

# ATIGS

## ATIGS 2018 PARTICIPATION POLICY

### Individual Event Registration Rules

- Event badge is non-transferable.
- Event registration must be paid in full at the time of sign-up.

### Group Event Registration Rules

- Badges are non-transferable.
- All co-registrants must be employed by the same company.
- You must pre-register to take advantage of discount rates as they will not be offered on site.
- Group Registration Rates cannot be combined with any other offers.

### Booth Registration

Booths registration online via ATIGS registration site is subject to full payment at the time of sign-up.

ATIGS organizers offer booth deposit option for exhibitors that wants to sign-up to exhibit and make advance deposit. Booth pre-registration with a contract is accepted and if full payment is not submitted with Booth Contract, a \$200 deposit is due when contract is submitted.

Contact us at [atigs@gaadvancement.com](mailto:atigs@gaadvancement.com) should you want to sign-up and pay deposit. Booths must be paid in full at least **30 days** before the show. Failure to remit the balance of booth space before **30 calendar days to the show**, a late payment fee will apply.

Show organizers must receive all payments **by May 24, 2018** for booth space and any other services ordered by exhibitors. If payment is not received by the deadline, the Exhibitor is required to pay onsite by check or credit card in order to exhibit with **\$150 late payment fee**. No exhibitor will be granted entry to the trade show floor without full payment.

### General Cancellation and Refund Policy

A 25% administrative cancellation fee will be charged to any exhibitor that cancels their booth contract.

If an exhibitor/delegate decides to cancel his/her package, or registration, he/she must notify ATIGS organizers in writing by **March 01, 2018 to receive a 65% refund**, cancellation between **March 02, 2018 and May 01, 2018 receive 45% refund**, and cancellation between **May 02, 2018 and May 23, 2018 receive \$25 refund**. No refunds will be issued for cancellation after May 23, 2018.

Orders may be cancelled by sending an email to [atigs@gaadvancement.com](mailto:atigs@gaadvancement.com) with the words "**Order Cancellation**" in the subject line.

Orders cannot be cancelled inside of **30 days prior** to the event, hence all sales after **May 23, 2018** are final.

### Personal Information

- Participant contact information will be part of a database only accessible to the event organizers.
- Participant contact information (name & company) will be published in a list of ATIGS attendees.
- Participant contact information will be used to circulate announcements of future ATIGS editions.
- None of the agencies/companies associated with the ATIGS coordination accept responsibility for damage to or loss of an attendee's personal property.

## **Authorization Policy**

By registering to participate at ATIGS 2018 conference and trade show, you grant permission to show organizers to photograph, film or record and use your name, likeness, image, voice and comments and to publish, reproduce, exhibit, distribute, broadcast, edit and/or digitize the resulting images and materials in publications, advertising materials, or in any other form worldwide without compensation.

## **Event Badge**

Your badge will be printed at the registration counter on-site at Africa Trade and Investment Global Summit. You must bring a printout of your registration barcode confirmation or display it for scanning (smartphones and tablet formats are acceptable) to pick up your badge. Photo ID (driver's license, passport or government-issued photo ID) may be required. Other conference and trade show handouts will be distributed when picking up your badge.

All exhibitors & delegates are required to wear their ATIGS name badge and badge holder at all times. Use of a badge by a person not named on the badge is grounds for confiscation. If you lose your badge, please return to Registration to obtain a replacement.

## **ATIGS Format**

- Dress Code: Business Attire or Business Smart
- No one under 15 years of age will be admitted to ATIGS.
- Bring your business card. ATIGS is a business platform for G2B, G2G and B2B meetings.
- Members of the press are required to report to the ATIGS Press Desk to obtain their Press Pass before doing any photography and videography.

## **Travel Insurance**

ATIGS organizers do not offer travel insurance, baggage's insurance, or medical insurance. All participants needing travel insurance are recommended to buy travel insurance directly from their preferable trusted insurers.

## **Hold Harmless/Liability**

Neither ATIGS organizers, any co-supporter, or display space provider nor any of their officers, agents, employees, facilities, other representatives, or assigns shall be liable for, and the exhibitors and delegate releases them from, any claims for damage, loss, harm, or injury to the person, property, or business of the exhibitor or any of its visitors, officers, agents, employees, or other representatives, resulting from theft, fire, earthquake, water, unavailability of the facility, accident or any other reason in connection with participating at ATIGS 2018.

Exhibitors and delegates indemnify, defend, and protect ATIGS organizers, any co-supporter, and space provider harmless from any and all claims, demands, suits, liability, damages, losses, costs, attorney's fees, and expenses which might result or arise from exhibitor's or delegates participation in the ATIGS 2018 or any actions of its officers, agents, employees, or other representatives.

## **Event Cancellation**

Global Attain Advancement (GAA) reserves the right to cancel the event due to low enrollment, inclement weather or other circumstances which would make the event non-viable. If GAA cancels the event, registrants will be offered a full refund. Should circumstances arise that result in the postponement of the event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date. In the case of inclement weather, GAA follows the Washington, D.C Government schedule. If an event is cancelled, it will be posted on the ATIGS website and on GAA website.

## **Policies Agreement**

By registering to participate at ATIGS 2018, you agree to these policies. These policies apply to purchases made by third parties. Contact us at [atigs@gaadvancement.com](mailto:atigs@gaadvancement.com) if you have any question or concern.