

THE COPPERBELT AGRICULTURAL & COMMERCIAL SHOW SOCIETY LTD

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GENERAL RULES AND REGULATIONS FOR ALL EXHIBITORS AT THE CAMINEX AT COPPERBELT AGRICULTURE & COMMERCIAL SHOW GROUNDS

1. INTRODUCTION

The CAMINEX is organized by the Copperbelt Agriculture and Commercial Show Society (CACSS). The event is held annually and brings together various exhibitors as well as large number of people that come to view the various exhibitions. In this regard, a number of very important rules and regulations have been put in place which will apply to ALL exhibitors. Therefore, it is in the interest of every prospective exhibitor to familiarize themselves with the general rules and regulations. The general rules and regulations are drawn up in the interest of the exhibitor, the organizers and the visiting public. Furthermore, prospective exhibitors are required to ensure that all staff working at their stands during CAMINEX are acquainted and informed of the contents of this contract and all relevant regulations of the CAMINEX.

By signing the contract to exhibit at the CAMINEX, the exhibitor undertakes to abide by the following rules and regulations:

2. BOOKING OF STANDS

2.1 After a stand has been fully booked and paid for, a contract will be issued to each exhibitor. The contract must be signed by the exhibitor and returned to the office on or before the first day of the CAMINEX.

2.2 No binding agreement regarding the available stand will exist between the CACSS and the exhibitor, until the signed copy and the payment for a stand have been received by the CACSS, unless determined otherwise in the contract.

2.3 CACSS is entitled to reallocate stands mentioned in point 2.2 (above), that have not been paid for by the determined date, to other prospective exhibitors.

2.4 Exhibitors are contractually bound to occupy their stand(s) during the CAMINEX, and no stand or part thereof may be left unoccupied. The CACSS has the right to take steps at its discretion to erect

or to have an exhibition of some or other nature erected on such unoccupied stand or part thereof, and will have the right to recover the costs involved from the exhibitor.

2.5 In the case of an unoccupied stand, the CACSS will have the right to allocate the stand to another exhibitor, without any repayment of rent to the exhibitor who failed to occupy the stand. Such exhibitors who failed to occupy their stands, will also forfeit all rights or claims to such a stand.

2.6 Furthermore, exhibitors are obliged to present an exhibition of such a high standard which, at the discretion of the CACSS meets the requirements of the CAMINEX occasion. The CACSS has the right to request exhibitors to adapt the standard of their exhibitions.

2.7 Exhibitors may not have a dual exhibition while exhibiting at CAMINEX in a 100km radius from CAMINEX location.

3 DESIGNS AND PLANS

3.1 No building or any structure of a permanent nature may be erected on any stand without prior written permission from the CACSS.

3.2 Plans for all proposed new buildings to be erected on open or sheltered (roofed) sites, must be submitted to and approved by the CACSS in good time, before construction may.

3.3 The exhibitor is responsible for any damage that may be caused by the building, demolition or collapsing of such a construction.

3.4 Any approved construction of new buildings or structures on sites or booked for them, will be entitled to a repayment of the rent less 50% for administrative costs, if and when the stand is let to another exhibitor, provided that such cancellation takes place before last day of February.

4 CANCELLATION OF STANDS

4.1 Exhibitors who may, for any reason, find it necessary to cancel any stand already booked for them, will be entitled to a repayment of the rent less 50% for administrative costs, if and when the stand is let to another exhibitor, provided that such cancellation takes place before the first day of February.

4.2 Under no circumstances will any repayments be made in respect of cancellations received after the last day of April.

4.3 Stands must be paid for in full by the first day of May and no agreement will be made with an exhibitor regarding the settlement of stand fees.

5. BUILDING OF STANDS

5.1 All exhibitors in halls will have access to their stands as from 10th May (according to the build-up schedule which will be made available by management for the branding of their exhibitions.

Outdoor exhibitors will have access to their stands as from 20th May. Exhibitors in permanent stands will have access to stands from 31st March.

5.2 Notwithstanding any clause in this contract, vehicles will only be allowed access to restricted areas of the CACSS terrain for purposes of delivering heavy equipment to such stands with the consent of management provided that such access will only be allowed up to and until 18:00 on the Sunday the preceding the week of the CAMINEX. No vehicles will be allowed in restricted areas after this date.

5.3 Exhibitors are obliged to limit their exhibitions and demonstrations within the boundaries of the stand allocated to them.

5.4 No exhibitor may erect his exhibition in such a way that, in the opinion of the CAMINEX Committee, it will obstruct access to or obstruct the view of any other exhibition, or will inconvenience any other exhibitor. An engineering certificate will be required for structures in halls which are higher than 3 meters.

5.5 Any adhesive to keep carpets or tiles in position must be applied lightly to the floor and must be cleaned thoroughly when the carpets or tiles are removed. In cases where exhibitors have not cleaned up properly, this will be done at the discretion of the CACSS staff and such costs will be recovered from the exhibitor. Exhibitors are requested to place a protective sheet on the carpet of their stands during the erection of exhibitions for protection against wood shavings, paint, etcetera.

5.6 Under no circumstances may a notice, signage or any part of the exhibition project itself into the public thoroughfare, or exceed the allocated stand boundaries.

5.7 All exhibition material and/or building work in the halls mentioned under clause 5.1 above, must be removed by the exhibitor within 14 days of the last day of the CAMINEX, subject to the provisions of clause 22.2. CACSS does not accept any responsibility for any material or building work and, if necessary, material and structures will be removed by the CACSS and the costs will be recovered from the exhibitor.

5.8 Heavy equipment and exhibition material must be delivered to exhibitions inside the halls before 18:00 on the preceding Wednesday to CAMINEX, to ensure that the service providers have enough time to lay carpets and any other arrangements in the aisles of the exhibition halls. No vehicles will be allowed inside the halls as from the Saturday before the CAMINEX.

5.9 To facilitate the movement of heavy vehicles, only one delivery vehicle per exhibitor will be allowed on the terrain the Monday prior to the commencement of the CAMINEX. All delivery vehicles

must leave the terrain immediately after having delivered their goods. Exhibitors must make use of the parking areas for the parking of all other vehicles. No vehicle without a special permit, which will be issued for one vehicle per exhibitor only, will be allowed on the terrain.

5.10 The build-up of all outdoor exhibitions and indoor designer stands must be completed by Sunday preceeding the CAMINEX by 17:00. All other stands must be completed before 14:00 on the Monday preceding the CAMINEX. No building of exhibitions will be allowed after this time and the gates will close at 13:00 for all deliveries.

5.11 Exhibitors are requested to remove all pallets, cardboard boxes, trailers etcetera in which exhibition material and/or products are packaged/or moved, as well as forklifts from the stands on the Monday before the commencement of the CAMINEX in order to ensure that the terrain is clean before the opening of the CAMINEX on the Tuesday.

5.12 A fine of K10 000.00 will be chargeable to exhibitors who, during the build-up period, park and assemble their equipment/implements on another exhibitor's stand.

5.13 Exhibitors have to ensure that all personnel involved in the exhibition are aware of the general rules & regulations and adhere to them. Exhibitors will also be held responsible for violating of rules by contractors who work on stands before the commencement of the CAMINEX.

5.14 As a general rule, a building reserve of 1 meter will be applicable on all outdoor stands and exhibitors will, for example, not be allowed to erect a 10m x 10m marquee on a 10m x 10m stand.

5.15 A fine of K500.00 may be charged on exhibitors inside halls who damage walls due to drilling holes or with the removal of signage after the show. Exhibitors will also be billed for repair work to walls.

5.16 Outdoor exhibitors are required to make use of marquees for exhibition or office purposes during the CAMINEX. The marquees must meet certain standards and will army tents not be allowed. Caravans will not be allowed on stands.

6. DEMONSTRATIONS

Demonstration of an exhibitor's product range is a vital part of the CAMINEX and largely contributes to the success thereof. Therefore;

6.1 It is expected of exhibitors to exhibit their products at their sites in such a way that it can be demonstrated to visitors.

6.2 Exhibitors are free to do open demonstrations of their products or product ranges on previously identified sites if requested by clients or at their own initiative.

6.3 Exhibitors are free to determine their own demonstration programme times at their sites during the day.

6.4 Exhibitors will not be allowed to demonstrate drones on the terrain.

7. OPEN SITES

Flags improve the appearance and appeal of outdoor exhibitions significantly and exhibitors are requested to make use thereof when designing their stands, without exceeding the boundaries of the sites.

8. SUBLETTING

8.1 Under no circumstances are exhibitors allowed to share any part of the stand allocated to them with another exhibitor or to sublet it, and all articles that are displayed, must be the property of the exhibitor and must be declared as such in this contract.

8.2. All advertising material at the stand must have relevance to the exhibitor's products, or the products of any agencies held by the exhibitor and which were declared as such in accordance with clause 8.1.

8.3 Exhibitors are required to inform the CAMINEX Management beforehand of all the products and other display material that will be displayed and/or sold at their stands.

8.4 If it should come to the attention of the CAMINEX Management that an exhibitor has sublet, or has on display material or products not mentioned in accordance with clause 8.1, such exhibitor shall be requested to leave the grounds immediately, and shall then ipso facto forfeit the privilege of exhibiting at the CAMINEX, and will have no right to reimbursement of any rent or other monies paid to the CACSS.

8.5 Exhibitors are required to complete the exhibitor's contract in full and to specify all products or goods which will be exhibited. Exhibitors can be penalized if products are not comprehensively specified. Only products that are approved by the organizers may be exhibited and the CAMINEX Committee reserves the right to decide whether products specified in the exhibitor's contract, may be exhibited or not.

9. CATALOGUE ENTRIES

9.1 The CAMINEX Management undertakes to provide a list of all exhibitors and an alphabetical index of exhibitors in the official programme.

9.2 The list will include the exhibitor's name, stand number as well as the generic products on exhibition.

10. ELECTRICAL INSTALLATIONS

10.1 All halls and indoor exhibition rooms are provided with general lighting and power points at all stands. Exhibitors should by no means remove any installations and electrical fittings to obtain more power to their stands.

10.2 An exhibitor should under no circumstances, draw electricity from the CAMINEX Park network by means of his own installation or coupling.

10.3 Any indoor exhibitor, who needs additional power or power points at their stand can apply for it in writing before the CAMINEX. The CAMINEX Management will, if enough power is available, make the necessary arrangements to provide additional power at the stand concerned, and the costs involved will be recovered from the exhibitor before the CAMINEX.

10.4 Power can be made available to most of the open stands. Should an exhibitor wish to have a power point installed on his stand, the same arrangements as in clause 10.2 above, will apply.

10.5 No electrical installation on any stand may be removed and is deemed to be the property of the CACSS Management.

10.6 Power supply to the CAMINEX is limited, exhibitors in indoor and outdoor stands are limited to 10 amperes and 20 amperes respectively. In cases where exhibitors require more power on their stands, application must be made to management in writing before 1st May. The costs involved in the installation and consumption thereof will be recovered from the exhibitor. Installations which are not approved by the Organizers, will not be allowed and such installations will be removed summarily.

10.7 Exhibitors and service providers who want to install their own wireless internet access, must first register with the organizers so that it can be controlled/coordinated.

12. ELECTRICITY TARIFFS

12.1 Exhibitors who require additional electrical supply will, in addition to the costs involved with the installation, also pay an additional power consumption tariff as determined annually by the CACSS Management. .

13. SERVICES LEVY

13.1 A basic levy for services on the terrain will be recovered from all exhibitors as a separate cost item in the exhibitors contract. The tariff will be determined annually by the CACSS Management and the relevant tariff will be indicated on the contract.

14. WATER SUPPLY

14.1 Exhibitors must notify the CACSS Management in writing on or before 1st April of their requirements regarding water supply to their stands. Such water supply will, if possible, be supplied by the CACSS Management at the cost of the exhibitor.

14.2 Water supply is subject to the availability of sufficient water, after the requirements of essential services such as restaurants and ablution blocks have been met. An appeal is made to all exhibitors to conserve water.

14.3 Exhibitors requiring large volumes of water will be limited to 5 000 litre and must apply for additional water in advance and if approved will be under certain conditions, and will a fixed fee be charged.

15. OPENING AND CLOSING OF CAMINEX

15.1 The CAMINEX starts at 09:00 and closes at 17:00 daily and all exhibitions must be manned during this time. Gates for exhibitors will open at 06:30 for exhibitors and close at 18:00

15.2 All stands must be occupied and exhibitions must be ready at 14:00 on the day before the CAMINEX, subject to the provisions of clauses 5.8 and 5.11.

15.3 Halls and outdoor exhibition areas will be open to the public daily from 09:00 to 17:00 and must be manned by the exhibitors during these times.

15.4 For the purpose of effective security measures, no parties, receptions or social gatherings are allowed at the exhibition stands. Exhibitors are requested to leave the CACSS grounds by 18:00 every day, after which the terrain will be handed over to the security services.

15.5 Exhibitors will not be allowed to transport exhibition material to and from the CACSS grounds during official show hours. Deliveries will only be allowed in exceptional cases and only between 06:30 - 07:30. Refer to clause 18.1

16. STAND ATTENDANTS AND SECURITY

16.1 In their own interest, exhibitors are requested to arrange for at least one representative to be in control of their stands during the times when the CAMINEX is open to the public.

16.2 All exhibitors are requested to be security conscious for the duration.

16.3 All exhibitors are expected to comply with all regulations and instructions regarding security, as issued by the CACSS Management from time to time.

16.4 No staff of exhibitors may be on the premises after 18:00. Exhibitors will only be allowed to make use of the official security firm appointed by the CACSS Management and will not be allowed to make use of their own attendants. No person will be allowed to stay or sleep in exhibition stands

overnight (after closing of halls and the show). This rule is not applicable to the livestock exhibitors who, within the applicable rules, may have herdsmen on the terrain during the night.

16.5 Although the CACSS Management hires a security firm to provide security services for the duration of the CAMINEX, CACSS Management accepts no liability for any damage or losses due to theft.

17. ACCESS OF VEHICLES TO CAMINEX

17.1 NO exhibitor will be allowed access of a vehicle onto the terrain during CAMINEX. Only vehicles of CACSS service providers will be allowed and only in exceptional circumstances. Permits must be obtained beforehand and the said permit must be fixed to the window of the vehicle before access to the terrain will be granted. Exhibitors who urgently need to transport exhibition material to the exhibition premises are only allowed to do so daily between 06:30 and 07:30, through the southern vehicle entrance gate (refer to show map). Vehicle access is subject to certain conditions that must be strictly adhered to. Permission in terms of this clause will be granted at the discretion of the organizers and is not a right in terms of this contract.

17.2 CAMINEX is a walking concourse exhibition. It has been set up as such. All roads, paths, walkways, entry & exit points, etc. are designed for the pedestrian visitor in mind. NO vehicle is be found on any concourse, road, gate, etc. within the premises during the CAMINEX days. Designated carparks, roads, gates, etc. have been earmarked for exhibitors, visitors, VIPs, guests, etc.

17.3 The CACSS Management reserves the right to have all unauthorised vehicles or trailers on the grounds removed at the expense of the owner. The CACSS Management will not accept any responsibility for any damage resulting from such removal, whether direct or indirect.

18. DIRECT SALES TO THE PUBLIC

18.1 Exhibitors are permitted to take orders during the CAMINEX as well as to sell directly to the public from their stands, provided that all articles that are sold are replaced immediately by similar articles in accordance with clause 15.5.

18.2 The CACSS Management reserves the right to prohibit the sale of any article and/or literature which are illegal or consider undesirable.

19. DANGEROUS MACHINERY

19.1 All machinery in use or any other potentially dangerous objects must be protected in such a way that the public and other persons are secured against injuries, with the understanding that the CACSS Management itself, by approving these protection measures, does not accept any responsibility for any

injury or damage to any person or property caused by the said machinery or potentially dangerous objects.

20. DISTRIBUTION OF PAMPHLETS, BALLOONS AND OTHER PROMOTIONAL ITEMS AND THE DISPLAY OF ADVERTISING BOARDS

20.1 Exhibitors are not allowed to distribute pamphlets or leaflets, except from their own stands, in accordance with the provisions of clauses 8.1 and 8.2.

20.2 In cases where an exhibitor distributes pamphlets or leaflets from any place in the grounds or parking area, the CACSS Management has the right to prohibit such distribution without any further notice and to take action against the exhibitor.

20.3 No advertising boards or banners may be put up or displayed at any place on the grounds or in the parking area or along access routes to CACSS, except within the boundaries of an exhibitor's own stand.

20.4 The en-mass distribution of carry bags, caps, t-shirts and such items is NOT permitted, even from the exhibitor's own stand. Such items should only be handed out to prospective clients enquiring about the product of the exhibitor.

20.5 The distribution of balloons or any gas-filled promotional material shall not be allowed.

20.6 The distribution of branded or non-branded bottled water will be allowed in limited numbers from exhibition stands.

21. COMPETITIONS AND FUND-RAISING

21.1 The raising of funds of any nature, including the placing of a collection box at the exhibitor's stand is not allowed.

21.2 The holding of legal competitions by exhibitors at their stands in favour of visitors is permissible, provided that the entry forms for the competition are only issued at the exhibitor's stand and that the prize is related to the exhibitor's product, taking clause 8 into account. Exhibitors are requested to obtain prior written permission in this regard from the CACSS Management.

22. REMOVAL OF EXHIBITIONS

22.1 With the exception of goods that have been sold directly to the public, no exhibition or part thereof may be removed from the CACSS grounds during the course of the CAMINEX Expo.

22.2 Any exhibition that has not been removed within 30 days of the conclusion of the CAMINEX will be disposed of at the discretion of the CACSS Management.

22.3 No exhibitor may partially or totally dismantle their exhibition or remove it from their stand before 07:00 on the day following the last day of the CAMINEX. This includes any product, exhibition material, banners and pamphlets or any item which may have formed part of the original exhibition. No exceptions will be considered and exhibitors failing to comply with this condition will forfeit their exhibition rights for the future.

23. FITTINGS

23.1 The exhibitor is responsible for the costs and risks in respect of the installation of fittings at his stand.

23.2 The CACSS Management are not responsible for any damage to fittings in between shows.

24. LOSS AND DESTRUCTION OF PROPERTY

24.1 The CACSS Management will not be responsible for any loss of or damage to goods suffered by any exhibitor, for any reason whatsoever.

24.2 Exhibitors who do not wish to risk leaving their goods at their stands overnight should reconsider exhibiting at the CAMINEX. No special arrangements will be made for the daily removal of products unless prior written consent is obtained from management, which consent will be granted at the discretion of management and will not be a right in terms of this contract.

24.3 Exhibitors may not remove poles from the site under any circumstances. These poles are placed on site to restrict vehicles to certain parts of the terrain. Should the removal of poles by an exhibitor come to the attention of the CACSS Management, such exhibitor will be requested to leave the premises immediately and the exhibitor will lose the privilege to exhibit during the CAMINEX, without any right of recovery regarding rent or any other amounts paid.

25. PUBLIC LIABILITY INSURANCE

25.1 The CACSS Insurance Policy does not cover the exhibitor or their exhibitions. It would therefore be in the interest of the exhibitors to obtain their own Public Liability Insurance for the duration of the CAMINEX.

26. REOFFERING OF STANDS

26.1 Exhibitors are reminded that the agreement with the CACSS Management shall only be valid and binding for the duration of CAMINEX and will automatically terminate upon conclusion of

CAMINEX for the particular year, 30 days following the final date of the event, except in cases where the exhibitor has entered into a long-term contract with CACSS Management.

26.2 The CACSS Management is under no obligation to offer the exhibitor the same stand hired during the previous CAMINEX, except in cases where a long-term contract exists in accordance with clause 27.1. It is however, customary for the CACSS Management to do so, if possible.

26.3 CACSS Management is under no obligation to offer an exhibitor of one site or stand for the following CAMINEX. In such instance, the CACSS Management shall be under no obligation to provide reasons for its decision.

27. EXHIBITORS' PROPERTY ON OPEN SITES

27.1 The exhibitor alone is responsible for the costs and risks involved in the erection of permanent structures on open stands.

27.2 Upon completion of such a building it will become the sole property of the CACSS, but it remains the exhibitor's duty to maintain the building to the satisfaction of the CACSS Management and to insure it against damage and theft.

27.3 CACSS Management reserves the right to request an exhibitor to carry out essential maintenance of buildings on their site, or the site itself. Any exhibitor that does not adhere to have this done will have the costs recovered from them.

28. ALCOHOL, FOOD, BARISTAS & POPCORN MACHINES ON THE CAMINEX GROUNDS.

28.1 In accordance with applicable legislation, no open fires or preparation of food will be allowed on stands.

28.2 The organisers can provide lunch to exhibitors at their stands on order. Written orders for lunch at stands must be received at least two weeks before the commencement of the CAMINEX and are subject to a minimum of 2 persons and a maximum of 30 persons, as determined annually by the CACSS Management. Due to the large number of visitors to the CAMINEX and the concomitant pressure, delivery times cannot be guaranteed.

28.3 The provision of drinks and/or refreshments to visitors by exhibitors will be allowed in exceptional cases only, such as launches, and under certain conditions and exhibitors must have a facility where personnel can eat. Exhibitors who wish to entertain visitors at their stands and would therefore like to offer them refreshments, must obtain prior written permission from the CACSS Management at least two weeks before the commencement of the CAMINEX.

28.4 No popcorn machines will be allowed at stands. Only baristas (coffee machines) not exceeding 1.5Kw or 10Amps will be allowed on outdoor stands. No kettles or domestic percolators will be allowed on stands inside halls.

29. NOISE AND PRESENTATIONS AT STANDS

29.1 No loudspeakers or sound boosters are allowed at stands without prior written permission from the CACSS Management.

29.2 Exhibitors working with or demonstrating musical instruments, or any other type of machinery with a high noise level, will not be allowed to do so if the CACSS Management decide that such instruments or equipment is a nuisance to the public or other exhibitors, or to any of the livestock sections

29.3 Exhibitors will not be allowed to have any form of entertainment on their stands. This includes parties, shows, music, jumping castles, etcetera.

30. CLEANING OF STANDS IN HALLS

30.1 The exhibitor shall, for the entire duration of CAMINEX keep their exhibition area neat, clean and hygienic.

31. MEDICAL SERVICES BEFORE AND DURING CAMINEX 2024

31.1 Medical services will be available in the duration of CAMINEX.

31.2 Exhibitors and contractors will be responsible for any medical accidents that may occur on stands before the opening date.

31.3 CACSS Management is responsible for appointing Health & Safety Officers responsible for the inspection of stands, halls and surroundings and providing certification that all necessary requirements have been met.

32. AMENDMENT OF REGULATIONS

32.1 These regulations are, at all times, subject to amendments and supplements at the discretion of the CACSS Management.

33. GENERAL

33.1 Exhibitors failing to comply with any clause of this agreement, will risk losing their stands.

