



EXHIBITOR PROSPECTUS



**ADAPTATION
FUTURES 2018**
Dialogues for Solutions

5TH INTERNATIONAL CLIMATE CHANGE
ADAPTATION CONFERENCE

CAPE TOWN
SOUTH AFRICA

18-21 JUNE 2018

ADAPTATION FUTURES 2018

Adaptation Futures is the world's premier conference on climate change adaptation where over 1000 researchers, practitioners, business leaders and policymakers from around the world will connect, learn and inspire the world with new solutions for adaptation.

Adaptation Futures 2018 is being held at the [Cape Town International Convention Centre](#), a world class facility in the heart of Cape Town, with easy links to the city's most famous and iconic attractions.



THE ADAPTATION EXPO

The Adaptation Expo runs throughout the conference in the Expo Hall where lunch and refreshments are served. Exhibiting at the Adaptation Expo is an opportunity for you to showcase your project, product or service to an international audience of over 1000 climate adaptation scholars, practitioners, business leaders and policymakers from around the world. Please note that we can accommodate a maximum of 50 exhibitors, so book your space early to avoid disappointment.

Conference passes will allow access to the Expo Hall, all scientific sessions and all daily meals and snacks as well as open side events. All are welcome to attend the Cheese and Wine social event on Tuesday evening.

Choose from the following options:

SINGLE STAND

6 SQM

2 CONFERENCE PASSES

ZAR 30 000

DOUBLE STAND

12 SQM

3 CONFERENCE PASSES

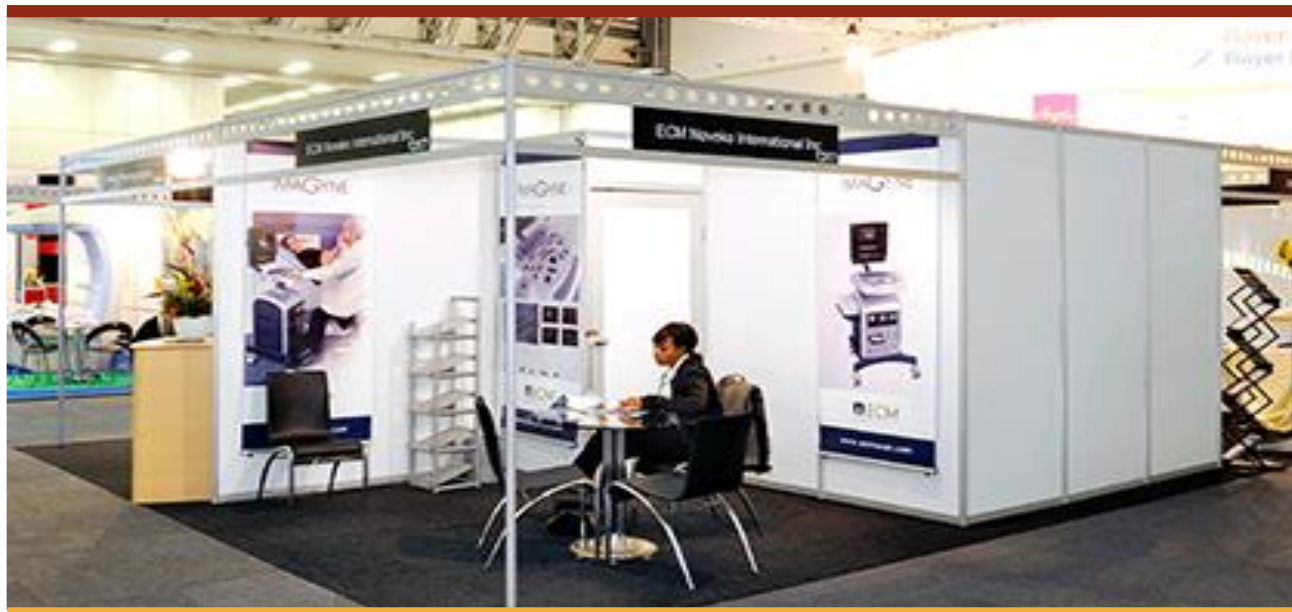
ZAR 50 000

IMPORTANT INFORMATION

The Single Shell Scheme includes:

- 3x2 shell scheme + fascia + plug + 2 spotlights
- 1 x cafe table
- 2 x cafe chairs
- cost of shell scheme set up and dismantling

Please note that the building of custom stands is not permitted. No rigging will be allowed above stands as the space does not allow for it.



Furniture Upgrades:

ScanDisplay is the designated expo set up company for Adaptation Futures 2018 and will provide exhibitors with options to upgrade the furniture for their shell scheme booth. To view your furniture upgrade options, please click [here](#) or contact jane.steel@scandisplayct.co.za.

Adaptation Expo Opening Hours:

Expo stand staff are required to be present at their booth during the opening hours of the Adaptation Expo. These hours are as follows:

19 June 2018 - 09:00 to 18:00

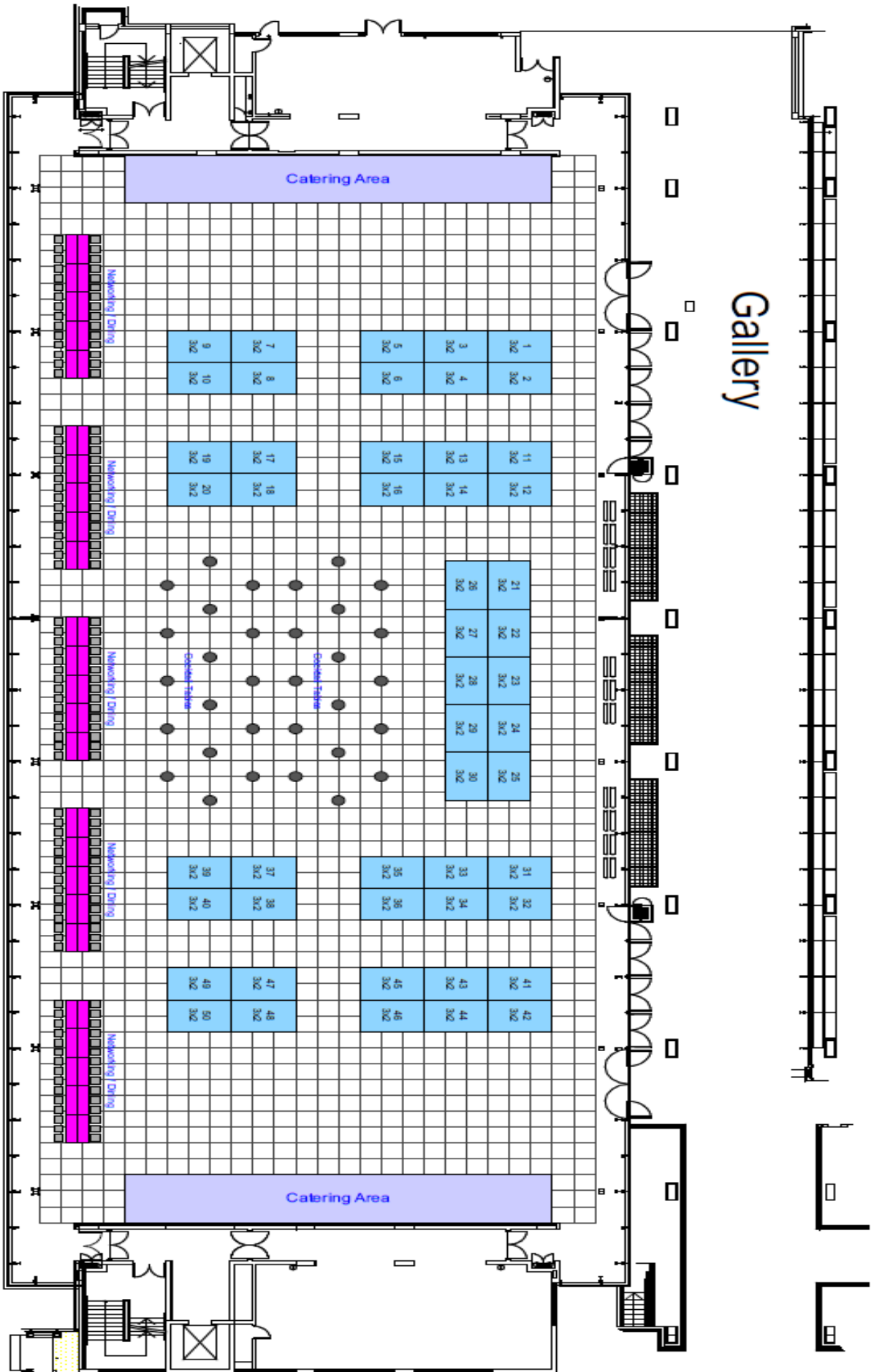
20 June 2018 - 09:00 to 17:30

21 June 2018 - 09:00 to 16:00

Conference Passes:

Exhibiting companies receive 2 conference passes for a single stand and 3 for a double stand. Conference passes will allow access to the Adaptation Expo, all sessions in the main programme and open side events. All are welcome to attend the Cheese and Wine social event on Tuesday evening.

FLOOR PLAN



EXHIBITOR REGISTRATION FORM

Organisation Name	
Contact Person	
Telephone Number	
Email Address	
Billing Address	
Business Tax / VAT No.	
Exhibition Stand - 3m x 2m	<input type="checkbox"/> ZAR 30 000 (incl. 2 x Conference Passes)
Exhibition Stand - 6m x 2m	<input type="checkbox"/> ZAR 50 000 (incl. 3 x Conference Passes)
Preferred Stand Number (s)	1st preference _____ 2nd preference _____

Description of organisation for website (150 words max)

I confirm that I have the authority to make this commitment on behalf of my company:

Signature: _____

Date: _____

Please return this form to emma.vaughan@uct.ac.za

TERMS & CONDITIONS:

1. Exhibition participation is confirmed only on receipt of full payment.
2. Selection of stand is on a first come, first served basis.
3. The Law of South Africa governs this contract.
4. Adaptation Futures 2018 reserves the right to decline exhibition bookings.
5. Adaptation Futures 2018 reserves the right to amend the rules and regulations governing the exhibition at its discretion.
6. All cancellations must be received in writing. Cancellations received by 15 March 2018 will receive a full refund, less a 10% handling fee on the full value committed. Cancellations received after 15 March 2018 will be liable for the full value committed. Refunds will be issued after the conference has taken place.

Your exhibition stand will be reserved once full payment is received only. Please note that this is on a first come, first served basis and we can accommodate a maximum of 50 stands.

RULES & REGULATIONS FOR EXHIBITORS

Stand Assignment

Exhibition stands are assigned on the basis of first come, first served and by receipt of a completed Exhibitor Registration Form with full payment. Adaptation Futures 2018 reserves the right to make final decisions concerning booth assignment and exhibit layout in the best interests of the overall Adaptation Expo and conference.

Display Set-Up and Take-Down

Shell scheme set up will be completed by 14:00 on Monday 18 June 2018. Exhibitors can set up their display from 14:00 to 24:00 on Monday, 18 June 2018. Exhibitors may not initiate tear-down or abandon their exhibit prior to 14:00 on Thursday 21 June 2018.

Stand Size & Identification

All single stands are 3m x 2m and all double stands are 6m x 2m. The maximum height in the exhibit area is 2m. Rental includes a fascia for a one-line booth identification sign. Please note that the building of custom stands is not permitted for the Adaptations Expo.

General Conduct of Exhibitors

- All materials and activities must be confined to the limits of the exhibit booth(s), and may not impede traffic or interfere with other exhibits.
- No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted.
- Any equipment or apparatus producing noise or odors found to be annoying to other exhibitors or guests is prohibited.
- Adaptation Futures reserves the right to curtail exhibits or parts of exhibits that detract from the character of the meeting. In the event of such restriction or eviction, Adaptation Futures is not liable for any refunds for rentals or other exhibition expenses.

Liability

Exhibiting companies agree to indemnify Adaptations Futures 2018 Conference and Cape Town International Convention Centre and all other agents and employees thereof from any damages or charges imposed due to the following negligent or intentional acts or omissions:

- Violation of any person's or entity's property rights;
- Violation of any law or ordinance; and
- Use and occupancy of the exhibiting or official meeting premises or any part thereof.

In addition, the Exhibiting Company agrees to secure and maintain comprehensive commercial general liability insurance with limits not less than ZAR 3-million each occurrence combined single limit for bodily injury and property damage. Insurance will cover the period through the term of this agreement, including move-in and move-out days. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises.

Promotional Items & Activities

Exhibitors are permitted to distribute promotional materials and other items at their assigned exhibit booth only.

Sale of Goods

The sale of goods or services of any kind in connection with Adaptation Futures is prohibited. Order taking is permitted.

Food & Beverages

The Cape Town International Convention Centre is the sole provider of food and beverages.