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## Rubrique 3. PROGRAM

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You will find here all the necessary information to prepare your arrival:

### **1. Welcome and Opening Breakfast**

Tuesday, May 22, from 8 am to 6 pm: Arrival, reception and orientation of participants

7 pm - 9 pm: Opening dinner in Montgomery Alabama.

You are invited to the opening dinner where the details of the event will be presented.

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### **2. Stands and Workshops**

From May 23 to May 25, 2018: Workshops and exhibitions with, among others:

- Free installation by the organizers, a location with a table,

two to three chairs. Display stands or other communication media (Roll up type)

are the responsibility of the participants - WIFI access (laptop not provided), - Electricity

on site (must imperatively provide an extension cord), - The location of the stand will be

previously defined by the organizing committee. A plan specifying the location and details will

be presented at the opening dinner.

### **3. Company visits and representativeness**

The company visits will be as well in group as in workshop, this to ensure a better sharing and better exploitation of information.

### **4. Representativity agreements**

Each manager or company representative must update his business plan or simply its strategic documents for a better development of partnerships, and for better visibility in representation agreements. All the organizations seeking international representation (free and exclusive offer to participants) must first formally sign a partnership agreement.

### **5. Meals and snacks**

The organizing committee offers various team restoration menus.

Our hostesses will be at your disposal to inform you about all our daily catering offer.

### **6. Hardware Installation**

- Installation and removal of equipment and exhibition equipment in the exhibition space will be made by the exhibitor.

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- All documents from your company as well as the computer equipment will have to be removed every night. The exhibition center disclaims all liability concerning the loss or theft of objects not removed in the evening.

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## 7. Settlement

Registration fee	\$ 50	Non-refundable if disclaimer
Participation fee	\$ 1300	Redeemable * if disclaimer
(*) Refundable in full if the withdrawal is more than 3 months from the event. Refundable at ¾ if the withdrawal is between 3 and 2 months of the event. No refundable if the withdrawal is less than one month from the event.		

## 8. Disclaimer

A letter of withdrawal issued by the signatory of this registration application, will be sent by registered mail with acknowledgment of receipt to the secretariat of the committee organization. The effective date of withdrawal will be the date of receipt of the letter recommended. If these conditions are not respected, the withdrawal will not be taken into account. At more than three months of the event, a participant who wishes to withdraw may propose a substitute.

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