



**Nigeria Oil & Gas Trade and Investment Forum 2014**  
30-31 October 2013 Onne Oil & Gas Free Zone, Rivers State,  
Nigeria

**Exhibitor Manual**

The event team warmly welcomes you to Nigeria Oil & Gas Trade and Investment Forum 2014 (NOGTIF 2014) and we hope that you find this manual a useful tool to assist you with your preparations for the event in October. Please refer to the official exhibitor Checklist at [www.nigeriaoilandgasinvest.com/exhibition/exhibitor-information-3/](http://www.nigeriaoilandgasinvest.com/exhibition/exhibitor-information-3/) to ensure you are correctly prepared for your participation and have completed all relevant details and forms.

**Important**

Please be aware that all invoices must be paid in full at least two weeks before the event. Once payment has been made, please send a copy of the swift transfer to us to enable us to trace your payment. Upon receipt of funds we will contact you to confirm the details.

**Please be advised that payment must be received by 14th October 2013** or your stand will be unreserved and made available for new exhibitors. Therefore we advise that payment is made soon after receiving the invoice.

Please check carefully information about the stand package and the build-up and breakdown times.

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## 1. Checklist for fulfilling all organiser requirements

There are a number of requirements and forms that each exhibiting company must complete and return to the organiser. All forms are available at [www.nigeriaoilandgasinvest.com/exhibition/exhibitor-information-3/](http://www.nigeriaoilandgasinvest.com/exhibition/exhibitor-information-3/) and should be returned to [exhibition@oceanmgt solutions.com](mailto:exhibition@oceanmgt solutions.com)

Requirement	Instructions	Deadline	Form
Shipping	Delivery address to be provided	ASAP	
Visa (letter of invitation)	Should you require a letter of invitation, contact		
Hotel bookings	Book directly through the hotel, claim discounted event rates through the website, tab 'plan your tri': <a href="http://www.nigeriaoilandgasinvest.com/plan-your-trip/accommodation-2/">www.nigeriaoilandgasinvest.com/plan-your-trip/accommodation-2/</a>	ASAP	Go to website
Company profile	Provide a 60word description, in paragraph format. It will be included on the onsite catalogue. Complete the Exhibitor form. Return to <a href="mailto:exhibition@oceanmgt solutions.com">exhibition@oceanmgt solutions.com</a>	10 <sup>th</sup> October	Exhibitor Form
Company logo	Provide your logo in EPS or AI format to <a href="mailto:exhibition@oceanmgt solutions.com">exhibition@oceanmgt solutions.com</a>	10 <sup>th</sup> October	Exhibitor Form
Fascia name	Provide your company name as you wish it to appear on the fascia of your exhibition stand. Complete the Exhibitor form. Return to <a href="mailto:exhibition@oceanmgt solutions.com">exhibition@oceanmgt solutions.com</a>	14 <sup>th</sup> October	Exhibitor Form
Furniture and electrical supply	First check what is included as part of your shell scheme package below (page 3).	14 <sup>th</sup> October	Email <a href="mailto:exhibition@oceanmgt solutions.com">exhibition@oceanmgt solutions.com</a>
Exhibitor badge names	Anyone who intends to enter the exhibition and work on, or man your stand will need an Exhibitor badge. Max. 6 per stand. Complete the Exhibitor Names Form and return to <a href="mailto:exhibition@oceanmgt solutions.com">exhibition@oceanmgt solutions.com</a>	14 <sup>th</sup> October	Exhibitor Names Form
Health & Safety declaration	You are required to complete this form before you will be allowed to exhibit at the event. Complete the Health Safety Form and return to <a href="mailto:exhibition@oceanmgt solutions.com">exhibition@oceanmgt solutions.com</a>	14 <sup>th</sup> October	Health Safety Form
Conference bookings	Should any of your colleagues wish to attend the conference, the registration is \$500 pre-event and \$500 onsite. Please register here: <a href="http://www.nigeriaoilandgasinvest.com/conference/book-your-place/">www.nigeriaoilandgasinvest.com/conference/book-your-place/</a>	14 <sup>th</sup> October	Go to website

## 2. Event Timetable

### Exhibition Build Up and Break Down

	Build-up	Break down
Exhibition Area	Tue-Wed, 28-29 October 2014	Friday 31 <sup>st</sup> November 2014
Shell Scheme Stands	08:00 – 19:00	18:00 – 00:00

Please note all timings are correct at time of publishing and are subject to change.

All stand designs must be completed by Wednesday 29<sup>th</sup> October 2014 at 19:00.

You must not start dismantling the stand or exit the exhibition hall with any goods before 18.00 on Friday 31<sup>st</sup> October 2014. The organisers will not be responsible for any goods left on site after the breakdown.

### Exhibition Opening Times

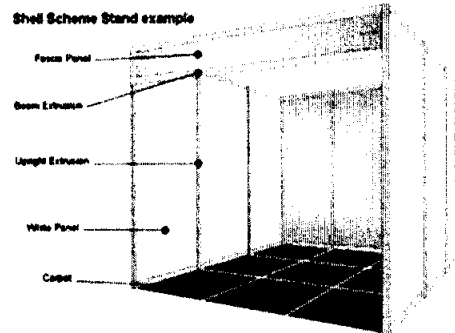
The Official Exhibition Opening ceremony will take place on Thursday 30<sup>th</sup> October 2014 at the Exhibition Hall.

Exhibition Area	Thursday 30 <sup>th</sup> October 2014	Friday 31 <sup>st</sup> October 2014
Exhibition Access	08:00 – 18:00	08:00 – 18:00
Visitor Access	11:00 – 18:00	10:00 – 18:00

## 3. Shell Scheme Stands

Floor Covering:	Blue carpet
Walling:	Shell scheme panels 2.5m high, 1m wide, white plastic with an aluminum frame. You need to provide your own tape to fix graphics onto your shell scheme panels. You are not allowed to use any fixative or fixture that will damage the panels or disfigure the panels in any way. Your stand content must not exceed 2.5m.
Fascia / Name board:	300mm deep at 2.2m height to the underside comprising aluminum frame with panel fitted to each open elevation with additional supports at corners where fascia exceed 4m in length. White stand lettering fitted to blue Shell Scheme fascia. A maximum of 30 characters may appear on the name board.
Roof beams:	70mm deep aluminum beams will be fitted at the top between the rear wall and rear fascia
Electricity:	With each 9 square metres, 2 spotlights of 100w are fitted behind the fascia. One 13 amp electric socket is also provided. Extra electric sockets etc. should be ordered on the exhibitor form 'Furniture and Electrical'. Cost of electricity consumed is included within the rental charge. Electrical work must be carried out and tested by the official onsite electrical contractor.
Furniture Fire safety:	1 table and 2 chairs are provided with each 9 square metres stand All materials used in the construction of stand fitting and display must be fireproofed and conform to local fire regulations.

Below is the Shell Scheme Stand Example (9sqm)



#### 4. Power Regulations

- Users should take care to fit voltage stabilisers to their installations for applications requiring high quality power supply such as computing.
- The organisers reserve the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other exhibitors.
- Exhibitors requiring special arrangements (e.g. 24 hour power, different voltage and frequency or special connections to equipment) must notify the organisers in writing seeking approval and a quotation before the deadline.
- The price for additional power fittings will cover the hire, installation, maintenance & removal at the close of the Exhibition.
- The switches and control boxes on stands must remain accessible at all times
- Electrical circuit services to stands will be cut off 30 minutes after closure on show days.

#### 5. Rules & Regulations

##### Audio Visual

Exhibitors requiring any audiovisual equipment should contact the organisers with their request.

##### Cancellation

In the event that the organisers agree to any request for release from the contract, the exhibitor shall be liable for all of the cost stated in that contract.

##### Catering

Catering is not provided for exhibitors. Cash bars selling food and drink are usually available.

##### Children

No person under the age of 16 years can be admitted to the exhibition during the build-up and breakdown for safety reasons.

##### Cleaning

The appointed cleaning contractor will clean all areas before the exhibition opens each day. Exhibitors are responsible for seeing that their stands are kept tidy and presentable.

**Contractors**

Exhibitors are reminded that they will be held responsible for the actions of their contractors/subcontractors.

**Official Contractors**

The organisers have appointed an official contractor for the construction of the stands.

The services of the contractor are for the convenience of exhibitors, and the organisers will accept no liability in respect of any contract entered into between exhibitor and such contractor for the negligence or default of any such person, their assistants and agents. In adherence to safety requirements, only the organisers' official contractor may carry out electrical installation. The responsibilities of the official contractor are as follows:

- To construct standard Shell Scheme stands
- To supply additional furniture, optioned display items and additional electrical fittings.
- To control the activities of outside contractors, under the organisers' supervision.
- To advise on construction design and stand decoration, and to build contracted stands as ordered by exhibitors and approved by the organisers.

**Outside Stand Contractors**

Space-only exhibitors may appoint their own contractors for stand design and construction subject to approval by the organisers. In such cases the exhibitor must read the Guide to Global Standards of Health and Safety at Exhibitions (available on the website). Space-only exhibitors must submit a copy of stand plan including all dimensions, materials, and ground and elevation drawings to the Organisers. Exhibitors are responsible and liable for their appointed contractors' observance of all Rules & Regulations.

**Official Electrical Contractor**

The official electrical contractor must carry out all electrical installation work.

**Damage and Loss**

Neither the Organiser nor Venue accepts responsibility for damage nor loss of any properties introduced by exhibitors and/or their stand contractors.

**Delivery of Goods/Traffic Management**

The Organisers cannot accept deliveries on an Exhibitor's behalf and arrangements must be made for a representative to be available onsite before deliveries are accepted.

**Dismantling**

No exhibits or stand fittings are allowed to be removed or dismantled before the start of breakdown. The organisers will not be responsible for any goods left on site after the breakdown period. Electrical circuit services to stands will be cut off 30 minutes after closure on show days.

**Erection and Completion of Stands**

All stands must be fully dressed and the exhibition area cleared of all contractors' plant and workmen a minimum of 1 hour before the opening ceremony. Please check the Exhibition Times in this Manual or the website. The stand and all exhibits must remain displayed during the hours

that the exhibition is open.

#### **Exhibitors Badges**

Each exhibiting company is entitled to six (6) exhibitor badges. Exhibitor badges will be available from the Registration Desk. Exhibitors who have submitted details on the Exhibitor Badges Form will be sent a confirmation prior to the event. This confirmation document must be printed and brought to the Registration Desk to exchange for an active pass.

#### **Exhibition Access**

Our security requires that no one is allowed into the exhibition without a valid pass. This applies to exhibitors and their contractors. During the build-up and breakdown, only those holding an exhibitors badge will be allowed into the exhibition hall.

#### **Exhibition Area**

If any damage is caused by exhibitors to the property of the venue they will be responsible for any repairs.

#### **Failure to Exhibit**

Any organisation which, having signed a contract for a stand, fails to exhibit and has not been released from the contract by the organiser, will be liable for the full cost stated in the contract, plus any additional cost incurred by the organisers as a result of the failure to exhibit.

#### **Fascia Details**

The official stand contractor will produce fascia in a standard type style. A maximum of 30 characters are permitted.

#### **Fire Regulation / Special Permits**

Display and operation of any unusual electrical, mechanical or chemical devices, which may present a hazard, must be approved by the Organiser. The device, its application and the operation itself must also be approved.

- Display or operation of any heater, barbecue, open flame, candles, lamps, torches, etc.
- Use or storage of flammable liquids, compressed gasses or dangerous chemicals as determined by the Fire Official.
- Any pyrotechnics, fireworks, or special effects display or process (See Fireworks and Pyrotechnics/Special Effects document on the website for proper procedures)
- Any unusual use of a motorized vehicle inside a structure.

#### **Fire Lanes and Fire Protection Equipment**

- Booths, displays, signs, etc., shall not block or obstruct any fire hose, fire extinguishers, fire alarm pull stations or any other fire protection appliance inside of a building.
- No fire department equipment outside of the building shall be obstructed or blocked in any way.

#### **Force Majeure**

The organisers shall not be liable to the exhibitor by reason of any cancellation or part-time opening of the exhibition, either in whole or in part, nor for any non-performance of their obligations under this contract, nor for any amendments or alterations to all or any of the Rules

& Regulations of the exhibition, to the extent that such an occurrence is due to circumstances beyond their control.

### **Furniture and Floor Coverings**

The official contractor will provide furniture to Shell Scheme stands. Exhibitors bringing items from their office or home must ensure the items meet fire resistance requirements.

### **Health & Safety**

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show. You should also check that any contractors, suppliers, agents, etc. that you may be using have a Health & Safety Policy, suitable to the exhibition environment.

Exhibitors should adopt the following measures as a minimum:

- i. A member of staff at managerial or director level to oversee health and safety procedures. Ensure machinery and working practices are safe and offer no risk to health.
- ii. Ensure all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
- iii. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- iv. Maintain all places of work, equipment and transport under the exhibitors control in a safe condition, free from risk to health.
- v. Provide adequate facilities for the welfare of employees.
- vi. Safeguard the health and safety of visitors and any member of the general public who will be affected by the activities of exhibitors.
- vii. Provide all necessary information relating to health and safety in respect of processes, products and services. Instigate a safety policy and ensure that it is related to all staff as well as kept in writing on the stand at the show.

The following good practice measures are also advised:

- i. During the build-up and breakdown periods your staff and subcontractors should be reminded of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
- ii. It is advisable that exhibitors enforce a no-smoking policy on their stands, particularly in hazardous areas.
- iii. You must ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live supply to it.
- iv. No electric cables must be allowed to cross gangways, passageways and fire exits.
- v. Work areas should be maintained free from general waste and packaging materials, which could hazard operatives.
- vi. Packing cases and other materials must not be allowed to obstruct gangways, passageways or fire exits and must be removed from the exhibition centre as soon as possible.
- vii. Nails etc. must not be left protruding from any packing case or material.
- viii. Exhibitors are responsible for the safe use and storage of flammable liquids and

substances and segregate from waste and other risk areas. Only one day's supply can be kept on your stand.

- ix. Stand construction contractors must comply fully with all legal requirements that are relevant with their operations.

#### **Insurance**

Exhibitors must hold appropriate and adequate Liability insurance, which fully complies with local legislation as applicable to the jurisdiction. Whilst we take every precaution to protect your property during the event we are not responsible for any loss or damage.

#### **Payment Terms**

Exhibitors will not be allowed to occupy their space or stand until the organisers have received all payments.

#### **Promotions**

Exhibitors are forbidden to place stickers, signs or posters anywhere in the Hall other than within their own stands. Likewise, exhibitors' representatives cannot distribute brochures and invitations etc. along the aisles or near the entrances and exits. Exhibitors wishing to stage promotional activities involving the demonstration of games or organised competitions must seek permission from the organisers.

#### **Public Address System**

The public address system is for use by the Organisers for official announcements only. It is not available to exhibitors for publicity purposes or individual messages.

#### **Publicity Material and Notices**

Publicity Material and Notices may only be displayed on and distributed from the Exhibitor's own stand, unless agreement has been made prior to the event.

#### **Sales**

'Over the counter' cash sales are not permitted.

#### **Security**

All reasonable precautions will be taken and the Organisers will arrange to have the area patrolled during the hours of public access. We recommend that valuables, particularly of a portable nature, are not left unattended on your stand. For security and safety reasons, exhibit movements in or out of the hall during the show hours is not permitted and no goods will be allowed on site before first day of set up. Please ensure that any incident involving the loss of property is reported to the Organisers.

#### **Stand Manning**

All stands must be manned throughout the open hours of the exhibition.

#### **Storage of Packing**

Exhibitors are responsible for the removal from the exhibition premises and storage of all crates and empty cartons not required on his/her display area.



**Transportation and Lifting of Goods**

Exhibitors are responsible for the delivery, off-loading, and transportation of goods to their stands. Where mechanical or other assistance is required, exhibitors are advised to employ contractors who are able to provide a comprehensive service.

**Unforeseen Occurrences**

In the event of any occurrences not foreseen in these Rules & Regulations, the decision of the organisers shall be final.