



INTERNATIONAL
BEIRUT ENERGY
FORUM 2018
For Sustainable Development

EXHIBITOR MANUAL

YOUR ANNUAL RENEWABLE ENERGY AND
ENERGY EFFICIENCY EVENT IN THE REGION



THE **9th** EDITION

1. Contacts

Organizing committee:

MCE Group

Third Floor - Kaslik Centre 564

Kaslik Main Street - Lebanon

T & F: +961 9 900110/+961 9 900111

E: bef@beirutenergyforum.com

events@mcegroup.net

2. Deadlines

2.1. Order Form

Order form 1: Catalogue Entry - 13 July 2018

Order form 2: Fascia Form - 13 July 2018

Order form 3: Extra Furniture - 14 August 2018

Note: It is mandatory for all the forms to be sent directly to the organizer.

3. Instructions and Terms of Payment

3.1 Order Forms:

By signing the order form, you acknowledge having note of the instructions and terms of payment.

Prices quoted are for the duration of the exhibition. Order forms must be duly completed, indicating the stand number, name and address details of the company responsible for payment.

3.2 Deadlines:

Deadlines must be adhered to. Additional costs may be charged to the Exhibitor if ordering after the due date on each form.

3.3 Cancellation:

Charges for services already supplied will have to be paid in full.

3.4 Invoicing & Payments:

Invoicing will be in US Dollars.

No Services can be ordered onsite.

3.5 Onsite Requests:

Should your company need any extra furniture, kindly address the organizer to see the available materials.

No furniture and requests can be done onsite.

3.6 On location Payment:

Organizers will only accept cash payments in US Dollars only.

3.7. Security

The Organizer or any of its suppliers or service providers will not be liable for damage caused to exhibitors' goods or to installations provided by third parties.

The Organizer or any of its suppliers or service providers declines all responsibility, in all cases and at all times, for the loss, disappearance or theft of goods.

Transit and exhibition insurance are optional. However, exhibitors are strongly advised to insure against any risks during transit and throughout the exhibition.

4. Travel & Country Regulations

Entry Obligations:

It is recommended that travelers check with the Lebanese diplomatic mission in their country prior to travel to ensure that they have all the necessary paperwork for travel.

5. Exhibition Area & Stand

5.0 Custom made stands are made upon order

5.1 Valuable Articles

The Organizer takes no responsibility in case of theft. Exhibitors are advised to reduce the possibility of theft by removing articles of value from their stands everyday at closing time.

5.2 Suspicious Objects

Any suspicious object found on or near a stand should be reported immediately to the Organizer's office.

5.3 Security

Exhibitors should insure their own exhibit and display materials. Security services will not be liable for damage or loss.

5.4 Stand Numbering

All stands will be marked with stand numbers by the Organizer. Stand number may not be removed or covered by the exhibitor under any circumstances.

5.5 General Lighting, Power Supply, Voltage

The Organizer will provide 200 watt spotlight, 1 electrical plug, 1 table and 2 chairs per fitted stand of 9sqm. The standard voltage in Lebanon is 220 volts.

5.6 Failures

Any failures in technical supplies shall be notified to the Organizer's office. The Organizer shall not be responsible for any losses and/or damage caused by such failures.

5.7 Stand Safety

Stands, including all equipment, exhibits and advertising materials are to be constructed so as to pose no danger to public safety and order, and in particular to life and health. The exhibitor is responsible for structural safety and if necessary must provide proof of the same.

5.8 Approval of Stand Construction

All stand construction must be provided to the Organizer for approval 30 days prior to exhibition date. Stands must comply with the safety regulations of the Organizer.

5.9 Construction Heights

The height of the Stand may not exceed 2.5 meters (fitted stand). Special Design Stands higher than 2.5 meters must be pre-approved by the Organizer.

5.10 Advertising Material

Markings on stands & exhibits and brand logos shall not exceed specified and/or authorized structural height. The whole stand should make an appealing impression. Noise from presentations must not disturb the stand's surroundings. Advertisements in newspapers, magazines, inserts, and all other advertising material must receive the Organizer's approval.

5.11 Damage

Any damage caused by the exhibitor, or any person acting on his behalf, within the exhibition grounds, or to its buildings or equipment, will be remedied by the Organizer at the exhibitor's expense.

5.12 Rented Equipment

Equipments provided by the Organizer shall be returned in the same state. Any damaged equipment will be charged to the exhibitor.

5.13 Storage

No storage will be provided during this exhibition.

5.14 Badges

Exhibitors, organizers, and participants will not be allowed inside the exhibition hall without a badge.

5.15 Assembly/ Construction of Exhibition Stands

Setting up of exhibition stands in the exhibition area is limited to assembly only. Construction, woodworking, painting, electrical or major alterations to the stand of any type are not permitted inside the exhibition area.

5.16 Mandatory Insurance Coverage

The Organizer or any of its suppliers or service providers will not be liable for damage caused to exhibitors' goods or to installations provided by third parties.

The Organizer or any of its suppliers or service providers declines all responsibility, in all cases and at all times, for the loss, disappearance or theft of goods.

5.17 Transit and Exhibition Insurance

Transit and exhibition insurance are optional. However, exhibitors are strongly advised to insure against any risks during transit and throughout the exhibition.

5.18 Relocation

The Organizers reserve the right to relocate exhibitors stand areas, without liability, should it be deemed necessary for whatever reason.

6. Administrative Regulations

6.1 Media Invitation

Exhibitors are not allowed to send private invitation to the Media without the prior approval of the organizer.

6.2 Product Launch

All product launches must be coordinated with the organizer.

6.3 Stand manning

Stand must be manned at all times. The organizer will not be responsible for any consequences resulting from such action.

6.4 Waste Removal and Cleaning

The exhibition hall will be cleaned daily prior to opening in the morning. Exhibitors must complete their collection of fresh stocks 2 hours before the opening time in order to facilitate the cleaning of the walkways.

6.5 Complaints

Complaints should be directed to the organizing committee.

6.6 Videos & Photography

Photography and videotaping of the Exhibition is only permitted with the prior consent and approval of the Organizer.

6.7 Advertising & Official Information Signs

It is forbidden to conceal any part of advertising boards or official information signage at the venue.

Banners and hanging banners over the Exhibitor's space are not allowed except with approval of the Organizer.

All signs and banners must be mounted securely to stand walls not more than 2.5m, within the stand area.

6.8 Packing of Goods & Bumping out

Packing up of goods is not permitted to commence before 18.30 on 28 September 2018, or unless otherwise instructed by the organizer.

ORDER FORM 1: CATALOGUE ENTRY

Company: _____
Stand No.: _____
Country: _____
City: _____
P.O Box: _____
Zip Code: _____
Address: _____
Phone: _____
Fax: _____
Mobile: _____
Email: _____
Website: _____

The text you would like to include in the catalogue should be in English and should not be more than 50 words.

English	

Kindly TYPE the above information to be listed in the free catalogue entry.
The organizers are not responsible for an illegible handwriting or for any missing information.

Kindly send it back by fax or by email
+961 9 900111 | bef@beirutenergyforum.com | events@mcegroup.net

HOTEL BOOKING

Kindly fill the form in order to guarantee your room accommodation booking

Full Name (as indicated in the passport)		
Phone	Fax	Mobile
Spouse/Guest Name		

HOTEL	SINGLE ROOM	DOUBLE ROOM
LE ROYAL BEIRUT HOTEL - DBAYEH (5*)	135\$	145\$

- Single room
- Double room

- 11% VAT will be added to the invoice
- The payment of accommodation should be done directly to the hotel.
- The prices are on Bed & Breakfast Basis.
- Check in time 15:00 hrs.
- Check Out Time is 12:00 Noon Late check out is subject to availability & prior approval, please refer to organizer's desk.
- Any cancellation notified less than 3 days prior to arrival, one night stay will be charged.

Other Information: Airport Pickup/drop required:

Airport pick up should be paid directly to the hotel. The cost is 44 USD Net for airport pick and drop per way.

- Pick up/
- Drop/

Arrival		Departure	
Flight Date		Flight Date	
Flight No.		Flight No.	
Arrival Time		Departure Time	

Method of Payment

- Visa
- Master Card
- Amex

Name of Card Holder	Card Type
Credit Card Number	Expiry Date

To Guarantee your booking, kindly fill in the credit card authorisation form attached and send it back to us scanned to the following email: bef@beirutenergyforum.com

I hereby agree that if the booking is a NO SHOW, one night will be charged to my credit card.

Signature

Le Royal Hotel –Beirut
Leisure Hill Complex, Dbayeh-
P.O.Box: 70-1010, BeirutLebanon
Tel: +961 4 555 555
Fax: +961 4 555 031
E-mail : reservation@leroyalbeirut.com



CREDIT CARD AUTHORIZATION FORM

I _____ hereby authorize “Le
Royal Hotels & Resorts – Beirut” to charge the amount of USD _____,

To My Credit Card:



Visa



Master Card



Amex

Name of Cardholder _____

Card Number: _____ Expiry Date: _____

Bank which issued your credit card: _____ Country:

Please fill four digit number (for AMEX) appearing on the card _____

The above mentioned charge is to guarantee my reservation number: _____

I agree to charge my credit card for one night Accommodation for each room reserved
in case of late cancellation or no show.

Signature: _____

Date: _____ / _____ / _____

Kindly return the completed form to bef@beirutenergyforum.com and attach:
A copy of the front side of the credit card
A copy of the cardholder passport