APPENDIX 5:

EXHIBITION SERVICES AGREEMENT

**13th International Working Conference on Stored Product Protection (IWCSPP 2026)
Kampala, Uganda | October 19–23, 2026**

This Agreement is made between:

....
Exhibitor Company Name], a company incorporated in [Country] ("Client")
And

....
[Service Provider Name], the Official Exhibition Service Provider for IWCSPP 2026
("Provider")

1. SERVICES TO BE PROVIDED
1.1 Provider shall supply the following for Booth #[Number] (Size: [X]m × [Y]m):

☐ Shell scheme construction (walls, fascia, basic lighting)

☐ Furniture rental: [List items]

☐ AV equipment: [List items]

☐ Custom branding: [Describe]

☐ Other: [Specify]

2. PAYMENT TERMS
2.1 Total Fee: USD [Amount]
- 100% fee upon signing

2.2 Additional costs exceeding 10% of estimate require Client approval.

3. INSTALLATION & DISMANTLING
3.1 Provider will:
- Install on October 18, 2026 (08:00-18:00)
- Dismantle after 16:00 on October 23, 2026

3.2 Late dismantling incurs 20% fee.

4. CLIENT RESPONSIBILITIES
4.1 Client must:
- Submit final designs/artwork by September 15, 2026
- Ensure all content complies with venue safety rules
- Appoint on-site contact for setup

5. LIABILITY & INSURANCE
5.1 Provider carries:
- Public liability insurance (USD 1M coverage)
- Equipment insurance

5.2 Client is responsible for:
- Damage caused by their staff
- Loss of displayed products

6. CANCELLATION
6.1 Client cancellations:
- >60 days prior: 80% refund
- 30-60 days: 50% refund
  <30 days: No refund

7. FORCE MAJEURE
7.1 Neither party liable for delays due to:
- Natural disasters
- Government restrictions
- Labor strikes

<u>Signatures</u>

Client:_____

Name:_____

Title:_____

Date:_____

<u>Provider:</u>
For: [Service Provider Name]

Signed:_____

Date:_____

<u>Attachments</u>
A. Booth Design Specifications
B. Venue Safety Regulations
C. Insurance Certificates
Note: All services subject to LOC booth specifications and venue rules.