



EARTH OBSERVATION FOR DEVELOPMENT AND ADAPTATION TO A CHANGING WORLD

EXHIBITION GUIDE

EXHIBITION VENUE

Exhibition Hall, CSIR International Convention Centre

EXHIBITION SCHEDULE	
(Provisional, depending on the final programme)	
Sunday, 7 May 2017	07:00 – 14:00 (Build up) 08:00 – 14:00 (Custom stand build up) 14:00 – 17:00 (Exhibitor set up)
Monday, 8 May 2017	07:30 – 18:00 (Exhibition open)
tuesday, 9 May 2017	07:30 – 18:00 (Exhibition open)
wednesday, 10 May 2017	07:30 – 18:00 (Exhibition open)
thursday, 11 May 2017	07:30 – 18:00 (Exhibition open)
friday, 12 May 2017	07:30 – 12:00 (Exhibition open) 12:00 – 17:00 (Strike)

STAND PRICE

ZAR 25,000.00

Size: 3m wide x 3m deep

EXHIBITOR PACKAGES

STAND: Basic three metre by three metre Tension Fabric System (TFS) Exhibition Shell System; fascia (white with black lettering); plug point (15 amp single phase); overall security of complex; specially designed LED lights that provide the stands with exceptional illumination; two exhibitor badges (includes lunches and refreshments; excludes symposium sessions and all social events); listing in symposium handbook and on the website. No furniture included.

The price for the stand includes both the hire of floor space and the provision of a TFS shell scheme which will be automatically supplied unless specified to the contrary. No discount is available to Exhibitors not taking the included TFS shell scheme described.

The TFS shell scheme exhibition stands are a new, sustainable, reusable, well designed and good looking alternative, made from locally manufactured Polytwirl fabric will replace the traditional / standard shell scheme. This modern booth design gives Exhibitors a seamless booth with no uprights or panels, translating into uninterrupted visuals for seamless branding.

Any 'designer' stands must be submitted to the Symposium Secretariat by Friday, 10 March 2017 for approval. Likewise, all Exhibitors engaging stand builders in connection with their exhibits must provide the Symposium Secretariat with names and contact details of their appointed stand builders by the same date.

EXHIBITOR BADGES

Each stand includes exhibitor badges for two people. Additional badges can be purchased from the Symposium Secretariat. Exhibitor badges allow access to all lunches and refreshment breaks, and the exhibition; access to sessions and all social events is excluded. Exhibitors are asked to ensure that all representatives are properly registered with the Symposium Secretariat in advance of the symposium. Casual visitors are not allowed.

From the opening of the exhibition at **07h30** on **Monday, 8 May 2017**, no one will be admitted into the Symposium areas without an official exhibitor or delegate badge.

NOTE: Exhibitor badges will be issued only after full payment for the exhibition stand has been received.



SET-UP AND BREAKDOWN

Exhibitors may begin setting up their stands at **14:00** on **Sunday, 07 May 2017** to be ready for **07:30** on **Monday, 08 May 2017** when the exhibition opens to delegates.

Breakdown may begin at **12:00** on **Friday, 12 May 2017** and NOT BEFORE. All materials must be removed from the venue by **17:00** on **Friday, 12 May 2017**.

NOTE: Materials not removed by Exhibitors by this time will be disposed of at the Exhibitor's expense.

EXHIBITOR PUBLICITY

All Exhibitors are invited to submit an electronic version of their corporate logo for inclusion in the symposium handbook. The handbook will be combined with the symposium programme and will be given to all delegates at the symposium. The information submitted will also be put onto the symposium website. This information must be submitted to the Symposium Secretariat as soon as possible for website inclusion, but no later than **Wednesday, 1 March 2017**.

STAND BUILDERS

All Exhibitors engaging stand builders in connection with their exhibits must provide the Symposium Secretariat with names and contact details of their appointed stand builders by **Friday, 10 March 2017**. Exhibitors are responsible for ensuring that their stand builders are made aware of all relevant regulations and requirements contained in this guide.

EXHIBITION FLOOR PLAN

Exhibitors are invited to submit their preference for stand position. Positions are allocated on a 'first come, first served' basis. All efforts will be made to ensure that Exhibitors do get the requested position, however no guarantees will be made and the floor plan is subject to change. Exhibitors taking a double stand should ensure that their stated preference includes two stands, side by side.



FURNITURE

Furniture can be supplied by the symposium-appointed stand builder. The full schedule of items that can be obtained directly from them will be made available in due course.

CATERING

Any exhibitor wishing to serve food and drink at their stand must make arrangements through the **Symposium Secretariat (not directly with the CSIR International Convention Centre)**.

No exclusive 'by invitation only' events are to be scheduled in the Exhibition area – any function arranged by the Exhibitor is to be an inclusive invitation to all delegates.

INSURANCE AND SECURITY

Neither the CSIR International Convention Centre nor the Symposium Secretariat take any responsibility for loss of or damage to Exhibitors' material, equipment and exhibits. Any damage to the CSIR International Convention Centre by individual Exhibitors will be charged to individual Exhibitors. Exhibitors are encouraged to affect their own insurance to cover all risks. The attention of Exhibitors is drawn to terms and conditions in this guide.

EXHIBITION TERMS AND CONDITIONS

The Exhibitor upon signature of the relevant application form by its duly authorised officer, agent, or employee enters into a contract with the Symposium Secretariat for exhibition space at the ISRSE-37 Symposium at the CSIR International Convention Centre. Reservation of the exhibition space by the Symposium Secretariat on behalf of the Exhibitor is conclusively presumed to be adequate consideration to bind the Exhibitor. No alleged representation, understandings, agreements, modifications, alterations, or additions not contained within the body of this written contract shall inure to the Exhibitor or be binding upon the Symposium Secretariat.

1. Exhibition Space Rental Fee

STAND:

These fees include a three metre by three metre TFS shell scheme, plug point, electricity, overall security service, general illumination, as outlined in the ISRSE-37 Exhibition Guide. Also included are two exhibitor passes, incorporating accompanying meals and refreshments and access to the exhibition area only.

2. Payment Policy

The deposit is payable **30 days** from the date of the tax invoice. The balance is due and payable by **10 March 2017**. Applications received after **10 March 2017** must include full payment.

3. Purpose of Exhibition

The contract for exhibition space shall be considered a binding contract between the two parties subject to the rules and regulations promulgated by the Symposium Secretariat pursuant to this Contract. The contracting Exhibitor and the Symposium Secretariat agree that the purpose of this exhibition is the professional education of persons attending and will conduct themselves accordingly. The Symposium Secretariat reserves the right to determine eligibility of any Exhibitor, product or service.

4. Exhibition Location and Time

The 37th International Symposium on Remote Sensing of Environment (ISRSE-37), incorporating the Exhibition, will be held at the CSIR International Convention Centre from Monday, 8 May to Friday, 12 May 2017. The Exhibition will provisionally be open according to the following schedule:

Sunday, 7 May 2017	07:00 – 14:00 (Build up) 08:00 – 14:00 (Custom stand build up) 14:00 – 17:00 (Exhibitor set up)
Monday, 8 May 2017	07:30 – 18:00 (Exhibition open)
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Wednesday, 10 May 2017	07:30 – 18:00 (Exhibition open)
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The Symposium Secretariat reserves the right to make changes to the exhibition hours; however, any such changes will be made as far in advance of the Exhibition as possible, and Exhibitors will be notified accordingly. During all hours the Exhibition is open the Exhibitor must occupy its assigned exhibition space, and staff its exhibit with competent personnel. The Exhibitor shall not dismantle its exhibition or otherwise interfere with the orderly conduct of the Exhibition until it is finally closed.

5. Cancellation Policy

The Exhibitor specifically recognises and agrees that the Symposium Secretariat will sustain losses in the event the Exhibitor fails to provide timely notice of cancellation. Because these losses cannot be measured precisely, but which include inability to replace those cancelling late, advertising, credibility, redesigning of floor space, and others, the Exhibitor agrees upon the following late cancellation assessment schedule as being in the nature of liquidated damages, which schedule is designed specifically to compensate the Symposium Secretariat for its losses and not constitute a penalty should the Exhibitor fail to provide timely written notice of all or part of its assigned stand space.

Date of Cancellation Assessment (% of total rental fee)

Until 9 March 2017	50%
From 10 March 2017	100%

6. Use of Space

The Exhibitor agrees not to assign, sublet, or share allocated space without the knowledge and prior written consent of the Symposium Secretariat. Exhibitors will not be permitted to display outside the confines of the assigned stand space in the Exhibition area. Printed advertising may be distributed by Exhibitors from within the confines of their own space inside the exhibition hall only. No exhibits, accessories, give-aways, promotional

material, or any other goods bearing any name or form of advertising may be displayed or distributed outside of the exhibitor's assigned space. High equipment placed in stand areas must not exceed 2.4 metres, and must not restrict a clear view of neighbouring exhibits.

7. Security and Insurance

The Exhibitor acknowledges the layout of the exhibition area and the large numbers of people present in the Exhibition Area make it impossible for adequate security to be provided to protect the Exhibitor's merchandise and other property. Accordingly, the Exhibitor assumes all risk of loss for Exhibitor's merchandise, fixtures, displays, and any other property of the Exhibitor located in the Exhibition Area, storage area, or any other area where access has been provided to Exhibitors by the Symposium Secretariat where such loss results from theft, vandalism, or any other damage caused by any agent or employee of the Symposium Secretariat or caused by any other person either authorised or not authorised to be present at the Exhibition Area. Furthermore, the Exhibitor acknowledges that security guards and storage areas are provided by the Symposium Secretariat merely as a service, and that the Symposium Secretariat has made no representation regarding the adequacy of such security measures. The Symposium Secretariat recommends that all Exhibitors consult their individual insurance representative to obtain appropriate insurance coverage. It is recommended that Exhibitors take precautionary measures of their own, such as arranging their own supplementary security facilities available through the CSIR International Convention Centre.

8. Liability

Neither the Symposium Secretariat, its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property prior to, during, or subsequent to the period covered by the contract, provided such injury, loss or damage is not caused by the negligent or wilful act of the aforementioned party. The Exhibitor, on signing the Reservation Form, expressly releases the foregoing society, individuals, and committees from any agreement to indemnify same against the Symposium Secretariat, its officers, directors, employees and agents. Exhibitors are advised to carry their own insurance. Exhibitors shall be responsible for any damage to carpet, shell scheme or electrical fittings and wiring.

9. Other Terms and Conditions

The Exhibitor shall:

- Comply with all fire laws, electrical codes and all other rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of its exhibit.
- Comply with reasonable requests of the Symposium Secretariat and CSIR International Convention Centre officials with respect to the installation, conduct and disassembly of its exhibit.
- Assume full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority and agrees to save the Symposium Secretariat and CSIR International Convention Centre from responsibility or liability resulting directly or indirectly, or jointly from other causes that arise because of the actions or omissions of its agents, employees, or independent contractors whether acting within or without the scope of their authority.

The exhibit shall be conducted in a decorous manner in order not to be objectionable to other Exhibitors, the Symposium Secretariat, the CSIR International Convention Centre, symposium delegates or the public.

The Symposium Secretariat and CSIR International Convention Centre reserve the right to close, remove or require changes in any exhibit, or to remove any of the Exhibitor's personnel, agents, representatives, independent contractors, invitees or guests who are deemed detrimental to the overall symposium, CSIR International Convention Centre, other Exhibitors or public.

The Symposium Secretariat shall not be liable for failure to perform its obligations under this contract due to strikes, riots, acts of God, or any other cause beyond its control. In the event of such termination, the Exhibitor waives any and all damages and agrees that the Symposium Secretariat may, after deducting all the costs and expenses, including a reserve for claims, refund to the Exhibitor, and as for complete settlement and discharge of all Exhibitor's claims and demands, the pro-rata amount of all funds paid by Exhibitors. Anyone visiting, viewing or otherwise participating in the Exhibitor's exhibit is deemed to be the invitee or licensee of the Exhibitor rather than the invitee or licensee of the Symposium Secretariat.