

EXHIBITION TERMS AND CONDITIONS

BOOKINGS

Bookings for exhibition space must be made on the Official Application Form or on-line via our website: www.nibfng.org. The completed application form must reach the NIBF Secretariat on or before the registration deadline either in physical or electronic form.

For stand bookings authentication, there must be at least 50% payment from the total cost of stand bookings on or before the registration deadline. Please note that information on application form received after registration deadline may not be included in the Official Exhibitors' Directory.

CANCELLATION

If circumstances so warrant, the Organisers reserve the right to postpone, alter or cancel the fair. In case of cancellation, rental collected will be refunded (less bank charges). No refund would however be made if a participant decides to withdraw from the fair after making firm booking without cancelling one month to the commencement date of the book fair.

Moreover, reservation made, but not yet paid for, can only be cancelled one month to the commencement of the book fair. Cancellation of such reservation in less than one month to the commencement of the book fair will attract payment of 10% administrative surcharge on the cost of exhibition stand indicated. No entry would be made in the exhibitors' directory for any reservation not backed with payment before the closing date for bookings.

EXHIBITION STAND PAYMENT

Payment for exhibition stand and advert placement by foreign exhibitors must be made into the organisers' bank account before the commencement of the book fair. Payment for stand or advert at the venue of exhibition is not encouraged. However, under exceptional circumstances that warrant payment for stand or advert at the venue of exhibition by foreign exhibitors, such payment must be made in the latest US dollars or the naira equivalent to the dollar value at the subsisting exchange rate at the time of the book fair. Old US Dollar Notes are not acceptable.

BADGES AND EXHIBITORS' DIRECTORY

Exhibitors who pre-register by Friday, March 24, 2017 will receive badges and a copy of the exhibitors' directory on Monday, May 8, 2017. Others who register after this date, will receive these items in the course of the book fair. Please register early to avoid delay.

CHANGE OF LOCATION

The organisers reserve the right, at anytime, to change the location of the book fair. Such a change will not attract any compensation to the exhibitors.

STAND ALLOCATION

Exhibition stand will be allocated based on the organiser's discretion and according to the nature of the exhibits. Under exceptional circumstances and prior to the commencement of the exhibition, Organisers may change the space allocated to an exhibitor and such changes shall not attract any compensation.

ACTS/CONDUCT AT THE FAIR

Exhibitors are advised to comport themselves in a manner that would not create discomfort for other exhibitors or participants at the book fair. Music must (if necessary) be played at stand level and not too loud to interfere with other exhibitor's transactions at the fair.

SECURITY

The Organisers shall take all reasonable precaution in the interest of exhibitors and visitors. We however advise that adequate precaution should be taken to protect personal effects and materials brought for exhibition. Under no circumstance should exhibition stands be left unmanned during the period of the book fair. There would be a penalty for the owner(s) of exhibition stands found unmanned during book fair. The Organisers shall not be held liable for any loss, theft or damage to personal effects or exhibits at the stands. There is no blanket insurance cover for the book fair.

SMOKING

Smoking is prohibited within the exhibition halls and eatery areas. Smokers are advised to do so outside the exhibition halls. Organisers reserve the right to penalize violators of this directive.

CLEANING

The book fair organisers will always maintain general cleanliness of the venue. Exhibitors will however be responsible for keeping their stands tidy at all times for the duration of the book fair.

REGISTRATION AT THE FAIR

It is a must for every exhibitor and visitor to register daily at the fair. No one would be allowed into the halls without registering at the front desk. **Registration is free.**

HOISTING OF BANNERS AND ROLL-UP BANNERS WITHIN THE EXHIBITION HALLS

No exhibiting company will be allowed to hoist banners anywhere within the exhibition halls. All banners and advertisement materials must be placed outside the exhibition halls or within the exhibition stand.

Display of banner of any type will not be allowed on the aisle. Contravention will lead to seizure of such item(s) after first warning.

EMPTY PACKAGES

Dumping of empty packages on the floor of exhibition halls, on the stands and outside of stands or walk ways is forbidden. Empty materials are to be removed without delay. The Organiser will arrange for the removal of such obstructing materials if the Exhibitor fails to respond to request for removal of the items stored in contravention of regulations.

STAND DECORATION

Attachment of publicity materials and decorations to the exhibition panels must be carried out in such a way that it will not cause any damage to the stand panels. In the event of damage arising from such act, the cost of repair/replacement will be borne by the exhibitor.

DISPLAY/SALES OF EXHIBITS OUTSIDE THE EXHIBITION VENUE AND AT THE CAR PARK

The Organisers prohibit display or sales of exhibits outside the exhibition halls. Contravention of this directive will lead to confiscation of the items and immediate closure of the offenders' stall within the exhibition hall without any refund of fees previously paid.