



"From Thoughts to Action"

# Application and Exhibit Booth Contract 4<sup>th</sup> International Disaster and Risk Conference IDRC Davos 2012

August 26–30, 2012 • Davos Congress Centre • Davos, Switzerland

**Complete and return before 31 July 2012 to:**

Global Risk Forum GRF Davos, Ms. Jill Portmann, Promenade 35, CH-7270 Davos Platz, Switzerland

Email to: [jill.portmann@grforum.org](mailto:jill.portmann@grforum.org)

Fax to: +41 (0)81 414 1600

**PLEASE TYPE OR PRINT CLEARLY**

Address listed below will be included in onsite Conference and Exhibition Programme.

**Exhibiting Organisation / Company:**

Address

City

ZIP

State

Country

Website

E-mail

Phone

Fax

Contact Person

**Cost of Exhibition Space:**

6 m<sup>2</sup> booth    EUR 2000

12 m<sup>2</sup> booth    EUR 2500

18 m<sup>2</sup> booth    EUR 3000

24 m<sup>2</sup> booth    EUR 3500

Fee is due within 30 days after application. Collaborating Organisations receive 10% reduction on exhibition space. Exhibiting companies are eligible for **2 free admissions to the IDRC Davos 2012**. Registration codes will be provided upon receipt of payment.

**Products/Services to be exhibited:**

We will not be engaged in direct over-the-counter sales during the exhibition.

**Exhibit Description:** For use in the on-site Conference and Exhibition Programme. 550 characters or less. Statements may be edited.

**Payment Method:**

Visa

MasterCard

**(American Express is not accepted.)**

Card #

Exp Date

Cardholder's Name

Wire Transfer (total amount in CHF has to be transferred in advance)

**Signature:** I certify that our organization is an Equal Opportunity Employer. I have read and agree to abide by all terms, rules, and regulations set forth in this contract.

# Exhibitor Contract Rules and Regulations

The following rules and regulations have been designed for the benefit of all exhibitors. Global Risk Forum (GRF Davos) requests the full cooperation of the exhibitor in their observance. GRF Davos reserves the right to terminate the exhibitor's display privileges at any time for breach of any of these terms, rules, and regulations. Such termination may become effective during the Conference, at which time the exhibitor agrees to close his/ her exhibit upon receipt of a notice of termination, and thereafter remove his/her exhibit from the exhibition hall as soon as possible, without disruption of the meeting. Expulsion of an exhibitor under these rules shall not give rise to a claim for a refund of the fees paid by such exhibitor.

Exhibiting space is charged at square rate as indicated. The exhibitor is responsible for the design, setup and security of their booth.

For equal booth orders the "first-come-first-serve"- rule will be applied.

## **Booth and Exhibit Specifications:**

All exhibits must adhere to the GRF Davos booth and exhibit specifications enclosed with this contract. Exhibitors desiring to use other than standard booth equipment or any signs, decorations or arrangements of display material conflicting in any way with these rules and regulations must submit to GRF Davos a detailed sketch of the proposed layout with the application and receive written variance approval from GRF Davos. There will be no objectionable noise or odour or other disagreeable feature attendant to any exhibit. Each exhibit shall be so installed that it will not project beyond the space allotted. No exhibit shall obstruct or otherwise interfere with the other exhibits.

## **Cancellations and Refunds:**

Cancellations must be received in writing by email, fax, or mail by end of business day on July 31, 2012 to receive a refund, less 25% of your booth fee. If you cancel after July 31, 2012 your entire booth fee will be forfeited. Any exhibitor that signs up after July 31, 2012 must pay the booth fee in full and will not be eligible for a refund.

## **Default in Occupancy:**

Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying the full rental of such space as provided in the signed application.

**All exhibits must be fully staffed during exhibit hours.**

## **Installation and Dismantling of Exhibits:**

The Congress Centre will be available from 8:00 a.m.–6:00 p.m. on August 25 for installation of exhibits. Exhibits may not be dismantled before 4:00 p.m. on August 30. Exhibits must be dismantled, packed and ready for ship out by 8:00 p.m. on August 30.

GRF Davos reserves the right to alter the conference hours in any manner whatsoever in the best interest of the Foundation.

## **Off-Site Activities:**

Exhibitors who plan to have off-site activities are encouraged to schedule their events before and after conference programme. Public notices of such events shall be displayed only in the exhibitor's booth.

**Restrictions in Operations of Exhibits:** Exhibitors may not alter the location of exhibits or of booths without the written consent of GRF Davos. Exhibitors may not sublet their space nor any part thereof. Exhibitors may not permit non - exhibiting companies' representatives in their booths.

GRF Davos reserves the right to restrict or relocate at the exhibitor's expense any exhibits that become objectionable because of noise, method of operation, materials, traffic congestion, or any other reason.

Exhibit demonstrations must be confined within the bounds of their respective booths. Aisle space may not be used to distribute promotional material. Companies planning to sell must comply with all association, state and local sales permit requirements.

## **Protection of Hall Property:**

Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix signs or posters to the walls, columns, or booth drape, or hang things from sprinkler pipes. Any signs or posters leaning against the walls must be properly padded so as not to cause damage. Smoking is prohibited in the Congress Centre Exhibit Hall and meeting rooms.

**Limitations of Liability:** GRF Davos reserves the right to alter the location of exhibits or of booths if deemed advisable in the best interest of the Conference. The exhibitor agrees to make no claim against the Global Risk Forum, its committees, members, agents, or employees or the Davos Congress Centre or the city of Davos for any reason whatsoever, including negligence, loss, theft, damage, or destruction of goods; or for any injury to himself, his agents, or employees while in the Conference quarters; or for any damage of any nature or character whatsoever including any damage to his business by reason of failure to provide space for the exhibit or the removal of the exhibit; or for any action of any nature of the Global Risk Forum or its committees, members, agents, employees, Davos Congress Centre, or the city of Davos for failure to hold the Conference on schedule.

**Security and Insurance:** The management of the Congress Centre, the City of Davos, GRF Davos, can accept no responsibility for the protection of exhibitor's materials and displays during the Conference. Exhibitors are expected to carry all risk insurance on their exhibits, utilize lock boxes, and/or arrange for their own security in their booths, as appropriate, at their own expense.

**Use of Logos:** The GRF Davos circle trademark and logo, and the IDRC marks and logos are the property of the Foundation Global Risk Forum GRF Davos. Any use of