



Your organization is invited to participate as an exhibitor in the 5th Biennial Caribbean Association of Judicial Officers (CAJO) Conference during the period 28th– 30th September, 2017 at the Renaissance Curaçao Resort in the beautiful island of Curaçao.

By partnering with CAJO you will receive exclusive access to, and an opportunity to build a relationship with, thought leaders and decision-makers across the regional judiciaries. Exhibitor days are September 28 and 29, from 9am-4pm each day.

Booth spaces are available at a cost of:

- One 10'x10' booth space- US\$1,500
- Two 10'x10' booth spaces- US\$1,250 per space
- Three-Five booth spaces- US\$1,000 per space

EXHIBITOR ENTITLEMENTS

Each Exhibitor receives:

- 10' by 10' exhibit booth space
- 2 chairs (per booth space)
- 1 Table (per booth space) draped with a white tablecloth
- 2 exhibit-only passes (per booth space) for working staff members
- Access to food and beverages at the networking breaks
- 10% discount rate for staff members attending the Conference
- Mention in the Conference Magazine

***Note that there will be no infrastructure surrounding the booth space**

Please complete the information below and return the contract to the CAJO Secretariat at info@thecajo.org to reserve your booth space at the Conference by September 1, 2016. Please contact Ms. Charmaine Wright, by email at cwright@ccj.org or by phone at (1-868) 726-3042, to discuss other sponsorship opportunities.

Please note that signing the contract below indicates acceptance of the terms and conditions indicated on pages. 3 and 4.

EXHIBITOR CONTRACT

5th Biennial Caribbean Association of Judicial Officers (CAJO) Conference
28– 30 September, 2017
Renaissance Curaçao Resort, Curaçao

PLEASE FILL IN ALL FIELDS

Contact Information

Exhibitor/Brand Name: _____

Contact Name: Mr/Mrs/Ms/Sir/Lady/Prof/Dr.

First Name: _____ Last Name: _____

Address: _____

City: _____ Country: _____ Postal Code: _____

Email: _____ Mobile Phone: _____ Landline: _____

Website: _____ Social Media Handles: _____

Booth Information

Number of Booth Spaces Required: _____

Additional Needs: A/V _____ Electrical Outlets: _____ Wi-Fi: _____

Pre-event Shipping: _____ Floral/Décor: _____

Any other special considerations: _____

Payment Information

Must be made payable to the **Caribbean Association of Judicial Officers**. Booth spaces are guaranteed only when full payment is made. Proof of payment is to be sent to info@thecajo.org

Bank Draft _____ Wire Transfer _____

Agreement

Signature: _____

The person signing this document indicates that they have reviewed it and has agreed to the terms and conditions detailed below. The signature also indicates that they will undertake to pay the booth holder's fee in return for booth space at the 5th Biennial Caribbean Association of Judicial Officers (CAJO) Conference.

Please return this form by email to the CAJO Secretariat at info@thecajo.org.

TERMS AND CONDITIONS

CONSTRUCTION ARRANGEMENTS

Set-up: September 27, 2017 from 12noon-9:00pm

Dismantle: September 29, 2017 from 4:30pm-6:30pm

- Exhibitor assignment will be available by September 27th at noon.
- Each exhibitor is to ensure the cleanliness of their allotted space during and after the Conference.
- Interference with lighting, sight-lines or the space of other exhibits is prohibited.
- All booths are to be erected and must be aesthetically pleasing by 7:00am on Thursday, September 28th.
- No Exhibitor may breakdown their booth before 4:00pm on Friday, September 29th, 2017.

ELIGIBILITY:

- The contents of the materials displayed at the CAJO Conference must be related to education and the legal disciplines or interest to the practitioners of those disciplines. The sale of products and the distribution of promotional items is permitted.

EXHIBITOR USE OF SPACE:

- It is hereby agreed that the exhibitor be responsible for any damages caused by them to the exhibit space or the property of any other exhibitor or person. It is understood that neither the the Renaissance Curaçao Resort, nor CAJO or the Caribbean Court of Justice (CCJ) are responsible for any injury, loss or damage in any way either prior, during or following the period covered by the exhibitor contract. The exhibitor, upon signing the contract, expressly releases the foregoing organizations from any claims for such loss, damages or injury.
- CAJO reserves the right to reject any request to participate as an exhibitor that does not conform to the event objectives. Decisions on participation are made at the sole discretion of the organizers.
- Exhibit Space will be assigned based on availability, is non-transferrable and are at the sole discretion of CAJO, which also has the right to revise the location and time of the Exhibition, to curtail the time or to cancel the Exhibition at any time.
- It is further understood that no entity, other than one indicated in the contract, shall use the assigned booth space for any purpose.
- It is understood and agreed that the exhibiting company or associated agent is ultimately responsible for payment of all charges incurred.
- The exhibitor, and their agents, must keep within their allotted space/s at all times.
- The booth must be manned at all times and the exhibitor must ensure the safety of their goods. The Conference is not responsible for any losses as a result of theft before, during and after Conference.

PAYMENT AND CANCELLATION

- Payments should be made in full in advance and in USD only, using a bank draft or by wire transfer. Personal cheques and company cheques will not be accepted. All bank fees and wire transfer costs must be prepaid by the sender.

- Cancellation by an exhibitor, following the signing of this contract on and prior to 11 September 2017 will result in 40% forfeiture of booth holder fees minus any service fees. On or after 12 September 2017, the booth holder forfeits 100% of the fees.
- Cancellation of the conference, in the event that the conference cannot be held or will have to be changed due to events beyond the control of the Conference Organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Conference Organizers, the Conference Organizers cannot be held liable for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, all charges for exhibition space, satellite, equipment and services ordered up to and including the date of cancellation etc. Under these circumstances, the Conference Organizers reserve the right to either retain the entire amount paid and to use it for a future conference, or to reimburse the exhibitor/satellite organiser after deducting costs already incurred for the organization of the 5th Biennial CAJO Conference and which could not be recovered from third parties.
- The Conference Organizers (including the CCJ , CAJO and associated organizations) and official suppliers do not accept any responsibility nor obligation, in all cases and at all times, for any damage, either caused by exhibitors' merchandise or their property or personnel, as well as for the loss or theft of any belongings during the period of the exhibition, including the duration of the setting-up and dismantling. All exhibitors are obliged to purchase their own insurance policies against any and all risks, as this is their responsibility. Proof of this insurance can be requested by the Conference Organizer at any time. The insurance policy should cover damage to their furnishings and fittings during the entire time of the exhibition, including the time allotted for setting-up and dismantling, as well as during the exhibition days themselves, as the organizers of the 5th Biennial CAJO Conference are not liable for personal or property damage. The exhibitor is liable for all damages caused by him/herself, by staff, by visitors and clients and by any agent acting for the exhibitor. Should the premises be destroyed or damaged by fire or the elements or by any other cause, or if any circumstances whatsoever, including strikes, shall make it impossible for the Conference Organizers to permit any exhibitor or exhibitors to occupy the premises, the exhibitor shall pay for space only for the period the space was or could have been occupied by said exhibitor. The Conference Organizers are released from any kind and all claims for damage that might arise in consequence thereof. The exhibitor is responsible for the costs of replacing any damaged goods of any company at the event, re-establishing or renewing any part of the installations of the exhibition and set-up in case of damage or laceration, if these are caused by him and/or his agents, contracted staff, or an employee or person hired on behalf of the exhibitor. In case of cancellation of the conference, if, for whatever reason, the conference does not take place, any credits outstanding after payment of expenses incurred will be shared among the exhibitors in proportion to the sums they have paid. Exhibitors expressly renounce all right of appeal, on whatever grounds, against the decisions of the Conference Organizers.