

General rules & regulations

MCI France has been entrusted by the World LPG Communication SARL (VAT N° FR 90421213 893, headquartered at 182, Avenue Charles de Gaulle – 92200 Neuilly-sur-Seine, France) with the general logistics and organisation of the 33rd World LPG Forum here below referred to as “the Event”, to be held from 2nd to 4th November 2020 in Dubai, United Arab Emirates.

MCI France may also be referred to as “The Organisers” here below.

The person or Company making a reservation to book an exhibition space (booth, Exceptional Energy Stage, LPG pop-up counter or vehicle exhibition), buying an advertisement or becoming a sponsor to the Event may also be referred to as “the Company”. Both the Organisers and the Company may also be referred to as “the Parties”.

RESERVATIONS

In order to be valid, reservations are to be carried out on the original application form by email to exhibition@worldlpgforum2020.com or reserved via the online reservation platform on the Event website (www.worldlpgforum2020.com).

In the absence of a specific written contract between the Parties, the electronic signature of the reservation form(s) constitutes a firm commitment and compel, if applicable, the subscriber to accept both the general conditions, the exhibition rules & regulations as well as all the specific conditions related to the Event.

No verbal nor telephone agreement will commit the Organisers unless confirmed in writing.

Reservations will be attributed in order of arrival unless specific event conditions state differently and are subject to payment in full and the agreement of the Organisers. Once the reservations have been confirmed, no change will be possible without the Organisers' written agreement. All payments must be received by the Organisers prior to the Event as per the general or specific Event conditions. No sponsor/exhibitor/advertiser will be allowed to be listed as a sponsor/exhibitor/advertiser in the Event publications nor begin move-in operations until full payment is received by the Organisers according to the here below stated conditions.

As for the Exhibition, the floor plan presented in the exhibition brochure is non-contractual. It is subject to acceptance by the Local Public authorities and its official Fire & Safety Regulation Services. The Organisers reserve the right to change if deemed advisable, the location, size and layout of the surfaces requested by the exhibitor.

RESERVATION CONFIRMATION CONDITIONS

For reservations received by June 30th, 2020

- An invoice will be issued once the completed reservation form is received by the Organisers.
- Payment of 50% deposit is expected within 45 days of invoice issue date. Should payment not be received by MCI France within this time frame, the Organisers reserve the right to cancel the corresponding reservation and charge the 50% deposit.

The total deposit due is to be settled by June 30th, 2020 at the latest. Non-payment by this stated deadline may lead to cancellation of the reservation (booth or any other item), and without reimbursement of the sums paid.

For reservation forms received as from July 1st, 2020

- For invoices issued as from July 1st, 2020, total payment is due upon receipt and this within 10 business days of invoice issue date. Reserved services as from July 1st, 2020 will be held on option and confirmed once payment has been received by the above stated deadline.
- Should payment not be received by MCI France within this time frame, the Organisers reserve the right to cancel the corresponding reservation, and without reimbursement of the sums paid

ACCEPTANCE OF RESERVATIONS

The Organisers reserve the right to refuse reservations from Companies not meeting standard requirements nor expectations and reserve the right to curtail or close stands, wholly or partially, that reflect unfavorably on the character and the purpose of the Event.

Any outstanding fees due from past events from the Company to the Organisers may result in the refusal of the reservation until the payment of such outstanding fees has been received by the Organisers. The reservation would then be considered by the Organisers based on availability at that specific time.

DISCOUNT FOR WLPGA MEMBERS

Association members' discount applies for paid membership in the year of the Event. If a Company or organisation is no longer a member in the year of the Event, no discount will be applied, and full fees will be due. If a company or organisation becomes member after having applied for a reservation, a credit note corresponding to the membership discount will be issued.

SHARING OF BOOTHS

Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent of the Organisers.

PAYMENT INSTRUCTIONS

The Organisers (MCI France) are the sole competent and authorised Company to receive payments for this Event. Payments must be made in Euros (€):

- bank transfer to the order of World LPG Forum 2020/ MCI France - Agency: LCL- Banque des Entreprises Centre d'Affaires Entreprises Grands Comptes Lyon 18, Rue de la République 69002 LYON - Bank code: 30002 - Sort Code: 05666 - Account number: 000 006 0490S - KEY: 87 IBAN: FR05 3000 2056 6600 0006 0490 S87 SWIFT: CRLYFRPPXXX (For any bank transfers the Company must indicate the reason for payment on the transfer form, e.g. sponsorship, booth payment, advertising etc.);
- The Organisers also accept the following credit cards under certain conditions: VISA, MASTERCARD, EUROCARD and AMERICAN EXPRESS.

CANCELLATION CONDITIONS

(APPLICABLE TO ALL RESERVATIONS)

All cancellations must be made in writing to MCI France.

The Organisers shall retain:

- **25%** of the agreed amount due if the cancellation is made **before January 25th, 2020**
- **50%** of the agreed amount due if the cancellation is made **between January 25th, 2020 and June 30th, 2020**
- **100%** of the agreed amount due if the cancellation is made **after June 30th, 2020**

After a reservation has been confirmed, a reduction of booth space, a modification of booth type or any other kind of item reduction, is considered as a cancellation and will be governed by the above cancellation policy.

As for the exhibition, a reduction in space may result in relocation of exhibit space at the discretion of the Organisers.

LOCAL AND SITE REGULATIONS

Buyers shall abide by the local and site regulations with respect to law and order, as well as safe and security. The Organisers will take appropriate action against those who do not comply with the regulations. The Organisers have the authority to demand removal/ change of any tools/papers/ documents/ structures which are not in accordance with the Event rules or even cancel the participation of the Buyer. The decision of the Organisers will be final and binding.

ENTRY TO THE EVENT VENUE AND EXHIBITION

Access to the exhibition will only be possible for registered participants.

Exhibitors badges will allow access only to the exhibition. To attend any meetings or sessions, exhibitors will need to register as full delegates and pay the appropriate registration fee if applicable (refer to conference regulations policy).

USE OF RENTED SPACE AND BUILDING RULES

The use and branding of exhibit space may not exceed the rented surface. The height limitation as communicated in the Exhibition Service Manual must be respected both for physical and visual devices (e.g. lasers, gobos, etc.).

INSURANCE

The Buyer renounces to take recourse against the Organisers or against the owners of the premises and undertakes to underwrite insurance policies covering all the risks incurred by the material exhibited (theft, damage, etc...) along with public liability covering the permanent or occasional staff employed by the Company, present at the Event. None of the Organisers' Insurance will cover the Buyer's activities during the Event.

- (a) The Buyer must maintain at their own expense public liability insurance covering legal liability in respect of:
 - (i) Damage to any real or personal property, including any damage to the Venue or to any fitting, equipment or other property in the Venue;
 - (ii) injury to, or death of, any person arising out of or in connection with the Buyers's participation in or attendance at the Event; and
 - (iii) their employees, agents and contractors.
- (b) The period of insurance shall be from the time the Buyer first enters the Venue until all their exhibits have been properly removed to the satisfaction of the Organiser.
- (c) The Buyer will indemnify and hold the Organiser and its representatives harmless in respect of all costs, claims, liabilities, losses, demands, proceedings and expenses to which the Organiser and its representatives may in any way be subject as a result of the Buyer's participation in the Event.
- (d) If the Organiser so demands the Buyer must provide proof to the Organiser that the Client has adequate insurance coverage.
- (e) The Organiser will not, in any event, be held responsible for any loss or damages whatsoever (including loss of profits suffered by the Buyer) as a result of any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of the Buyer's stand or for the failure of any service normally provided at the listed Venue, for the cancellation or part-time opening of the Event either as a whole or in part, or for amendments or alterations to all or any of the 'Terms & Conditions' caused by any circumstance not within the Organiser's control.

FAILURE TO OCCUPY SPACE

Exhibitors not occupying booth space by November 2nd, 2020 will forfeit their booth space without refund. The space may be resold or used by the Organisers.

FORCE MAJEURE

In the case of Force Majeure, the Event dates may be changed, or the latter may be purely and simply cancelled. The Organisers cannot be held liable for any hindrance or disruption of Event proceedings arising from political, social, health or economic events or any other unforeseen incidents beyond their control. The Event cancellation conditions shall apply in any case. These conditions apply to Registration fee as well as Exhibition, Sponsorship and Advertising reservations.

The Organisers strongly recommend that Exhibiting Companies to obtain adequate cover for travel cancellation, health, accident and cancellation insurance before they depart to the Event or leave their country.

SECURITY

Likewise, and especially in case of risk of harm to any person's security (and independently from any case of Force Majeure), the Event Organisers reserve the right to change the Event location and, if necessary, to move the Event to another country or region than the one initially planned. The Event cancellation conditions stated below shall apply; the Organisers strongly recommend that Buyers subscribe adequate insurance covers and adequate cancellation insurance. In the Event of litigation, jurisdiction falls under the Paris Law Courts alone.

INTERPRETATION OF THE REGULATIONS AND AMENDMENTS

The Organiser is the sole competent authority as to problems arising from the interpretation of the here enclosed regulations and their enforcement. Any expenses resulting from the non-observance of the here-enclosed regulations will be chargeable to the Buyer. MCI France reserves the right to change or to complete the here-enclosed regulations without prior notice, but the Buyer will be informed.

EXHIBITOR/SPONSOR-SERVICES MANUAL

A Service Manual will be sent to every duly registered Buyer a few months before the Event. This manual contains all the necessary information regarding general conditions, safety regulations, booth set-up and arrangement conditions, description of the booth, specification documents and maps along with order forms and prices for all necessary services (telephone, electricity, transport, storage...) required by the Buyer.

HEALTH AND SAFETY LAWS AND REGULATIONS AT WORK

It is the responsibility of the Buyer to ensure that his contractor, employees, displays and exhibits all comply with the latest legislation regarding Health and Safety at Work regulations. The Organisers cannot be held responsible for the Buyer's non-compliance to these laws and regulations and is entitled to stop booth building or remove the booth if the latter is not compliant with the local regulation and this without any possible claims against the Organisers.

THIRD PARTY COMPANIES

The Organisers will communicate exclusively with clearly identified third party Companies officially mandated by the Buyer (participating exhibitors and sponsors). Queries received from third party Companies (i.e. communication and press agencies) which do not clearly indicate which Company they are representing will not be answered. It is the responsibility of the Buyer to inform the Organisers of the full contact details of the third-party Companies they are working with.

PRESS CONFERENCES

Press conferences organised by the Buyer or its duly authorised representatives may only be organised at times specified by the Organisers. The Organisers must be notified of any planned press conferences and all journalists must be officially registered to attend the Event.

ONSITE PROMOTION

Promotion onsite (at the Event) must be limited to the confines of the exhibit space, and/or to the meeting rooms rented by the sponsor/exhibitor. It is completely forbidden to distribute any documents/gifts or any other type of goods in the common areas of the Event to promote your Company. The Organisers reserve the right to close their booth if the Company is also exhibiting at the Event. Companies holding any type of event outside the conference centre without authorisation will see their participation to the Event automatically cancelled without any reimbursement.

VISA AND DOCUMENTATION REQUIRED TO TRAVEL TO THE COUNTRY OF THE EVENT

Entry and visa information is available at: <https://www.dubai.com/visa-requirements/>

It is recommended that you plan your travel in advance and that you apply for your visa early, should you need one. The Organisers are NOT responsible for arranging visas. However, should you need an official invitation letter for visa application purposes, you may contact the Organising Secretariat: exhibition@worldpgforum2020.com.

No exhibition nor registration fee refund will be issued for cancellation or non-attendance due to failure to obtain a visa.

DATA PROTECTION CLAUSE – ORDER FORM - EXHIBITORS AND SPONSORS

- 1 - In accordance with European data protection regulation, in particular Regulation (EU) No. 2016/679 on the protection of natural persons with regard to the processing of personal data, MCI France, as data controller, processes the exhibitor/sponsor's personal data for the purposes of:
 - (I) managing and organising the Event, in particular the management of exhibitor/sponsor's stand/booth(s)
 - (II) managing and organising prospecting and loyalty
 - (III) enabling the exhibitor/sponsor to benefit from our services
 - (IV) enabling the exhibitor/sponsor to receive our news. These data processes have as legal basis the execution of the contract: the information we collect is necessary for the implementation of the contract to which the exhibitor/sponsor has adhered, failing which the contract cannot be executed.

Exhibitor/sponsor's data are retained for the time necessary for processing purposes, namely 5 years from the end of the business relationship.

For processing purposes, the data of the exhibitor/sponsor's data - or transmitted by him - will be transmitted to the following recipients: management service providers of our Customer Relationship Manager, service providers in charge of management, and event service providers (reception service providers, security, printing, etc.).

The data necessary for MCI France to fulfil the purposes described above are those appearing on this order form. In accordance with the regulations in force, the exhibitor/sponsor benefits from a right of access, rectification, limitation, deletion and portability on his data.

The exhibitor/sponsor may also object to the processing of his personal data concerning him and lodge a complaint with the data protection and control authority. The exhibitor/sponsor may exercise his rights by sending a request to the following address: Data-Officer-France@mci-group.com

- 2 - In any event, the exhibitor/sponsor acknowledges compliance with European data protection regulations for its own processing, including Regulation (EU) No. 2016/679 on the protection of personal data, foremost among which the integrity and confidentiality of data communicated by participants and compliance with their data- retention periods. In case of communication to MCI France by the exhibitor/sponsor of a personal data file, the exhibitor/ sponsor acknowledges having informed and obtained the consent of the person(s) concerned by this communication.