



FIRST IGAD INTERNATIONAL SCIENTIFIC CONFERENCE ON HEALTH

Addis Ababa, 3 - 6 December 2014



Innovative approaches for equitable access to RH, HIV and AIDS services among pastoralists, cross-border and mobile populations

Exhibition Application Guidelines

The First IGAD International Scientific Conference on Health, organized in collaboration with the Africa Federation of Public Health Associations (AFPHA), offers a space to showcase innovative reproductive health, HIV and AIDS program approaches and experiences among cross-border and mobile populations (CBMP) and pastoralists. Among other delegates, health and social development workers, managers, researchers, academia, media, policy makers, and donors and alike will partake on the conference. All stakeholders with far-reaching performance and achievements in CBMP/pastoralist are invited to showcase their innovations and experiences for cross-learning, networking, collaboration and promotion.

To coordinate logistics and other arrangements, we kindly request you to confirm your participation to showcase your best practices and innovations in CBMP and pastoralists by/before 30 August 2014.

Exhibition area

Each participating institution will have a 3x3 booth with one table and two chairs within the Exhibition area.

Space assignment

IGAD Member States and Sponsors of the Conference will be given first priority in the allocation of exhibition space. Remaining space will be allocated on a first-come, first-served basis.

The Conference organizers reserve the right to review content and may decline to offer space to institutions whose objectives are inconsistent with that of the above-mentioned Conference objectives and guidelines.

Application for exhibition space must be made officially using the Exhibition Application and Agreement form (see *below*). Please submit your application by email to igadhealthconf@igad.int or by Fax: +251- 114 166 086 (*Attention to: First IGAD Scientific Conference on Health, AFPHA*).

Failure to occupy exhibition space and cancellation

An Exhibitor is supposed to install its displays by/before 14:00 hours, Tuesday 3 December 2014. The Organizers reserve the right to reallocate free spaces to other exhibitor(s) that are in a waiting list, may need more space and/or use it for other purposes related to the Conference.

The Organizers are not liable to any cost of whatsoever that may be incurred by the Exhibitor who did not put its display by the specified time.



Exhibit fee

Exhibitors such as MSs, IGAD project implementing partners and CSOs are not requested to pay for exhibition space. Sponsors of the conference like donors, development partners and commercial companies shall be allocated exhibition space free of charge as a good gesture to their invaluable contributions to the successes of the conference. Likewise, visitors have free access to the exhibition.

Giveaways

The Organizers and the Conference participants appreciate quality “giveaways” at exhibit tabletops. However, all promotional items that are distributed at the Conference must be approved in advance by the Organizers.

Please consult the Organizers for use of the Conference logo.

Exhibitor’s representative

Each exhibiting organization is entitled to assign one representative that attends the exhibition. A badge with clearly labeled name of the assigned person will be provided by the Organizers. The person is required to visibly wear the badge throughout the Conference.

Code of conduct

All exhibits are to be properly staffed at all times during the Conference. Personnel attending the exhibition space must observe acceptable dressing and behaviour. Alcohol beverages, smoking and any noise are strictly forbidden within and around the exhibition area.

Exhibitors are expected to uninstall and collect all showcase materials by 18:00 hours on 6 December 2014.

Liability

It is agreed that exhibitors shall assume all responsibilities for damage to or any claims arising out of their own negligence or that of their personnel or agents to the exhibition area and that neither the Organizers and its employees, nor the venue company and its employees, nor any Event management company and its employees, nor any other Exhibitor shall be responsible in this regard.

Side events

Any side event by exhibitors must receive prior approval of the organizers so as to avoid conflict with the published Conference program and activities.

Correspondence

Correspondence between the Conference organizers and applicants will be done by email and telephone. Therefore, applicants are advised to clearly put a valid email address and phone number.

Any enquires should be addressed to igadhealthconf@igad.int

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Exhibition Application and Agreement

Applicant's details:

Name of organization:

Type of organization:

Type of CBMP/pastoralist program:

Geographical coverage of CBMP/pastoralist program:

Population coverage of CBMP/pastoralist program:

Type of innovations, best practices, products and/or educational material to be displayed:

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Representative to attend:

Name of personnel:

Contact person:

Full name: Title/Position:

Phone: Mobile:

Fax: Email:

It is agreed that exhibitors shall assume all responsibilities for damage to or any claims arising out of their own negligence or that of their employees or agents to the exhibition area and that neither the Conference organizers and their employees, nor the venue company and its employees, nor any Event management company and its employees, nor any other Exhibitor will assume any liability for damage, loss of any nature or personal injury in connection with the showing or viewing of exhibits whatsoever.

I, the undersigned, hereby acknowledge receipt of and agree to abide by the rules and regulations which are by reference hereby made part of this agreement. I am also aware of, and agree to abide by, the application and cancellation policies.

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Date

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Authorized Signature