



Space Application Form

World Library and Information Congress Buenos Aires 2004 Exhibition 23-26 August 2004

Name:

Job Title:

Company / Organisation:

Address:

City: Postcode:

Country:

Telephone: Fax:

e-mail:

Products to be exhibited:

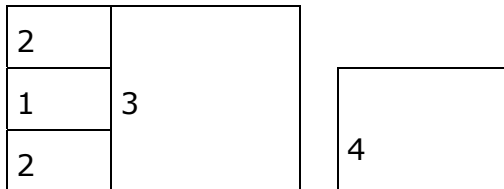
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Please reserve stand number/s:

	1st choice	2nd choice	3rd choice
Number of stand/s			
Total m ²			

Types of stand:

- 1. Inline (one open side)
- 2. Corner (two open sides)
- 3. Peninsula (three open sides)
- 4. Island (four open sides)



- Pre-built shell
- Space only site

Please note that space-only sites can only be corner (two open sides), peninsula (three open sides) or island (four open sides).

Prices per m²:

Until December 1, 2003

Type of Stand	Shell scheme stand per m ²	Space-only site per m ²
*Inline	USD 280.00	NOT AVAILABLE
Corner/Peninsula/Island	USD 300.00	USD 260.00

From December 2, 2003

Type of Stand	Shell scheme stand per m ²	Space-only site per m ²
*Inline	USD 300.00	NOT AVAILABLE
Corner/Peninsula/Island	USD 330.00	USD 325.00

*These stands shall be Pre-built.

The total cost of my participation amounts to USD

Payment terms and conditions

Initial payment of 50% deposit with the application. The remaining 50% is payable by July 1, 2004.

Payments can be made by:

- **Cheque to Fundación El Libro (IFLA)**
- **Bank transfer to Fundación El Libro (IFLA)**

Northern Trust Bank
Account # 1011013971
700 Brickell Avenue
ABA 066009650
Miami Florida 33131
USA

Signature: Date:

Name:

Complete and send this form to:

Sergio Himmel
Fundación El Libro
Hipólito Yrigoyen 1628, 5to. Piso
C1089AAF Buenos Aires
República Argentina
Tel.: (54-11) 4374-3288
Fax: (54-11) 4375-0268
shimmel@el-libro.com.ar

**TERMS & CONDITIONS OF PARTICIPATION IN
THE WORLD LIBRARY AND INFORMATION CONGRESS BUENOS AIRES 2004
EXHIBITION – AUGUST 23 TO 26, 2004**

Place: Hilton Hotel, Avda. Macacha Güemes 351, Puerto Madero, Buenos Aires, Argentina

Date: August 23 to 26, 2004

Organiser: Asociación de Bibliotecarios Graduados de la Republica Argentina

Exhibitor: the person / company who has contracted for a stand / stands at the Exhibition

1.- General

1.1. These terms and conditions shall apply to all contracts between the Exhibitor and the Organiser relating to the Exhibition. Any variations of these terms or conditions shall only be binding if agreed by the Organiser in writing. No terms or conditions stipulated by the Exhibitor shall apply to any such contract unless explicitly agreed by the Organiser in writing.

1.2. All bookings shall be made on the official Space Application Form. A booking shall be an offer subject to acceptance by the Organiser and the Organiser reserves the rights to refuse or accept any offer and to allocate the stands without giving reason therefore.

1.3. Exhibitors must comply with the conditions established by the Organiser, pay the Exhibition services and respect and abide by applicable national or municipal authority regulations applying at the time.

2.- Stand Specifications

2.1 While every effort is made to ensure that plans, specifications and drawings in the Organiser's literature and web-site are accurate, the Organiser gives no guarantee to this effect and shall have no liability in respect of any inaccuracy in such plans, specifications or drawings. The Organiser reserves the right to alter plans at any time without notice.

2.2. The Exhibitor is obliged to observe the schedules set out in the Exhibition Manual for the construction and dismantling of the stand.

2.3. The Exhibitor is not permitted to make all or part of the stand available to third parties.

2.4. An Exhibitor may not, except by explicitly written permission of the Organiser, display or give credit directly or indirectly to any goods, products or services other than their own or their named principals.

2.5. The presentation of advertising material may only take place within the stand space.

2.6. No combustible decoration shall be used at any time (e.g.: crepe paper, cardboard, tissue paper). The Organiser reserves the right to cancel an entire exhibit should any Exhibitor neglect to comply with fire regulations in force.

2.7. No use of amplification equipment may be made to attract the attention of the public. Written permission from the Organiser is required for exemption from this clause.

3.- Cancellation

3.1. The Exhibitor may cancel their reservation in writing. If the cancellation takes place at least 180 days before the opening of the Exhibition, 50% of the agreed price is payable by the Exhibitor.

3.2. Where the cancellation takes place during the period between 120 and 180 days before the opening of the Exhibition, 75% of the agreed price is payable by the Exhibitor.

3.3. Where the cancellation takes place within 120 days of the opening of the Exhibition, the agreed price is payable in full by the Exhibitor. The Exhibitor is responsible for any extra costs which the Organiser may incur through fitting out the stand space which is not being used.

3.4. In the event of the Exhibitor becoming bankrupt or making a composition with his creditors or going into liquidation or being under any appointment of a receiver, the Organiser reserves the right to cancel any display space allocation without being under any liability to refund or abate any charges paid or due herein.

4.- Reduction of the Area Reserved

An Exhibitor may only reduce the area (in m²) they have reserved with written consent from the Organiser. The costs for the area cancelled remain payable in full by the Exhibitor.

5.- Badges

Exhibitors shall receive 2 free badges for the first 9 m² of exhibition space. For every additional 10 m² of space an additional badge shall be provided.

6.- Liability

6.1. Whilst the Organiser will endeavor to protect exhibition property whilst on display at the Exhibition, it must be understood that the Management of the Premises and the Organisers cannot accept liability for any loss or damage sustained from any cause whatsoever.

6.2. Exhibitors take part in the Exhibition entirely at their own risk. They will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising therefrom.

6.3. Exhibits may not be removed until the Exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organiser.

7.- Force Majeure

Should the Exhibition be cancelled, curtailed or adversely affected by any cause not within the reasonable control of the Organiser including, but not limited to war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, Act of God, or non availability of the Premises for any reason, the Organiser shall be under no obligation to refund all or part of the sums paid by the Exhibitor in respect of its participation in the Exhibition and shall be under no liability to the Exhibitor or any other person in respect of any actions, proceedings, claims, demands, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor as should at the Organiser's discretion, be considered just and equitable in all circumstances.

8.- Insurance

The Exhibitor is obliged to take out insurance against third-party risks and workers' compensation before the start of the Exhibition. The costs of this insurance will not be met by the Organiser.

9.- Payment

9.1. A non-refundable deposit of 50% is required prior to acceptance of the Exhibitor's order. The balance is payable as set out overleaf. All payments free of bank charges must be made by cheque or bank transfer as established in the space application form.

Invoices in respect of additional services will be sent in due course.

9.2. All quotations and prices are exclusive of VAT which will not be invoiced as the Organiser is VAT exempt.

9.3. Should an Exhibitor fail to make payment on time, their right to exhibit at the Exhibition will be forfeited.

9.4. In the event of late payment under the terms of these General Conditions or further agreements, the Exhibitor is liable for any legal and non-legal expenses incurred by the Organiser in the collection of its debt.

Late payments will result in the Organiser's charging the Exhibitor the resulting administrative expenses and interests at an annual rate of 15% of the agreed price, from the due date specified on the space application form to the effective date of payment.

10.- Conduct

The Exhibitor shall comply with all regulations published by the Organiser in relation to the conduct of the Exhibition which shall be contained in the Exhibition Manual, including those in respect of electrical services, damage to Premises, storage and gangway obstruction.