Evolving Strategies for a Sustainable Petroleum Business in a Prolonged Low and Fluctuating Oil Price Regime

Venue: Eko Hotel and Suites, Victoria Island, Lagos
Date: 18 - 22 November, 2018
The Nigerian Association of Petroleum Explorationists, NAPE, is the largest professional association of petroleum geologists and related disciplines in Nigeria and Africa. Members include geologists, geophysicists, CEOs, managers, consultants, students and academicians. Its mission is to promote the study and practice of petroleum geosciences for the benefit of members and other stakeholders with a view to becoming the foremost petroleum geosciences association in Africa with a global reach.

The NAPE Annual International Conference and Exhibition (AICE) is an annual event which brings together Oil and Gas professionals from across the world with expertise in the entire value chain of the Oil and Gas industry. The conference is technically and financially supported by NOCs, IOCs, Independents, Service companies and other stakeholders within and outside Nigeria. Highlights of this 5-day conference shall include Technical, Management and Plenary sessions, Short courses, Exhibition and Field trips.

2018 AICE workshops will carry the general theme: EVOLVING STRATEGIES FOR A SUSTAINABLE PETROLEUM BUSINESS IN A PROLONGED LOW AND FLUCTUATING OIL PRICE REGIME and will focus on new concepts adopted by stakeholders to ensure long term sustenance and profitability while exploiting energy resources in low oil price conditions.

You are invited to participate in the 36th Annual International Conference & Exhibition (NAPE 2018) scheduled for the 18th to the 22nd of November 2018 at the Eko Hotels & Suites Lagos, Nigeria.

The annual NAPE International Conference and Exhibition is a world class platform designed to enable, promote, and encourage the sharing of Oil and Gas exploration ideas, with a key focus on the Nigerian landscape. The stage is set for collaboration and partnership with the national oil company, major international oil companies, indigenous oil companies and service providers, international oil service companies and other service providers such as educational institutions, financial institutions and telecoms operators all under one roof. Exchange ideas with the world’s best minds in the oil and gas industry and share a global vision, success stories and challenges for securing future investment opportunities and increasing reserves.

**THE CONFERENCE IS A PERFECT OPPORTUNITY TO:**

- Meet global policy makers, operators, contractors and equipment manufacturers
- Increase awareness of your products and services
- Secure investment opportunities and funding
- Benefit from global best practices and lessons learned
- Launch new products or services
- Engage your target audience face to face
HOW TO RESERVE EXHIBITION SPACE?

Once your organization has decided to exhibit at the prestigious NAPE conference, please follow the steps below:

1. Contact the NAPE Exhibition Sub-committee lead Nurah Oyekan via email on Nurah.Oyekan@shell.com copying the secretary Edidiong Ekwere on napeexhibitions@gmail.com and adeniyi.e@nape.org.ng indicating your organization’s interest to exhibit at the NAPE 2018 Conference. We will send you the most up-to-date floor plan for you to make a reservation.

2. Select your preferred exhibition space/location.

3. An invoice will be issued and sent to you for payment.

4. Once your reservation is confirmed, the exhibition prospectus and booth construction guidelines will be sent to you to aid your preparation for the exhibition.

WHAT YOUR SUBSCRIPTION COVERS

The exhibition rate covers the cost of renting floor space for the duration of the exhibition. Also included in the package are:

- **Hall lighting and Air-conditioning**
- Unique promotional and advertising opportunity by listing your company in the conference program book
- Complimentary exhibitor passes (dependent on booth size)
- Security throughout the exhibition Conference program and proceedings

WHAT DO YOU BRING ALONG?

- Customized Wall Panels
- Partitions and Graphics
- Spot Lighting
- Signs
- Power Extension Cables
- Computers
- Furniture & Carpeting

EXHIBITION FLOOR PLAN & BOOTH DETAILS

- Booth size is allocated at NGN 66,000 or US$300 per square-meter
- Minimum booth size is 9 square meters
- Exhibition space assignments will be on a first-come first-served basis
- Reservation for which payment is not received will not be confirmed
- NAPE reserves the right to cancel or terminate a reservation at any time and to withhold possession of exhibition space if the exhibiting company fails to perform or abide by the conditions or provisions of this exhibition prospectus

NOTE:

a. All exhibitors are responsible for the design and construction of their exhibition booths adhering to NAPE exhibition committee approved specifications.

b. NAPE does not provide or endorse exhibition booth construction vendors.
Exhibition Space Subscription Kicks-off
Monday 9th April 2018

Deadline for Exhibition Subscription
Thursday 18th October 2018

Cost per square meter = N66,000

Early Bird Subscription = N60,000

Valid till 21st August 2018

For enquiries & more information visit www.nape.org.ng

Contact:

Exhibition Committee Lead
Nurah Oyekan,

Shell Nigeria Exploration and Production Company Ltd.
Freeman House, 21/22
Marina, Lagos, Nigeria
08064923738, 08168959931,
08025240205
Email: Nurah.Oyekan@shell.com

Esther Adeniyi, NAPE,
Executive Director
Plot 47A Femi Okunnu Housing Estate,
Lekki-Peninsula, PMB 12598,
Marina Lagos, Nigeria
09092143198, 08055460822
Email: adeniyi.e@nape.org.ng
BOOTH CONSTRUCTION & DISMANTLING

Every company is responsible for the following:

- Booth construction
- Booth set up and dismantling
- Furniture provision

- Booths must be installed within the space allotted for each exhibitor. Exhibitors must not trespass into space not allotted expressly to them. Booth displays/graphics should not encroach onto walkways or other designated public areas. Such infringements will be removed at cost to the exhibitor and penalties will be applied. Please see appendix for booth construction and safety guidelines.

- All exhibition booth construction is expected to be completed by 9:00 am on Monday, November 19th 2018. All exhibitors are expected to be ready for the exhibition which opens by 10:00 a.m. on Monday, November 19th 2018.

- Exhibition will be declared open officially during the Opening Ceremony by 12:00 noon on Tuesday, November 20th 2018. Exhibition closes at 12:00pm on Thursday, November 22nd 2018. Booths must be dismantled by 4:00pm on the same day.

COMPLIMENTARY EXHIBITOR PASSES

- Exhibiting companies are entitled to complimentary exhibitor passes. These passes grant entry into the exhibition space only and numbers are granted based on the area on the exhibition floor reserved by the exhibiting company as in the table below:

<table>
<thead>
<tr>
<th>Area (square meters)</th>
<th>No. of Complimentary Passes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - 24</td>
<td>2</td>
</tr>
<tr>
<td>25 - 50</td>
<td>4</td>
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<tr>
<td>49 - 72</td>
<td>6</td>
</tr>
<tr>
<td>&gt; 72</td>
<td>8</td>
</tr>
</tbody>
</table>

- To pick up exhibitor passes, kindly notify Nene Ahuoma of the NAPE Secretariat at nene.a@nape.org.ng with your company name and area reservation.

NAPE 2018 CONFERENCE BROCHURE

- All Exhibitors at the NAPE 2018 Conference will be profiled in the conference book. This will be at no additional cost to your company.

- Forward a short profile of your Company (maximum of 1-page of an A4-sized document) with any goodwill messages from your MD/CEO to napeexhibitions@gmail.com copying nurah.oyekan@shell.com or a physical copy to the NAPE Secretariat at Plot 47A, Femi Okunnu Housing Estate, Lekki-Peninsula, PMB 12598, Marina Lagos, Nigeria. Tel: +234 1 7731539, +234 1 7348880 and +234 8033218464.

- All texts, logos and pictures must be legible. The preferred format is Microsoft Word, PowerPoint, PDF or any other compatible format.

- Ensure that the current contact details of your company are sent along with the profile: mailing address, telephone and fax numbers, e-mail, website addresses etc.

- Deadline for receipt of the profiles is August 21st, 2018

CONFERENCE REGISTRATION

- Pre-registration online rates before the conference attract a discount.

- On-site registration commences on November 19th by 8am at the Eko Hotels and Suites

- Registration materials will be given out at the conference venue if you have not been pre-registered

- Payment is by online transfer, cash or cheque for residents. The same applies to non-residents including telegraphic transfer.

- Cheques should be made payable to “Nigerian Association of Petroleum Explorationists”

- All rates can be found at www.nape.org.ng/conference
EXHIBITION SCHEDULE

- Only those that have made payment for their reserved space will be allowed to exhibit.
- Official Opening Ceremony is by 12:00 noon on Tuesday, November 20, 2018.
- Exhibition closing is 5:00 p.m. daily until November 22nd 2018 when it will close at 12:00pm.
- Admittance to the Exhibition will be by Registration Badge, Exhibitor Identification Badge, or VIP Guest Pass only.
- Exhibition closes officially by 12:00 p.m. on Thursday, November 22nd, 2018.
- Children under the age of 13 will not be allowed into the hall, except under the strict supervision of an adult participant.
- For other details see www.nape.org.ng/exhibition

EXHIBITION JUDGING / AWARDS AND PRIZES

The exhibition is a world class display of excellence and professionalism. As such, prizes are awarded to exhibitors who have best upheld these values.

Exhibitors are grouped into five categories namely:

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>AWARDS BY CATEGORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Universities</td>
<td>Best Exhibiting University</td>
</tr>
<tr>
<td>2 New Entrants</td>
<td>Best New Entrant/New Entrant Award</td>
</tr>
<tr>
<td>3 Indigenous Service Providers</td>
<td>Best Exhibiting Indigenous Service Provider</td>
</tr>
<tr>
<td>4 Service Providers</td>
<td>Best Exhibiting Service Provider</td>
</tr>
<tr>
<td>5 Indigenous E&amp;P Companies</td>
<td>Best Exhibiting Indigenous E&amp;P</td>
</tr>
<tr>
<td>6 Non Oil and Gas Sector Exhibitors</td>
<td>Best Overall non oil and gas sector</td>
</tr>
<tr>
<td>7 All Exhibitors</td>
<td>Best Overall Exhibitor (1st, 2nd &amp; 3rd place)</td>
</tr>
</tbody>
</table>

The Best Exhibitor /Exhibitions will be selected based on the judging criteria definitions shown below:

EXHIBITION CONTACTS

- **Nurah Oyekan**
  Exhibition Committee Lead, Shell Nigeria Exploration and Production Company, Freeman House Marina, Lagos, Nigeria. +234 8064923738 Email: nurah.oyekan@shell.com
- **Edidiong Ekwere**
  Exhibition Committee Secretary, +234 802 524 0205 Email: napeexhibitions@gmail.com
- **Olusegun Akintayo**
  Exhibition Committee, Mobil Producing Nigeria Unlimited 1 Lekki-Epe Expressway, Victoria Island, Lagos, Nigeria. +234 816 895 9931 Email: olusegun.a.akintayo@exxonmobil.com
EXHIBITION JUDGING CRITERIA DEFINITION

Conformity with Conference Theme
- Relevance/conformance of displays/posters to overall conference theme attracts 5%. Conformance to all the sub-themes will be awarded 15%.
- Conformance to each sub-theme should be equally weighted.

Technical Message
- Technical message is all encompassing and will be judged based on the core-specialty of the exhibitor.
- Exploration centric (core & auxiliary): Best practices, Novel technology, Prospectivity, Successes, Technological Safeguards
  (i.e. pore pressure predictions, pipeline surveys etc.), Non-E&P Exhibitors, Business message, portfolio management, project financing etc.
- 80% score is awarded to announcement of a recent successful exploration

Aesthetics
- Exhibition Booth Design; Design appeal, creativity, brand identification, visible logo, use of colour, lighting.
- Displays; Posters/placements, poster storyline/flow, use of graphics (text justification, use of imagery), legibility and print quality (resolution).
- Arrangement (floor space use) & Booth layout; use of props/impact, no obstructions, maneuverability, optimized floor space.
- Relevant use of technology; in designs, presentations and video content

Public Relations
- Awareness and reception of visitors into the booth (verbal & non-verbal communication); enthusiasm, members' knowledge of the business
- Response to questions and booth tour
- Promotional giveaways (gifts) - Reward philosophy
- Entertainment (quality) e.g tea, coffee, drinks, snacks etc...
- Exhibitor's appearance
- Promptness

Crowd Pull
- In-booth activities; technical and non/technical
- Activities categories; students, professionals, non oil & gas professionals
- Activity types; Talks, workshops, seminars etc
- Gifts and rewards; raffle draws, lucky-dips quizzes, competitions etc...

Local Content & Diversity
- Presence/visibility of locally sourced items, gifts, decorations etc... within the exhibition area
- Displays showing how projects have impacted local development i.e. local skill and personnel development; Nigeria content development
- Presence of Expats at the conference booth and participation in activities

SPECIAL EVENTS & SPONSORSHIP OPPORTUNITIES
- Opportunity exists to launch your products & services or hold promotional events during the exhibition.
- Take advantage of extensive sponsorship opportunities available to increase your company's visibility at NAPE 2018.
- Examples of available sponsorship opportunities include: Annual General Meeting (AGM), Management Session, Opening Ceremony, Technical Sessions/Short Courses, NAPE 2018 Smart Apps, Internet Services, Lunch provision etc.

Contacts
For additional information or requests on holding special events or sponsorship opportunities, please contact the following:

Ajibola Oyebamiji
(President-Elect NAPE and Chairman Conference Planning Committee),
Nigeria Agip Oil Company Limited, Abuja, Nigeria.
+234 806 662 7621. Email: Ajibola.oyebamiji@naoc.agip.it

Esther Adeniyi (Executive Director NAPE Secretariat),
Nigerian Association of Petroleum Explorationists (NAPE) Secretariat,
Plot 47A, Femi Okunnu Housing Estate,
Lekki- Peninsula, PMB 12598, Marina, Lagos, Nigeria.
+234 805 546 0822. Email: adeniyi.e@nape.org.ng

Nurah Oyekan (Exhibition Committee Lead),
Shell Nigeria Exploration and Production Company,
Freeman House Marina, Lagos, Nigeria.
+234 8064923738. Email: nurah.oyekan@shell.com
EXHIBITION SPACE CONTRACT

1. Only those that have made payment for their reserved space will be allowed to exhibit.

2. The undersigned (‘Lessee’) hereby applies for exhibition space at the 36th NAPE Annual International Conference & Exhibition scheduled for 18th-22nd November 2018 at Eko Hotels & Suites, Victoria Island, Lagos, Nigeria.

3. This contract shall be binding upon its acceptance as set forth below. The Lessee encloses the full payment, equal to 100% of the total rental rate as stated in the exhibition prospectus (See 1.2 RESERVATIONS AND CONFIRMATION OF RESERVATIONS). Applications received without full payment and signature will not be processed.

4. The Lessee agrees to make out all payment (in Naira or US Dollars): “Nigerian Association of Petroleum Explorationists” and deliver same to the NAPE Secretariat at: 47A, Femi Okunnu Housing Estate, Lekki Peninsula, Lagos. The Lessee agrees that all reservations are provisional until a confirmation has been sent to the Lessee upon full payment. The Lessee also agrees that exhibition space assignments may be subject to change at the discretion of the NAPE.

5. The Lessee agrees that the exhibition rental rate only covers the cost of renting floor space for the duration of the exhibition. The paid-for package also covers:
   * hall lighting
   * air-conditioning
   * company’s listing in the conference program book
   * general security throughout the exhibition
   * conference program and proceedings

6. The Lessee may cancel the reservation on or before August 21, 2018, by sending an email to Nurah.Oyekan@shell.com or Adeniyi.e@nape.org.ng. A refund of reservation fees will be made by NAPE less an administrative charge of N75,000 (Seventy Five Thousand Naira only). For cancellations made after August 21, 2018, exhibit space rental fees paid to NAPE will be refunded only provided the cancelled exhibit space(s) is resold and all other exhibit spaces in the Exhibition are sold. If this occurs, a refund will be made, after a cancellation fee is deducted, equal to 30% of the total cost of the exhibition space requested plus an administrative charge of N25,000 (Twenty Five Thousand Naira only).

NAPE reserves the right to cancel or terminate this contract at any time and to withhold possession of exhibit space if the Lessee fails to perform or abide by any condition or provision of this contract. If this occurs notice will be given in writing and a refund will be made to the Lessee, after a cancellation fee is deducted, equal to 30% of the total cost of the exhibition space requested.

>>>
EXHIBITION SPACE CONTRACT

8. Exhibitor no-shows (non-appearance at conference venue) and last minute cancellations (withdrawal from the exhibition with less than 6 weeks to the actual Conference and Exhibition event) attract a penalty equal to 40% of the total cost of the exhibition space reserved. Once NAPE has confirmed exhibition space at the request of a company, it is assumed that a commitment has been made, which is binding on both parties. No-shows and last-minute cancellations may also be blacklisted from future NAPE Exhibitions, at the sole discretion of NAPE.

9. The Lessee guarantees that products, items or services to be exhibited or sold are of geological, scientific or general public interest and will further the purpose of the Conference. NAPE reserves the right to withhold or terminate this contract if it is deemed that the exhibits are outside the realm and interest of earth sciences, E&P enterprise or the purpose of the conference.

No Lessee shall re-assign, sublet or apportion any part of the exhibit space assigned, or have representatives, equipment or materials from businesses other than its own in the exhibit space unless approved in writing by NAPE.

11. The Lessee shall be responsible for the construction, setup and dismantling of the exhibition booth at the venue, as well as providing furniture for Lessee’s use. Booth construction commences at the

Eko Hotels & Suites, Victoria Island, Lagos at 12 midnight on Saturday, November 17, 2018. Exhibitions will be open to visitors from 9:00 am till 5:00pm daily from November 19, 2018. Booths must be dismantled by 3:00pm on Thursday, November 22nd, 2018.

12. The Lessee guarantees that booth, displays and products will be installed within the specific space allotted for the Lessee, and will not infringe on walkways or into space allotted to other exhibitors. Any infringement will be removed at cost to the lessee.

13. NAPE holds no interest in any exhibitor and is not responsible for any exhibitor’s acts or omissions.

14. Notwithstanding anything to the contrary contained herein, if this application and contract (below), signed by Lessee is received by NAPE before November 11, 2018 or the set-up date for the Exhibition then, then lessee shall be deemed to have agreed to all the terms of this application and contract.
EXHIBITION BOOTH CONSTRUCTION AND LAYOUT
VENDORS’ RULES, REGULATIONS AND SAFETY GUIDELINES

INTRODUCTION

NAPE’s goal is to offer clear guidelines, rules and regulations that provide exhibitors with the information necessary to properly design and build exhibition booths, as well as plant their booth’s layout and content. NAPE outlines the professional standards expected of exhibitors and assures all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

It is the responsibility of the exhibiting company to comply with NAPE exhibition guidelines, rules and regulations. NAPE Exhibition committee reserves the right to pursue any action it deems necessary in the best interest of the overall exhibition and in fairness to all exhibitors. Non-compliance may require modifications at the exhibitor's expense.

NAPE strives to provide each exhibitor with a reasonable sight line from the aisle. To help accomplish this, the following Guidelines for Booth Displays have been taken from the Guidelines for Display Rules and Regulations 2011 Update published by the International Association of Exhibitors and Events (IAEE).

These guidelines are offered as a resource for exhibitors, their contractors and vendors, and will be enforced at the discretion of NAPE Exhibition committee. Questions regarding these guidelines should be directed to NAPE exhibition committee.

All exhibitors and contractors are encouraged to submit any questions regarding the applicability of these guidelines, booth designs, layout and other related issues to the exhibitions committee mailbox at napeexhibitions@gmail.com, copying the committee co-chair at olusegun.a.akintayo@exxonmobil.com, at least a month prior to construction.

Kindly ensure your booth dimensions are within your floor space and do not infringe into walkways and space not allotted to you. Inspection of booth set-up will commence at 7:00am to be completed by 9:00am on Monday the 19th November, 2018 prior to exhibition opening. Booths not set up by the stipulated time may be subject to a withdrawal of the right to exhibit. Children under the age of 12 will not be granted entry into the exhibition hall during the set-up and dismantling period.

GENERAL NOTES

* Booth construction must be completed on time; lack of timeliness is subject to penalty (see booth judging criteria).

* It is critical that every booth construction vendor is present for the pre-conference vendor meeting; lack of attendance will attract a penalty.

Ensure your booth construction vendor provides appropriate resources to deliver as per design and schedule.

* Under no circumstances may machinery or any part of an exhibitor’s display extend outside of the boundary of said exhibitor’s contracted exhibit floor space regardless of the height clearance from the floor of said item. This rule also applies to lights, speakers, and hanging signs.

* Signage/Poster/Roll-up banners outside your exhibit space are prohibited.

* Flooring outside your exhibit space is prohibited.

* To maintain a professional appearance of the exhibit hall, booths must have back sides of displays covered when visible from an aisle (e.g: panels on the back side of a pop-up structure in an island booth to cover the frame).

* Utility connections (electrical or internet wires, air/water/gas hoses, etc.) must be hidden from view in order to maintain a high level of safety and professional appearance. No trip hazards.

* Be cognizant of shared boundaries on your booth designs.

* High resolution prints only

ALL EXHIBITION BOOTHS MUST CONSIDER THE UNDER-LISTED CRITERIA IN THEIR CONSTRUCTION:

1. Structural Integrity

   All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, halls, laborers or installation/dismantling equipment, such as fork lifts. Display should also be able to withstand moderate wind effects that may occur in the exhibit hall. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as racks or shelves are designed and installed properly to support the product or marketing materials to be displayed.

2. Canopies and ceiling display regulations

   Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear booths should comply with Line-of-Sight requirements. The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings.
3rd International Conference & Exhibition

EXHIBITION BOOTH CONSTRUCTION AND LAYOUT
VENDORS’ RULES, REGULATIONS AND SAFETY GUIDELINES

3. Hanging Signs and Graphics
   Overhead hanging signs and graphics are permitted. Must comply with all ordinary use-of-space and height requirements (whether suspended from above or supported from below). Hanging Signs & Graphics should be set back 5 feet (1.525m) from adjacent booths.

4. Flammable and Toxic Materials
   All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

5. Electrical
   All 220-volt wiring should be grounded three-wire. Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” Cord wiring above floor level can be “SJ” which is rated for “hard usage.” Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two wire clamp-on fixtures is not recommended and is often prohibited. Cube taps are prohibited. Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

6. Exhibit Space Lighting and Sound
   Without exception, all light and sound must be contained within, and directed into, the footprint of the contracted exhibit space only. Additional lighting may be brought in for the exhibit space however this lighting must be restricted to the contracted exhibit space. Lighting should not shine onto the aisles or into a neighbour’s exhibit space. Sound must not be at a level that interferes with normal levels of communication in neighbouring exhibit space.

7. Storage
   Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately with the booth area, so long as these items do not impede access to utility service, create a safety problem or look unsightly. The removal, storage, and return of empty containers are part of the material handling service.

8. Towers
   Freestanding exhibit component separate from the main exhibit fixture. Height restriction is the same as that which applies to the appropriate exhibit configuration being used. A Tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is which applies to the appropriate exhibit configuration being used. Towers must not be in excess of 16.4 ft (5m) from the exhibition floor, must have drawings available for inspection and have Exhibition committee and Venue approval. Our venue fire and safety regulations for their facilities will strictly govern the use of towers.

9. Cleaning / Housekeeping
   Exhibitors must keep their displays free of rubbish and maintain a neat appearance. Trash receptacles will be located throughout the exhibit floor. The aisles will be cleaned daily, however booth cleaning is not automatic.

   No booth cleaning required during the exhibiting hours and any additional cleaning must be ordered through the appropriate exhibition committee personnel. No exceptions, exhibitors should conduct presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within their contracted exhibition floor space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance.

10. Rules regarding Early Teardown Violation/Absent
    Exhibitors cannot tear down early before the end of the conference and exhibition. Only early tear down with pre-approval from NAPE Exhibition committee Chairman (any time prior to the designated teardown hours) is allowed and Exhibitors that contravene this will be subject to penalties. The penalties included loss of exhibitor booth position and black listed for the next year’s NAPE exhibition. There will be no exceptions to this rule. Exhibitors will be notified in person or via email if the penalty is assessed.

11. Exhibitor Appointed Contractors (EACs)
    All Exhibitors have the unrestricted right to select their official Exhibition appointed contractors and Booth construction vendors (EAC). EAC’s are welcomed and encouraged to share global best practices to ensure an all-round excellent Exhibition experience. The exhibitor must notify EAC on exhibit guidelines, rules and regulations. Historically, Booth construction vendors or Exhibitor appointed contractors have picked/secured more clients than they can handle within the construction deadline. Also, ensure that the EAC staffs abide with standard safety procedures including appropriate PPE, Personal, Electrical, Working-at-Height and Fire Safety.

    The Exhibitor will be held accountable for the actions and inactions of the Exhibition Appointed Contractor/Booth Construction Vendor. The Exhibitor Appointed Contractor must agree to abide by all rules and regulations, and provide the appropriate insurance covering comprehensive general liability and workmen’s compensation. The Exhibitor work passes for EAC staff can be obtained at the Exhibitor Registration area and must be worn at all times.

FAILURE TO COMPLY WITH THE BOOTH CONSTRUCTION REGULATIONS WILL LEAD TO SANCTIONS.

These stipulations are strictly enforced to protect you, and are in your greatest interest. The Exhibition committee is open to receive enquiries, feedback and other opportunities for the overall improvement of the NAPE Exhibition and Conference.