

Internet Governance Forum IGF
Athens, 30 October – 2 November 2006

General Regulations for Exhibitors at The Plaza, Athens 2006

Organisation, Promotion and Invoicing:

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General Regulations for Exhibitors at IGF Exhibition, Athens 2006

(Hereinafter referred to as «General Regulations»)

1. THE PLAZA

The second phase of the World Summit on the Information Society (WSIS) mandated the UN Secretary General to convene a new meeting for a multi-stakeholder policy dialogue: The Internet Governance Forum (IGF).

Due to popular demand, the Internet Governance Forum (IGF) is hosting an open space next to the forum activities, called The Plaza. Its objectives are:

Objective 1: network

To bring multi-stakeholders together to share knowledge, experiences and to encourage partnerships in the field of Internet Governance. To promote the role of the private sector in particular, as stakeholders providing economically viable models for universal access to information and value-added Internet Governance services.

Objective 2: showcase

To showcase solutions and projects from companies, organisations and countries active in the field of Internet Governance. Exhibitors present technologies, products, projects, services, approaches, best practices and innovations.

Objective 3: exchange

To exchange and reflect on state-of-the-art lessons, specific experiences, innovative models and future trends in the area of Internet Governance.

Objective 4: action

To stimulate innovative action including concrete multi-stakeholder deals, action-oriented partnerships, joint programmes and financing models.

The Exhibition focuses on four themes linked to the Internet Governance Forum (IGF):

- Openness - Freedom of expression, free flow of information, ideas and knowledge
- Security - Creating trust and confidence through collaboration
- Diversity - Promoting multilingualism and local content
- Access - Internet Connectivity: Policy and Cost

2. ORGANISATION OF THE PLAZA

United Nations Secretary-General Kofi Annan, represented by the Secretariat of the Internet Governance Forum (IGF), has entrusted

OTTO FREI AG
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with the organization of The Plaza (hereinafter referred to as «Organiser»). The Organiser is responsible for the smooth running of all promotional, administrative and logistical operations pertaining to The Plaza.

3. PLACE, DATE AND OPENING HOURS

The Plaza is located in the Hotel Divani Apollon Palace & Spa (hereinafter referred to as «Venue») in Athens, Greece. It will take place from Monday 30th October to Thursday 2nd November 2006.

Tentative opening hours:

Monday 30 th October	10.00 – 18.00
Tuesday 31 st October	9.30 – 18.00
Wednesday 1 st November	9.30 – 18.00
Thursday 2 nd November	9.30 – 16.00

4. APPLICATION

4.1. Exhibitors

The following are eligible Exhibitors (hereinafter referred to as «Exhibitor»):

- Governments
- International organisations
- Non-governmental organisations and civil society
- Private sector

4.2. Registration

Registration must be submitted via internet only (www.ottofrei.ch). The registration document (PDF) has to be printed, signed and sent immediately to OTTO FREI AG by fax. Should you have any enquiries please contact info@ottofrei.ch.

Upon receipt of the registration document (PDF), the Organiser will return an acknowledgement via e-mail. The acknowledgement is preliminary and does not entitle the Exhibitor to the requested space.

4.3. Outline of the project and company/organisation description

Together with the registration, the Exhibitor must submit:

a) An outline of the project (hereinafter referred to as “project”) of max. 1500 characters. The Exhibitor's exhibit(s) and service(s) are to be derived entirely from the project.

The outline of the project must contain the following and be no more than 1500 characters:

- Project description and objectives
- Project status: e.g. is the project
 - planning stage
 - in process or
 - already realised
- Experiences / lessons learnt

The project must stem from concerns in the Internet Governance sector and relate to the objectives of the Exhibition. Exhibitors may present one or more projects, which have been realized or are in the process of being realized.

b) A company/organisation description of max. 500 characters.

The outline of the project and the company/organisation description must be submitted online together with the registration form. The online registration form and project form can be found on www.ottofrei.ch. These descriptions are important information that will be published in The Plaza catalogue and other communication material.

Project and company/organisation descriptions are accepted in English and French only.

5. FINANCIAL CONDITIONS

5.1. Rental fees

Stand rental fees in Swiss Francs CHF (all taxes included):

Option	Stand surface	Price CHF
Option 1: Classic	Ca. 8 m ²	5'800
Option 2: Superior	Ca. 12 m ²	8'400

Other stand surfaces on request.

Facilities include:

OPTION 1: CLASSIC

Ca. 8 m2 exhibition surface, 2 walls, carpet, 1 table, 2 chairs, 1 lockable counter, 1 bar chair, fascia board with company logo, lightning, 1 waste paper basket, 1 power socket (220V)

OPTION 2: SUPERIOR

Ca. 12 m2 exhibition surface, 2 walls, carpet, 1 table, 3 chairs, 1 lockable counters, 1 bar chairs, 1 PC table, fascia board with company logo, lightning, 1 waste paper basket, 1 power socket (220V)

Included services in all options:

- Allocation of different infrastructure such as snack point, information desk
- Entry in the Plaza Magazine
- Coordination during the event
- Exhibitor welcome apéro
- Consulting of the exhibitors
- Stand pictures
- Stand cleaning
- Waste removal
- Project management including organisational and administrative preparation and realisation

5.2. Payment

Once the Organiser has decided on the definite space allocation, the Exhibitor will receive a contract and the invoice with the amount of 100% of the rental price, payable before the begin of the Event. If the invoice is not paid before begin of the Event, the Organiser is free to attribute the reserved space to another Exhibitor.

The Organiser should be in possession of payment, or of a document certifying the payment has been made, on the first day of set-up at the latest. In the absence of such a document, the Organiser has the right to forbid access of the allocated surface to the Exhibitor or to immediately evacuate the stand at the Exhibitor's expense.

Invoicing to be made through Otto Frei AG, in Swiss Francs (CHF) only.

6. CONTRACT

6.1. Acceptance of reservations

The Organiser has the sole authority to accept or to refuse a reservation, based on the submitted outline of the project. The decision shall be final. The stating of reasons for the decision is not required.

6.2. Space Allocation

The Organiser will decide on the definite space allocation based on the reservation and outlines of projects received.

The Organiser reserves the right to reduce the space applied for in prior consultation with the Exhibitor.

The Organiser may also, where necessary, relocate an Exhibitor and/or assign another stand, without incurring any liability for compensation. The stating of reasons for the decision is not required.

6.3. Contract

Together with the invoice the Exhibitor receives a contract from the Organiser by e-mail. This contract has to be signed, stamped and sent back to the Organiser by fax or e-mail. The Exhibitor enters a legally valid contract with the Organiser.

7. CANCELLATION OF CONTRACT

7.1. Cancellation by the Organiser

A contract may be cancelled by the Organiser at any time, particularly if it turns out that the terms of admission have not been or cease to be observed, without obligation other than a possible refund of amounts already paid.

The Organiser is not required to state reasons for the decision.

7.2. Cancellation by the Exhibitor

An Exhibitor who wishes to cancel participation at the Exhibition or to reduce the surface requested should notify the Organiser in writing. The notification does not release the Exhibitor from the legal obligations as per contract. The total surface fee will be charged in any case.

The Organiser may immediately re-allocate floor space made available through any breach of the contract by an Exhibitor, including non- or delayed payments.

8. ADVERTISING

All promotion and publicity whatever, including the distribution of pamphlets, CD-ROMs, etc. at the Hotel Divani Apollon Palace & Spa, is limited to the Exhibitor's stand and the official frameworks made available by the Organiser.

9. EXHIBITION CATALOGUE

Entry in the magazine is compulsory but free of charge. Company and project descriptions will be taken from the online registration form. The Organiser cannot accept liability for errors or omissions.

10. ADMINISTRATIVE REGULATIONS

10.1. Staff on stand

Exhibitors must ensure that their stands are manned during all Exhibition opening hours. Please ensure adequate rotation of staff during relief periods.

10.2. Cash and carry selling

Unless authorized by the Organiser, Exhibitors are not permitted to sell, on a cash and carry basis, any products or services during the Exhibition.

10.3. Official publications

The Organisers have the sole right to produce, publish and distribute official publications, or grant the right to produce, publish and distribute official publications about The Plaza.

10.4. Sweepstakes, tombolas and competitions

Exhibitors wishing to organize sweepstakes, tombolas and competitions within the grounds of the Venue, or to award prizes at the Venue, must relate the awarded prizes to Internet Governance and must, in addition, abide by the applicable Greek laws. They must obtain prior written authorization from the Organiser.

11. STAND INSTALLATIONS AND DECORATION

Exhibitors must provide their own decoration for their stands. They must use only non-flammable or fire retardant materials. The stands must be decorated before the Opening.

Exhibitors may not mount any installation, decoration or demonstration on their stands that could be considered prejudicial in any way to any other Exhibitor.

The Organiser reserves the right to remove or modify, at the risk and expense of those concerned, any installation or decoration detrimental to the general appearance of the Exhibition, or causing any danger or nuisance, such as excessive noise, to other Exhibitors or to the public.

Exhibitors undertake to respect the terminology, numbering adopted by the Organiser for the guidance and convenience of visitors, both in and outside the Exhibition premises.

Exhibitors must ensure that they know the location, dimensions and layout of their stands. Exhibitors are liable for any damage they cause (or a third party commissioned by them) to the walls, floors, pillars and installations of the Exhibition halls, during assembly, operation and dismantling of their stands.

12. EXHIBITOR'S MANUAL

Each participant will receive the Exhibitor's Manual at a later stage, once the project has been accepted. This is an essential handbook with all the necessary technical instructions, contacts and other useful information!

13. LIABILITY FOR LOSS, DISAPPEARANCE, DAMAGE OR THEFT

The Organiser and the Venue decline all liability for loss, disappearance, damage or theft.

14. CANCELLATION OF THE PLAZA

If, for whatever reason, The Plaza does not take place, all registrations become void. Exhibitors expressly renounce all right of appeal, on whatever grounds, against the decision of the Organiser.

15. MODIFICATION OF THE GENERAL REGULATIONS

The Organiser is empowered to rule on all situations not covered by the General Regulations, and may make modifications or additions to them, as deemed fit. Such modifications or additions shall have immediate effect.

The Exhibitor's manual, and various circular letters sent later to the Exhibitors, constitutes an integral part of the General Regulations.

16. BREACH OF REGULATIONS AND INSTRUCTIONS

Any infringement on any clause of the General Regulations and other instructions received from the Organiser will be penalized by the temporary or definitive expulsion of the Exhibitor, without entitling him or her to any claim for reimbursement or compensation.

17. DISPUTES

The Exhibitor undertakes to submit any complaint to the Organiser before resorting to litigation. Complaints must be received within 5 days from the end of the Exhibition in writing by the Organiser. If a dispute cannot be settled amicably, the place of jurisdiction is Berne.

Swiss law is applicable.

The original English text of the General Regulations shall be the legally binding version.

Berne, September 2006