



# ICT 4 all Exhibition

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



# General Regulations for Exhibitors at ICT 4 all Exhibition, Tunis 2005

## ***Organisation, Promotion and Invoicing:***

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# General Regulations for Exhibitors at ICT 4 all Exhibition, Tunis 2005

(Hereinafter referred to as «General Regulations»)

## 1. ICT 4 all Exhibition

The ICT 4 all Exhibition aims to enrich the political core segment of the second phase of the World Summit on the Information Society (WSIS), 16-18 November 2005 in Tunis/Tunisia by showcasing the human dimension of Information and Communication Technologies (ICTs) in a unique multistakeholder gathering.

The ICT 4 all Exhibition covers a net area of over 6'000 m<sup>2</sup> and consists of an exhibition and workshops (hereinafter referred to as the «Exhibition»).

The ICT 4 all Exhibition contributes to a more effective use of ICT.

## 2. THE EXHIBITION

The Exhibition showcases concrete projects, solutions, applications and services, in the area of ICT for all. Its objectives are:

### **Objective 1: network**

To bring multi-stakeholders together to share knowledge, experiences and to encourage partnerships in the field of ICT. To promote the role of the private sector in particular, as stakeholders providing economically viable models for universal access to information and value-added ICT services.

### **Objective 2: showcase**

To showcase solutions and projects from companies, organisations and countries active in the field of ICT. Exhibitors present technologies, products, projects, services, approaches, best practices and innovations.

### **Objective 3: exchange**

To exchange and reflect on state-of-the-art lessons, specific experiences, innovative models and future trends in the area of ICT for all.

### **Objective 4: action**

To stimulate innovative action including concrete multi-stakeholder deals, action-oriented partnerships, joint programmes and financing models.

The Exhibition focuses on five themes linked to the World Summit on the Information Society's Declaration of Principles and Plan of Action:

- e-Solutions
- Inclusive Access
- Development and Solidarity
- Partnership and Financing
- Research and Innovation

### 3. ORGANISATION OF THE EXHIBITION

The host country, Tunisia, represented by the COSMSI (Committee of the World Summit on the Information Society) has entrusted

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with the organization of the Exhibition (hereinafter referred to as «Organiser»). The Organiser is responsible for the smooth running of all promotional, administrative and logistical operations pertaining to the Exhibition.

### 4. PLACE, DATE AND OPENING HOURS

The ICT 4 all Exhibition is located in hall 2 and the extension of “Kram PalExpo” (hereinafter referred to as «Venue») in Tunis, Tunisia. It will take place from Tuesday 15 to Saturday 19 November 2005.

Tentative opening hours:

Tuesday 15 November	9.00 – 18.00
Wednesday 16 November	9.00 – 18.00
Thursday 17 November	9.00 – 18.00
Friday 18 November	9.00 – 18.00
Saturday 19 November	9.00 – 16.00

### 5. APPLICATION

#### 5.1. Exhibitors

The following are eligible Exhibitors (hereinafter referred to as «Exhibitor»):

- Governments
- International organisations
- Non-governmental organisations and civil society
- Private sector

#### 5.2. Registration

Registration must be submitted via internet only ([www.expo.ict4all-tunis.org](http://www.expo.ict4all-tunis.org)). The registration document (PDF) has to be printed, signed and sent immediately to OTTO FREI AG by fax. Should you have any enquiries please contact [expo@ict4all-tunis.org](mailto:expo@ict4all-tunis.org).

Upon receipt of the registration document (PDF), the Organiser will return an acknowledgement via e-mail. The acknowledgement is preliminary and does not entitle the Exhibitor to the requested space.

#### 5.3. Outline of the project and company/organisation description

Together with the registration, the Exhibitor must submit:

a) An outline of the project (hereinafter referred to as “project”) of max. 1500 characters. The Exhibitor's exhibit(s) and service(s) are to be derived entirely from the project.

The outline of the project must contain the following and be no more than 1500 characters:

- Project description and objectives
- Project status: e.g. is the project
  - planning stage
  - in process or
  - already realised
- Experiences / lessons learnt

The project must stem from concerns in the information or communication technologies sector and relate to the objectives of the Exhibition. ICT includes all electronic media, technologies and facilities from radio to IT programming solutions, from new hardware solutions to financing and initial support. Exhibitors may present one or more projects, which have been realized or are in the process of being realized.

It is a requirement that for every 20m<sup>2</sup> or fraction thereof reserved, the Exhibitor must submit one project. Further to this, when Exhibitors submit more than one project, these must be diverse in nature.

b) A company/organisation description of max. 500 characters.

The outline of the project and the company/organisation description must be submitted online together with the registration form. The online registration form and project form can be found on [www.expo.ict4all-tunis.org/participation\\_form.htm](http://www.expo.ict4all-tunis.org/participation_form.htm).

These descriptions are important information that will be published in the ICT 4 all Exhibition catalogue and other communication material.

Project and company/organisation descriptions are accepted in English and French only.

#### 5.4. Application for pavilions

A pavilion is a collective stand with a conglomeration of companies or organisations showcasing under one common roof.

The pavilion Co-ordinator must make the initial registration.

The registration must be supported by an outline from the pavilion Co-ordinator (max. 1000 characters) specifying the concept of the pavilion that is binding for all Exhibitors participating in it.

Each Exhibitor in the pavilion (hereinafter referred to as «Co-Exhibitor») has to submit an outline of each project (each max. 1500 characters).

Co-Exhibitors accepted by the Organiser will be charged a fee of CHF 500.00 each in addition to the surface fee, which will be invoiced to the pavilion Co-ordinator.

The pavilion Co-ordinator is responsible for:

- a) Total payment to the Organiser for Exhibition space allocated (including total bare surface fee of the Pavilion, CHF 500.00 per Co-Exhibitor and other exhibition-related costs)
- b) The entire organization of the pavilion
- c) The allocation of space to Co-Exhibitors participating in the pavilion which must be in accordance with the present General Regulations
- d) The distribution of a copy of the General Regulations and all further instructions (Exhibitor's manual, etc) to all Co-Exhibitors participating in the pavilion and ensuring their compliance.

## 6. FINANCIAL CONDITIONS

### 6.1. Rental fees

Bare surface fee per m<sup>2</sup> in Swiss Francs (CHF)

Company / organisation status	Country of origin*	CHF/m2 Taxes incl.
Large companies (> 500 employees)	All countries	480.-
Small and medium companies (< 500 employees)	High income economies	480.-
Small and medium companies (< 500 employees)	Low-income economies, lower-middle-income economies, upper-middle-income economies	240.-
Government organisations / NGOs	High income economies	480.-

Government organisations / NGOs	Low-income economies, lower-middle-income economies, upper-middle-income economies	240.-
UN / International organisations	All countries	240.-

\* Visit the World Bank list of countries and economies categories:  
[www.worldbank.org/data/countryclass/classgroups.htm](http://www.worldbank.org/data/countryclass/classgroups.htm)

See Article 5.4. for additional costs for Co-Exhibitors.

Double floor stands will be charged an additional fee of 50% of the bare surface fees.

Taxes included in any of the above fees.

a) The bare surface fee includes:

- Stand area
- Heating, lighting and cleaning of the hall
- General advertising of the Exhibition
- Entry in the official catalogue and on all Exhibitors' lists.

b) The bare surface fee does not include, in particular:

- On-stand decoration, fittings and stand lighting
- Raised floor, partitions, fascia board and carpeting
- Insurance (fire, theft etc.)
- Hiring of handling equipment
- Parking spaces

If the Exhibitor desires a modular stand, an additional cost must be paid. Types of modular stands and prices can be found on [www.expo.ict4all-tunis.org](http://www.expo.ict4all-tunis.org). Order forms for modular stands can be found in the Exhibitor Manual.

## 6.2. Payment

Once the Organiser has decided on the definite space allocation, the Exhibitor/pavilion Co-ordinator will receive a first invoice with the amount of 35% of the rental price, payable 30 days after receipt. The payment of the first invoice constitutes the contract with the Organiser (see. 7.3.). If the first invoice is not paid within the payment period of 30 days, the Organiser is free to attribute the reserved space to another Exhibitor.

The balance of 65% of the rented surface is invoiced when sending out the Exhibitor's manual from July 2005 onwards.

The Organiser should be in possession of payment, or of a document certifying the payment has been made, on the first day of set-up at the latest. In the absence of such a document, the Organiser has the right to forbid access of the allocated surface to the Exhibitor or to immediately evacuate the stand or pavilion at the Exhibitor's expense.

In case the application form is submitted less than 30 days prior to the official opening of the ICT 4 all Exhibition, the total rental price of the stand is due before the Exhibition opens. The application must be previously accepted by the Organiser.

Invoicing to be made through Otto Frei AG, in Swiss Francs (CHF) only.

## 7. CONTRACT

### 7.1. Acceptance of reservations

The first review of reservations and projects received will start in June 2005. Exhibitors will be notified of acceptance of reservation and project.

Subsequently received reservations and projects shall be reviewed and decided upon in monthly intervals as per 30<sup>th</sup> June, 30<sup>th</sup> July etc., subject to continued availability of space.

The Organiser has the sole authority to accept or to refuse a reservation, based on the submitted outline of the project. The decision shall be final. The stating of reasons for the decision is not required.

## **7.2. Space Allocation**

The Organiser will decide on the definite space allocation based on the reservation and outlines of projects received.

The Organiser reserves the right to reduce the space applied for in prior consultation with the Exhibitor.

The Organiser may also, where necessary, relocate an Exhibitor and/or assign another stand, without incurring any liability for compensation. The stating of reasons for the decision is not required.

## **7.3. Contract**

The registration form is a legally binding commitment from the applying Exhibitor. The first invoice from the Organiser constitutes an integral or partial acceptance of the Exhibitor's registration form. By paying the first invoice within the payment period of 30 days, the Exhibitor enters a legally valid contract with the Organiser as per the terms of the invoice.

# **8. CANCELLATION OF CONTRACT**

## **8.1. Cancellation by the Organiser**

A contract may be cancelled by the Organiser at any time, particularly if it turns out that the terms of admission have not been or cease to be observed, without obligation other than a possible refund of amounts already paid.

The Organiser is not required to state reasons for the decision.

## **8.2. Cancellation by the Exhibitor**

An Exhibitor who wishes to cancel participation at the Exhibition or to reduce the surface requested should notify the Organiser in writing. The notification does not release the Exhibitor from the legal obligations as per contract.

However, the Organiser may reduce the claims related to the booking to 50% of the total surface fee (see 6.1) if the Exhibitor informs the Organiser before 30<sup>th</sup> September 2005.

After this date, the total surface fee will be charged in any case.

The Organiser may immediately re-allocate floor space made available through any breach of the contract by an Exhibitor, including non- or delayed payments.

Stands booked but remaining unoccupied (i.e. without the scheduled exhibits or information of delay) 24 hours before the Exhibition may be re-allocated by the Organiser in favour of the Exhibition.

# **9. ADVERTISING**

All promotion and publicity whatever, including the distribution of pamphlets, CD-ROMs, etc. at the "Kram PalExpo", is limited to the Exhibitor's stand and the official frameworks made available by the Organiser.

Exhibitors are prohibited from conducting or permitting any presentation, sale or advertising of products, services, brands or companies that are not covered by the submitted outline of project.

# **10. NO TRANSFER OR SUBLETTING**

Exhibitors are not allowed to transfer or to sublet any part of the stand they have been allocated. Nevertheless, the Organiser may authorize an Exhibitor to share the stand with one or more Co-Exhibitor(s).

## **11. SPONSORSHIP**

Please check [www.worldsummitsponsor.com](http://www.worldsummitsponsor.com) for information on sponsorship possibilities.

## **12. EXHIBITION CATALOGUE**

Entry in the catalogue is compulsory but free of charge.

Company and project descriptions will be taken from the online registration form. The Organiser cannot accept liability for errors or omissions.

Advertising opportunities in the catalogue are available through the Organiser.

## **13. ADMINISTRATIVE REGULATIONS**

### **13.1. Staff on stand**

Exhibitors must ensure that their stands are manned with a minimum of two people per project during all Exhibition-opening hours. Please ensure adequate rotation of staff during relief periods.

### **13.2. Build-up and dismantling of the stand**

The stand must be assembled and decorated until 15<sup>th</sup> November 2005 at 9.00 am, the opening time of the ICT 4 all Exhibition.

Stands must not, under any circumstance, be dismantled before the official closure of the Exhibition, 16.00, 19<sup>th</sup> November 2005.

### **13.3. Cash and carry selling**

Unless authorized by the Organiser, Exhibitors are not permitted to sell, on a cash and carry basis, any products or services during the Exhibition.

### **13.4. Official publications**

The Organisers have the sole right to produce, publish and distribute official publications, or grant the right to produce, publish and distribute official publications about the ICT 4 all Exhibition.

### **13.5. Sweepstakes, tombolas and competitions**

Exhibitors wishing to organize sweepstakes, tombolas and competitions within the grounds of the Venue, or to award prizes at the Venue, must relate the awarded prizes to Information and Communication Technologies and must, in addition, abide by the applicable Tunisian laws. They must obtain prior written authorization from the Organiser.

## **14. EXHIBITOR PASSES**

Exhibitor passes for the stand staff will be allotted free of charge, according to stand area:

- up to 20,0 m<sup>2</sup>: 4 Exhibitor passes
- from 20,1 m<sup>2</sup> to 49,0 m<sup>2</sup>: 8 Exhibitor passes
- from 49,1 m<sup>2</sup>: 10 Exhibitor passes

Additional Exhibitor passes can be purchased through the Organiser.

## **15. STAND INSTALLATIONS AND DECORATION**

Exhibitors and their Co-Exhibitors must provide their own fittings for, and the building of, their own stands. They must decorate them using only non-flammable or fire retardant materials.

Exhibitors and their Co-Exhibitors may not mount any installation, decoration or demonstration on their stands that could be considered prejudicial in any way to any other Exhibitor.

The Organiser reserves the right to remove or modify, at the risk and expense of those concerned, any installation or decoration detrimental to the general appearance of the Exhibition, or causing any danger or nuisance, such as excessive noise, to other Exhibitors or to the public.

Detailed information will be provided in the regulations for stand construction and outfitting included in the Exhibitor's manual. Exhibitors and their Co-Exhibitors undertake to respect the terminology, numbering and colour coding adopted by the Organiser for the guidance and convenience of visitors, both in and outside the Exhibition premises.

Exhibitors and their Co-Exhibitors must ensure that they know the location, dimensions and layout of their stands. Exhibitors are liable for any damage they cause (or a third party commissioned by them) to the walls, floors, pillars and installations of the Exhibition halls, during assembly, operation and dismantling of their stands.

The maximum height of the stands is limited to 5 m. Other construction must be approved by the Organiser prior to the event. The scale drawing and related static calculations of any two-storey stand must be submitted for approval by the Venue no later than 30<sup>th</sup> September 2005.

## **16. EXHIBITOR'S MANUAL**

In July 2005, Exhibitors will receive a manual including:

- dates and procedure for receipt of goods and for assembly and dismantling operations
- regulations for stand construction and outfitting
- general information and site regulations
- a list of supply and service companies
- all necessary order forms, electricity, telephone/fax, data transmission line, audiovisual equipment, computer equipment, freight handling, insurance, parking facilities.

## **17. LIABILITY FOR LOSS, DISAPPEARANCE, DAMAGE OR THEFT**

The Organiser and the Venue decline all liability for loss, disappearance, damage or theft.

## **18. CANCELLATION OF THE ICT 4 ALL EXHIBITION**

If, for whatever reason, the ICT 4 all Exhibition does not take place, all registrations become void. Exhibitors expressly renounce all right of appeal, on whatever grounds, against the decision of the Organiser.

## **19. MODIFICATION OF THE GENERAL REGULATIONS**

The Organiser is empowered to rule on all situations not covered by the General Regulations, and may make modifications or additions to them, as deemed fit. Such modifications or additions shall have immediate effect.

The Exhibitor's manual, including regulations for stand construction and outfitting, and various circular letters sent later to the Exhibitors, constitutes an integral part of the General Regulations.



## **20. BREACH OF REGULATIONS AND INSTRUCTIONS**

Any infringement on any clause of the General Regulations and other instructions received from the Organiser will be penalized by the temporary or definitive expulsion of the Exhibitor, without entitling him or her to any claim for reimbursement or compensation.

## **21. DISPUTES**

The Exhibitor undertakes to submit any complaint to the Organiser before resorting to litigation. Complaints must be received within 5 days from the end of the Exhibition in writing by the Organiser. If a dispute cannot be settled amicably, the place of jurisdiction is Berne.

Swiss law is applicable.

The original English text of the General Regulations shall be the legally binding version.

Berne, June 2005