

BOOTH SPACE AGREEMENT TERMS AND CONDITIONS

1. **DEFINITIONS.** The following terms shall have the meaning given below:
 - i. Agreement shall mean the Exhibitor Booth Space Reservation Form together with the Space Agreement Terms and Conditions, all of which together form a single integrated contract.
 - ii. Expo – Caribbean Investment Summit 2023 – Executive Producers
 - iii. Expo Management – Owners and operators of Caribbean Investment Summit
 - iv. Expo Floor – Lloyd Erskine Sandiford Center (LESC)
 - v. Expo Office – 126B Plaza Centrale Roebuck Street Bridgetown Barbados
 - vi. Space – Booth Space at LESC
 - vii. Centre – Lloyd Erskine Sandiford Center
 - viii. Exhibitor – The entity, its parent corporation, or any subsidiaries on whose behalf the Agreement was executed.
 - ix. Attendees – General public attending the Show
2. **LICENSE.** Caribbean Investment Summit will make available to the Exhibitor at the LESC, the space for the Expo, subject to exhibitor complying with the terms and conditions of the agreement. The Exhibitor is entitled to and shall have possession and use of the Space without interference by Leadership Axehead Consulting its agents or representatives, unless they are in violation of this agreement. Expo Management reserves the right to have final say in all activity on the Expo Floor. Subletting or licensing of exhibitor space by exhibitors or the use of space by persons or agencies not authorized by expo management is strictly prohibited.
3. **RESERVATION/CANCELLATION.** To secure space, the agreed payment is due at application for the desired booth space. **Payment in full must be received by Leadership Axehead Consulting by October 15th, 2023** or Exhibitor will not be allowed to occupy reserved booth space if not paid by agreed date. Exhibitors who notify Expo Management in writing of **cancellation before October 31st, 2023, will be refunded 25%, after October 31st will forfeit 50%** of booth cost. All cancellations must be e-mailed by formal letter of correspondence to Expo Director at jhighland@upturnfinds.com, cancellation in writing may also be sent by mail to 126B Plaza Centrale Roebuck Street, Bridgetown, BARBADOS and postmarked by October 31st before the requisite cancellation date to be eligible for a balance refund. If exhibitor chooses not to use Space and Caribbean Investment Summit doesn't receive cancellation notice within the stipulated time period, then no refunds will be due.
4. **CANCELLATION OF EVENT.** Expo Management shall not be liable in any way for any loss, damage or injury resulting from the cancellation of the Expo segment or from temporary or permanent closing for any reason unless such cancellation is caused by the wilful act of Expo Management. Expo Management reserves the right to change the date, time, and/or location of the Expo in the event of an act of terrorism, act of God, or any emergency that would prevent Expo Management from providing a safe environment for Exhibitors and Attendees.

5. **USE OF SPACE.** During the Event, Exhibitor shall use the Space only for the exhibit or display of equipment and/or materials manufactured, licensed, distributed and/or sold by Exhibitor. All booths must be constantly and adequately manned at all times during Expo hours. Exhibitor is not authorized to sublease Space or use it for any other business/purpose other than what is registered and on file with Expo Management. All Exhibitor activity is subject to approval by Expo Management.
6. **BOOTH SPACE.** Exhibitor agrees to the Use of Space in their contracted dimensions. All sales, marketing, and distribution are restricted to Exhibitor's own contracted Space. Exhibitors will be responsible for the design and decoration of their booth space. **EXPO MANAGEMENT RESERVES THE RIGHT AT ALL TIMES AND WITHOUT EXPLANATION, TO ALLOCATE FLOOR SPACE IN KEEPING WITH THE AESTHETICS, EFFICIENCY AND SAFETY OF THE EXHIBITION.**
7. **DAMAGE TO CENTRE.** Exhibitor shall be responsible for any and all cost to be paid to the LESC to restore any damage to the Space or the area caused by the Exhibitor's personnel and employees. The use of permanent adhesive to attach coverings to the floor or walls is strictly forbidden. Posters and advertising material are not to be fastened to the walls of the LESC. Construction and/or painting are forbidden on the interior and surrounding environs of the Center. The Exhibitor is also responsible for any damages or expense if, because of the act or neglect of Exhibitor's agents or employees or Exhibitor fails to vacate the LESC by an appropriate time determined by LESC Management.
8. **AISLES.** Areas designated by LESC as walkways are strictly prohibited to be obstructed. Exhibitors cannot distribute, market, or promote their business in the aisle way, walkway unless reasonably in front of contracted dimensions.
9. **EXHIBITOR'S OWN RISK.** Exhibitor understands and agrees that all of the Exhibitor's personal property of every kind or description which may at any time be on the LESC property shall be at the Exhibitor's sole risk, Expo Management shall not be liable for any damages to said exhibitor's property, loss or theft.
10. **SECURITY.** The Expo does not warrant nor guarantee the presence of guards at any particular time or place in the Centre. The Expo shall have no duty or obligation to safeguard or insure Exhibitor's property or personnel and by execution of the Agreement, Exhibitor understands and agrees that Exhibitor is solely responsible for protecting and securing its property and personnel. Small equipment or supplies should be safeguarded against theft before, during and after the Expo by appropriate means. Exhibitors are responsible for their own material.
11. **PROHIBITED CONDUCT.** The following practices are not permitted: 1. Distribution of promotional material, samples, catalogs, pamphlets, or publicity, with the exception of within the Exhibitor's Booth Space; 2. Use of disruptive audio equipment; 3. Entry into another Exhibitor's space without permission of that Exhibitor; 4. Photographing, videotaping or examining another Exhibitor's booth

without permission of that Exhibitor; 5. Demonstrations which create an unreasonable interference with neighbouring exhibits or with the normal flow in the aisles; 6. Posters are not to be attached, in any way, to the interior or exterior walls of Centre. Exhibitor must refrain from using double sided or permanent adhesive when affixing elements of exhibit; 7. Names for exhibitor badges must be submitted at time of online application; 8. Expo Management reserves the right to modify rules and regulations of conduct at anytime and has final say in all Expo and Space activity.

12. REMOVAL OF MERCHANDISE. Exhibitor is responsible for the removal of its entire display, during the designated dismantling hours as will be determined by Expo Management. Expo Management will not be liable for unauthorized removal of articles, merchandise, equipment, displays or other property. Merchandise left after the conclusion of the dismantling hours is subject to disposal. Expo Management will not be responsible for any damage or injury to disposed items. No merchandise may be removed during summit hours.

13. RETAIL SALES. Exhibitors are permitted to sell items on display.

14. EXHIBITOR BADGES. Exhibitor and its officers, agents, employees or other representatives will obtain passes from the Expo office or registration desk and wear the badges while in the show at all times. Employees and or agents being used for the express purpose of setting up and/or tearing down exhibits will only be allowed in exhibit area during the designated setup and teardown hours of the Expo.

15. Exhibitors and their agents, representatives, employees, staff who have not registered and or paid for the Summit will not be permitted to enter the summit conference room and other Summit areas at any time during two-day event.