3011 Bern
Switzerland

Tel. +41 31 311 35 66
Fax +41 31 311 35 67
expo@ict4all-tunis.org
www.expo.ict4all-tunis.org



Contact persons coordination

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pierre.kistler@ottofrei.ch
Tel. +41 31 310 01 83

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petra.leuzinger@ottofrei.ch
Tel. +41 31 310 01 86

Contact person accountancy

Ms Nathalie Chèvre
nathalie.chevre@ottofrei.ch
Tel. +41 31 310 01 80

Contact person
ICT 4 all Exhibition Catalogue

Ms Alison Walters
alison.walters@ottofrei.ch
Tel. +41 31 310 01 87

Contact person
Sponsoring / Advertising

Ms Concetta Amendola
concetta.amendola@ottofrei.ch
Tel. +41 31 310 01 85

Mr Olivier Matter
olivier.matter@ottofrei.ch
Tel. +41 31 310 01 85

1.2. Exhibition Venue

Kram PalExpo, Hall 2
Tunis / Tunisia
www.fkram.com.tn

Important: please do not use this address for the delivery of any materials and refer to instructions under heading 6.3 Delivery address.

1.3. General event infrastructure

GL Events
Route d'Irigny
P.O. Box 40
FR-69530 Brignais
France

Tel. +33 4 72 31 54 50
Fax +33 4 72 31 54 92
www.gl-events.com



Contact person video, sound,
light, data, IT

Mr Samuel Cretiaux
samuel.cretiaux@gl-events.com
Tel. +33 4 72 31 53 70
Fax +33 4 72 31 54 96
Mobile +33 6 70 01 23

Contact person electricity, light

Ms Fabienne Thibaud
fabienne.thibaud@gl-events.com
Tel. +33 4 72 31 53 83
Fax +33 4 72 37 54 98

1.4. Internet supplier

Advanced e-Technologies

29, Rue des Entrepreneurs Charguia II
2035 Tunis Carthage
Tunisia

Contact person

Mr Mourad Lamloum
dc2@aetech-solutions.com
+216 98 560 654

Mr Houcine Benmessaoud
h.benmessaoud@aetech-solutions.com

1.5. Insurance

Tunisie Courtage

Immeuble Luxor I – B1
4 Rue 8 300
Montplaisir
TN-1002 Tunis
Tunisia

Contact person

Mr Mohamed Ali Blouza, General Director
tc@gnet.tn
Tel. +216 71 95 17 45 / +216 71 95 17 10
Fax +216 71 95 16 55

1.6. Official freight forwarders and exclusive on-site handling agents

C2T

14 Rue Ahmed Tlili
TN-1000 Tunis
Tunisia

Contact person

Mr Ahmed Zoghlami
c2t_consulting@yahoo.fr
Tel. + 216 71 33 98 93
Fax + 216 71 33 99 01
Mobile +216 20 222 191

1.7. Official caterer

If you wish to organize a special event please contact the following person to order catering:

Hotel Invest (Best Western)

42, Avenue Mohamed V
TN-1002 Tunis
Tunisia

Contact persons

Mr Boudali Moez or Mr Anis Berraies
maison.blanche@planet.tn
Tel. +216 71 84 28 42 / +216 71 84 98 49
Fax +216 71 79 38 42

1.8. Official florists

Addresses will follow

1.9. Official supplier of hotel accommodation

Online bookings hotel accommodation: www.reservation.smsitunis2005.tn/home_en.html

1.10. Official supplier of host services

Address will follow

1.11. Official stand builders

GL ESPACE & DÉCOR

Sylvian Hilaire
Jérôme Gouedard-Comte

Fax +33 4 72 31 54 93
Fax +33 4 72 31 54 92
www.gl-events.com

sylvian.hilaire@gl-events.com
jerome.gcomte@gl-events.com

Cibolini AG

Hauptstrasse 155
CH-3286 Muntelier
Switzerland

Tel. +41 26 670 38 42
Fax +41 26 670 38 52
www.cibolini.ch
gestaltungen@cibolini.ch

Syma AG

Halle de Frêt / Cargo E2
CH-1211 Geneva 5 Depot
Switzerland

Tel. +41 22 791 70 30
Fax +41 22 791 70 31
www.syma.ch
stephan.huerlimann@syma.ch

Equipfoires

5 Rue 8612 Zone industrielle
Charguia 2035
TN-Tunis
Tunisia
Commercial Director: Mr Kamel

Tel. +216 98 358 971
Fax +216 71 79 21 91
www.equipfoires.com.tn
equipfoires@planet.tn

1.12. Tourist information

www.tunisietourisme.com.tn

2. DEADLINES

Return of order forms

Order form 1: Electricity	16.09.2005	to: GL Events
Order form 2: Telephone, data transmission	16.09.2005	to: Otto Frei AG
Order form 3: Modular stands	16.09.2005	to: Otto Frei AG
Order form 4: Furniture	16.09.2005	to: Otto Frei AG
Order form 5: Audiovisual	12.10.2005	to: GL Events
Compulsory: Form 6 Insurances	16.09.2005	to: Otto Frei AG

Other important dates

Reservation host services	12.10.2005	
Pick-up of safe-conduct passes for stand builders	01.11.-12.11.2005	
Build-up of stands	01.11.-12.11.2005	
Pick-up of badges for ICT 4 all Exhibition entrance	07.11.-19.11.2005	
Decoration and last fittings of modular stands	11.-12.11.2005	
Opening ceremony	15.11.2005	10.00 h
Dismantling of stands	20.-23.11.2005	

3. INSTRUCTIONS AND TERMS OF PAYMENT

Applicable only for the order forms on www.expo.ict4all-tunis.org.

It is the Pavilion Co-ordinators' responsibility to inform their Co-Exhibitors of the following instructions and to ensure that they comply with them.

3.1. Order forms

The person signing the order form acknowledges having taken note of the instructions and terms of payment.

Prices quoted are for the duration of the exhibition, all taxes included. Please note that Tunisian VAT (18%) will apply on all on-site orders.

Order forms must be duly completed, indicating the:

- a) - Stand number
- Name and address of company responsible for the payment
No change of payment address will be accepted after receipt of the form.
- b) Order forms for installation of utilities must be thoroughly completed.
Additional expenses arising from errors, omissions or subsequent modifications will be charged to the exhibitors.

When requested, order forms must be accompanied by a sketch indicating position of installations.

3.2. Rates / Deadlines

Exhibitors must keep to the deadlines.

Prices increase 20% after the deadline indicated on each order form. For all on-site orders there will be a price increase of 50% of the normal price plus 18% of VAT.

3.3. Cancellation of orders

Cancelled orders are subject to an administrative charge:

- Audiovisual equipment: 100 % of the ordered amount
- Furniture: 50 % of the ordered amount
- Modular stands: 100 % of the ordered amount
- Data transmission 100 % of the ordered amount
- Electricity: 100 % of the ordered amount

In addition, costs for services already supplied will be charged fully.

3.4. Invoicing / Payment

Otto Frei AG is invoicing in Swiss Francs (CHF) for:

- Order Form 2: Data transmission
- Order Form 3: Modular stands
- Order Form 4: Furniture

GL Events is invoicing in Euros (EUR) for:

- Order Form 1: Electricity
- Order Form 5: Audiovisual

Otto Frei AG and GL Events will invoice for services ordered which are to be paid net upon receipt. In case of non-payment before 1st November 2005, services will not be supplied or goods will not be released.

Pavilion Co-ordinators are responsible to Otto Frei AG and GL Events for the payment of expenses committed by Co-Exhibitors of their stand.

Services ordered on site have to be paid immediately.

Invoices must be paid in Swiss Francs (CHF) or Euros (EUR) following the currency mentioned on the order forms.

Accounts of Otto Frei AG:

Account owner Otto Frei AG
Bank details BANK COOP
Amthausgasse 20
CH-3001 Bern / Switzerland

Clearing no.: 8443
Account no.: 788468.29.02.30-3
IBAN: COOPCHBB30A
SWIFT: CH95 0844 0788 4682 9023 0

Accounts of GL Events

Electricity

Account owner GL Lumière & Son
Bank details SOCIETE GENERAL
Lyon entreprises
Tour société Suisse
FR-69443 Lyon / France

Bank: 30003
Agency: 02280
Account N°: 00025710967
ID Code: 34
IBAN: FR76 30003 0280 00025710967 34
SWIFT: SOGEFRPP

Audiovisual

Account owner GL Image
Bank details BNP Paribas
Lyon Agence Centrale
20, Rue Villette
FR-69003 Lyon / France

Bank : 30004
Agency : 02249
Account N° 00010267253
ID Code 84
IBAN FR76 3000 4022 4900 0102 6725 384
SWIFT BNPAFRPPLPD

3.5. Complaints

Any complaints should be made before and during the Exhibition to the Organiser.

Complaints made after the closure of the Exhibition shall no longer be taken into consideration.

3.6. Courts

For any litigation concerning order forms 2, 3 and 4 that cannot be settled amicably, the place of jurisdiction is Berne.

Swiss law is applicable.

For any litigation concerning order forms 1 and 5 that cannot be settled amicably, the place of jurisdiction is the Commercial Court of Lyon.

French law is applicable.

4. REGULATION INSURANCES

4.1. General information

The Organiser and the suppliers will not be liable for damage caused either to exhibitors' goods or to installations provided by third parties.

In addition, they decline all responsibility, in all cases and at all times, for the loss, disappearance or theft of goods.

In case you do not have any insurance, the necessary insurance cover may be provided through your insurance company or "Tunisie Courtage" (see chapter 1.5 for complete address).

4.2. Third-party-liability insurance (compulsory!)

Third-party-liability insurance is obligatory for all exhibitors.

In case you do not have a third-party-liability insurance, the necessary insurance cover may be provided through your insurance company or "Tunisie Courtage" (see chapter 1.5 for complete address).

The exhibitor should complete, sign and return form No. 6 to Otto Frei AG (Fax +41 31 311 35 67) indicating if he/she already has a third-party-liability insurance or if he/she will purchase one.

4.3. Fire insurance (compulsory!)

Insurance statement

Fire insurance (which also covers water damage) is obligatory for all exhibition goods as well as for stands and subsequent equipment.

In case you do not have a fire insurance, the necessary insurance cover may be provided through your insurance company or "Tunisie Courtage" (see chapter 1.5 for complete address).

The exhibitor should complete, sign and return form No. 6 to Otto Frei AG (Fax +41 31 311 35 67) indicating if he/she already has a fire insurance or if he/she will purchase one.

4.4. Transit and exhibition insurance

Transit and exhibition insurance is optional.

Exhibitors are strongly recommended to insure against any risks that may occur during transit and throughout the exhibition.

In case you do not have a transit and exhibition insurance, the necessary insurance cover may be provided through your insurance company or "Tunisie Courtage" (see chapter 1.5 for complete address).

5. ADDITIONAL INFORMATION CONCERNING ORDER FORMS

5.1. Data transmission

5.1.1. Internet connection

Each stand will automatically be equipped with an internet connection (included in the surface fee), according to the size of your stand:

- 1 access line 128 kb/s for a stand surface up to 49.9 m²
- 1 access line 384 kb/s for a stand surface from 50 to 199.9 m²
- 1 access line 512 kb/s for a stand surface over 200 m²

“Tunisie Télécom” provides wireless connection WIFI. Wireless cards can be bought during the exhibition. Their price will be communicated shortly.

Please use order form 2 for additional connection orders.

For all orders required to set-up internet connection on your stand (hub, cables,...) please contact “Advanced e-Technologies” (see chapter 1.4 for complete address). They will make a personalized offer to suit your needs.

All orders have to be sent before 16 September 2005.

5.1.2. Telephone / fax connection

Each stand will be equipped with one telephone or fax line, included in the surface fee.

The installation of additional telephone/fax lines is free of charge. Please use order form 2 for all orders.

5.2. Water connection

For technical reasons no water connection will be available in Hall 2 of Kram PalExpo and the extension.

6. TRANSPORT & FREIGHT HANDLING

6.1. Exclusive on-site handling agent

COSMSI has appointed an exclusive handling agent for Kram PalExpo:

C2T
14 Rue Ahmed Tlili
TN-1000 Tunis
Tunisia

Contact person

Mr Ahmed Zoghلامي
c2t_consulting@yahoo.fr
Tel. + 216 71 33 98 93
Fax + 216 71 33 99 01
Mobile +216 20 222 191

Exhibitors are requested to inform their subcontractors accordingly.

6.2. Freight forwarder

However, exhibitors are free to choose a freight forwarder for transport to and from Kram PalExpo and/or for customs clearance.

6.3. Delivery address / Deadlines

6.3.1. Freight for stand construction

All freight for stand construction has to be addressed to C2T. The deadline to send freight for stand construction will be communicated shortly.

C2T (SMSI / WSIS)
Mr. Ahmed Zoghلامي
14 Rue Ahmed Tlili
TN-1000 Tunis
Tunisia

Notify: Company name / stand number
For ICT 4 all Exhibition

6.3.2. Other material for the exhibition

All other material only used during the exhibition period has to be addressed to C2T. The deadline to send other material for the exhibition will be communicated shortly.

C 2 T (SMSI / WSIS)
Mr. Ahmed Zoghلامي
14 Rue Ahmed Tlili
TN-1000 Tunis
Tunisia

Notify: Company name / stand number
For ICT 4 all Exhibition

On payment of appropriate customs and handling charges, C2T will deliver your goods to your stand. They will not release any postal or courier shipments until the respective charges have been paid, in full, at their office in Kram PalExpo by cash or credit card (VISA, MASTERCARD or AMEX).

7. REGULATIONS FOR CONSTRUCTION

7.1. Technical data of Kram PalExpo

7.1.1. Floor loads

Load limits apply as follows:

A uniformly distributed average load of $p = 500 \text{ kg/m}^2$.

7.2. Stand building

Stands must conform to basic safety standards and must not present a danger to occupants or visitors, or to the immediate environment.

Exhibitors are responsible for the construction and decoration of their stands. They should refer first to the rules of the exhibition, which prevail.

Each exhibitor must ensure that he or she knows the location, dimensions and layout of the stand allocated to him/her.

7.2.1. Stand height

Height of stands

Maximum 5 metres, unless otherwise authorised

Two-storey stands

Subject to static calculations and admission from the organizer

7.2.2. Attachments

Floors

Exhibitors and stand designers must create self-supporting structures that do not have to be attached to the floor.

Walls

It is forbidden to fix anything to the walls of the hall.

Ceiling

No suspension is permitted on the ceilings.

7.2.3. Heating of stands

The Exhibition area is heated and therefore stand heating is not required.

7.2.4. Glazing

All glazing must be laminated safety glass, film-covered plate glass or equivalent.

8. SAFETY AND SECURITY / FIRE PREVENTION

8.1. Safety and Security

8.1.1. Control Centre

The telephone number for emergency calls will be available later.

8.1.2. Infirmary

There will be an infirmary at Kram PalExpo. The telephone number will be available later.

8.1.3. Surveillance

Danger of theft

Exhibitors should limit the possibility of theft by removing valuable objects or small articles from their stands at closing time. The Organiser declines any responsibility in case of theft.

Suspicious objects, threats

Any suspicious object found on or near a stand should be reported immediately to the Security Service. The telephone number will be available later.

The Organiser reserves the right to automatically remove any suspicious looking items from the Kram PalExpo immediately.

Any personal threat should be reported promptly to the Security Service, who will take the necessary action as unobtrusively as possible.

8.2. Fire prevention and fire-fighting equipment

Exhibitors are advised to inspect their stands at closing time each day as a precaution against fire caused by cigars, cigarettes or electrical installations.

8.2.1. Fire extinguishers

The Security Service can require fire extinguishers to be fitted to stands on which the materials or objects exhibited constitute a high fire risk.

Furthermore fire equipment in accordance with security standards is available in the exhibition halls.

9. ADMINISTRATIVE AND LEGAL REGULATIONS

9.1. Animals

Animals are not admitted into the ICT 4 all Exhibition.

9.2. Waste removal and cleaning

The exhibitor is responsible for the disposal of waste during build-up.

Each evening, after closure of the exhibition, all waste will be removed and open areas cleaned free of charge.

9.3. Complaints

Any complaints should be made before and during the ICT 4 all Exhibition to the Technical Reception Desks (technical installations, stand cleaning, etc.).

Complaints made after the closure of the Exhibition shall no longer be taken into consideration.

9.4. Advertising boards and official information signs

Concealment of all or part of the advertising boards and official information signs by any object is forbidden.