32nd World LPG Forum & European Congress
24th-26th September 2019
AMSTERDAM
ENERGY IN TRANSITION
www.worldlpgforum-aegpl2019.com
GENERAL RULES & REGULATIONS

MCI France has been entrusted by the World LPG Communication SARL (VAT No FR 90421213 893, headquartered at 182, Avenue Charles de Gaulle – 92200 Neuilly-sur-Seine, France) with general logistics and organisation of the 32nd World LPG Forum & 2019 European Congress here below referred to as “the event”, to be held from 24th to the 26th September 2019 at the RAI AMSTERDAM. MCI France may also be referred to as “The organiser” here below. The person or company buying an exhibition space (booth or Exceptional Energy Stage), an advertisement or becoming a sponsor to the event may also be referred to as “the company”. Both the organiser and the company may also be referred to as “the Parties”.

APPLICATIONS
Reservations of booth, sponsorship, Exceptional Energy Stage or advertising opportunities are now online. The online reservation replaces the usual reservation forms. Visit: www.worldlpgforum-aegpl2019.com/reservations
If you need help you can contact the organiser at: exhibition@worldlpgforum-aegpl2019.com

In the absence of specific written contract between the parties the completion of the online reservation process constitute a firm hire commitment and compel the subscriber to accept both the general conditions and the exhibition rules and regulations as well as all the specific conditions related to the event if applicable.

An invoice due upon receipt will be issued once the online reservation has been completed. In order to guarantee the reservation, a 50% deposit is due upon receipt of the invoice. No verbal or telephone agreement will commit the organiser unless confirmed in writing. The total subscription fee is to be settled before 28th December 2018. Any bank transfers must be made in writing. The total subscription fee is to be settled by 21st June 2019 at the latest. Non-payment by this stated deadline will lead to the cancellation of the right to use the booth, and without reimbursement of the sums paid.

Booth, sponsorship, Exceptional Energy Stage and advertising reservations will be taken on a first-come-first-served basis unless specific event conditions state it differently and are subject to the full payment. No change will be possible without the organiser’s written agreement. All payment must be received by the organiser prior to the event as per the general or specific event conditions. No sponsor/exhibitor will be allowed to begin move-in operations nor be listed as a sponsor/exhibitor in the event publications until full payment is received by the organiser.

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Acceptance of Applications
The organiser reserves the right to refuse applications from companies not meeting standard requirements or expectations and reserve the right to curtail or close stands, wholly or in part, that reflects unfavorably on the character and the purpose of the event.

PAYMENT
The organiser (MCI France) is the sole competent and authorised company to receive payments for this event. Payments must be made in Euros (€) By bank transfer to the order of 32nd World LPG Forum & 2019 European Congress/MCI France:
Agency: CREDIT LYONNAIS Direction Entreprise - 19 Boulevard des Italiens – 75002 Paris – France

Bank code: 30002 – Sort Code: 05666 – Account number: 000 006 04905 – KEY: 87
IBAN: FR05 3000 2056 6600 0006 0490 587 - SWIFT: CRLYFRPPXXX

For any bank transfers you must indicate the reason for the payment on the transfer form, eg sponsorship, booth payment, advertising etc.)

We also accept the following credit cards: VISA, MASTERCARD, EUROCARD, and AMERICAN EXPRESS.

VAT
VALUE ADDED TAX (VAT): According to the European Tax Legislation, organisers of international exhibitions and service companies have to invoice all services with 21% Dutch Value Added Tax (as per April 2018). Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of VAT paid. Please contact The Organising Secretariat at exhibition@worldlpgforum-aegpl2019.com for more details.

CANCELLATION CONDITIONS (APPLICABLE TO EXHIBITION, EXCEPTIONAL ENERGY STAGE AND ADVERTISING)
All cancellations must be made in writing to MCI France. The organiser shall retain:
• 25% of the agreed amount due if the cancellation is made before 28th December 2018.
• 50% of the agreed amount due if the cancellation is made between 28th December 2018 and 21st June 2019.
• 100% of the agreed amount due if the cancellation is made after 21st June 2019.

After exhibition space, Exceptional Energy Stage, sponsorship or advertising have been confirmed by the organiser, a reduction or any other kind of, is considered as a cancellation and will be governed by the above cancellation policy.

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

LOCAL AND SITE REGULATIONS
Companies shall abide by the local and site regulations with respect to law and order, safe and security. The organiser will take appropriate action against those who do not comply with these regulations. The organiser has the authority to demand removal/change of any tools/documents/structures which are not in accordance with the event rules or even cancel the participation of the company. The decision of the organiser will be final and binding.

ENTRY TO THE EXHIBITION
Access to the exhibition will only be possible to conference participants, exhibitors and visitors. To attend any event sessions, all participants will need to register as delegates and pay the appropriate registration fee.

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

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 Technical Manual must be respected both for physical and visual devices (e.g. lasers, gobos, etc.).
INSURANCE
The company renounces to take recourse against the organiser 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 organiser’s Insurance will cover the Buyer’s activities during the event.

FAILURE TO OCCUPY SPACE
Exhibitors not occupying booth space by 25th September 2019 will forfeit their booth space without refund. The space may be resold or used by the organiser.

FORCE MAJEURE
In the case of force Majeure, the event dates may be changed or the latter may be purely and simply cancelled. The organiser 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 fees as well as exhibitions, sponsorship and advertising sales. The organiser strongly recommends that exhibiting companies obtain adequate cover for cancellation travel, health, accident and cancellation insurance before they depart from their countries. The organiser will accept no liability for personal injuries sustained by or for loss or damage to property belonging to exhibiting companies and their representatives either during or as a result of the event.

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 organiser reserves 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 organiser strongly recommend that buyers subscribe adequate covers for 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.

THIRD PARTY COMPANIES
The organiser 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 company to inform the organiser of the full contact details of the third party companies they are working with.

PRESS CONFERENCES
Press conferences organised by the company or its duly authorised representatives may only take place after authorised

of the organiser. The organiser must be notified of any planned press conferences and all journalists must be officially registered to attend the event.

PROMOTION ONSITE
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 organiser reserves 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 automatically cancelled without any reimbursement.

VISA AND DOCUMENTATION REQUIRED TO TRAVEL TO THE COUNTRY OF THE EVENT
It is the responsibility of the company to ensure having adequate information and/or entry and visa documents to travel to the country of the event. Entry and visa information is available at: https://www.netherlandsandyou.nl/travel-and-residence/visas-for-the-netherlands
It is recommended that you plan your travel in advance and that you apply for your visa early, should you need one. The organiser is NOT responsible for arranging visas. However, should you need an official invitation letter for visa application purposes, you may visit the event website to download your personalised invitation letter. No exhibition and registration fee refunds will be issued for cancellation or nonattendance due to failure to obtain a visa. In any case, the organiser cannot be held responsible for any inconvenience relating to non-observance or noncompliance to the country law, rules and regulations.
INTERESTED IN POSITIONING YOUR COMPANY AT THE PREMIER LPG ANNUAL EVENT?

CONTACT & DETAILS:

32nd World LPG Forum & 2019 European Congress

Congress Organising Office:
MCI France
25 rue Anatole France, CS70139
92532 Levallois-Perret, France
Tel: +33 (0) 1 53 85 82 65
Fax: +33 (0) 1 53 85 82 83

The host organisers have entrusted MCI France with the general organisation and logistics of the exhibition for the 32nd World LPG Forum & 2019 European Congress.

GENERAL INFORMATION:
Contact: Mr. Jeoffrey Roussey
info@worldlpgforum-aegpl2019.com

Exhibition, Sponsorship & Advertising Sales:
Contact: Mr. Stéphane Laurens
exhibition@worldlpgforum-aegpl2019.com

Exhibition Logistics:
Contact: Mr. Charles Edgar Tallut
exhibition@worldlpgforum-aegpl2019.com

Registration, Accommodation and Invitation Letters for Visa Applications:
registration@worldlpgforum-aegpl2019.com

ORGANISERS

World LPG Communication SARL,
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182, avenue Charles de Gaulle,
92200 Neuilly sur Seine, France

Contact: Mrs. Esther Assous
Events Director
eassous@wlpga.org

European LPG Association (AEGPL)
Contact: Mr. Antonio Neves Costa
Communication Manager
Antonio.costa@aegpl.be