



**2nd SESSION OF THE ASSEMBLY OF
THE INTERNATIONAL HYDROGRAPHIC ORGANIZATION**

21 – 24 April 2020

HYDROGRAPHIC INDUSTRY EXHIBITION

21 – 24 April 2020

INFORMATION DOCUMENT

for

EXHIBITORS

INTERNATIONAL HYDROGRAPHIC
ORGANIZATION

ORGANISATION HYDROGRAPHIQUE
INTERNATIONALE

ORGANIZACION HIDROGRAFICA
INTERNACIONAL

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HYDROGRAPHIC INDUSTRY EXHIBITION

MONACO, 21 – 24 April 2020

INFORMATION AND STAND APPLICATION

1. INTRODUCTION

A Hydrographic Industry Exhibition will be held in conjunction with the next formal gathering of all the Member states of the IHO. This will be the 2nd Session of the Assembly of the International Hydrographic Organization (A-2). The gathering will take place at the Auditorium Rainier III in Monaco. The Assembly and Hydrographic Industry Exhibition will run from 21 – 24 April 2020. Points of contact for the Hydrographic Industry Exhibition are as follows (see section 2 for the division of responsibilities):

- a. David Wyatt (ADSO)
Assistant Director - Surveying and Operations
International Hydrographic Organization (IHO)
4B, Quai Antoine 1^{er}, B.P. 445
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Manageress
Design4Rent France
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98000 Monaco
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Fax: +377 97.705.778
Email: rachel@design4rent.com & rachel.klaps@gmail.com
Web site: www.design4rent.com

2. RESPONSIBILITIES

The IHO will:

- a. Rent / allocate stand space (see sections 6 - 11);
b. Organize the exhibitors' reception and coffee breaks sponsored by exhibitors (see section 15);
c. Prepare security badges/passes for exhibitors' staff (see section 16); and

- d. Prepare an exhibitors' brochure (see section 17).

Design4Rent France will:

- a. Prepare and dismantle the exhibition stands;
- b. Oversee any maintenance required on the stands; and
- c. Supply additional furniture for stands, etc. (see section 6)

Exhibitors will:

- a. Arrange the transport and importation / exportation of their equipment and exhibits to and from the Auditorium Rainier III, Monaco. Material should be delivered directly to the Auditorium; see section 3 below for full address and all packaging should be **clearly marked** with the company name, stand number and the following text "For IHO A-2". Deliveries should be made on the Friday, Saturday or Monday prior to the Assembly;

- b. Arrange for the payment, if necessary, of any customs dues on their exhibition material;

Note that import/export documentation is required into/out of France **AND** into/out of Monaco.

Note also that we frequently encounter requests for payment of customs and/or VAT before the delivery drivers will deliver, the IHO is not in a position to settle such accounts and this can cause delays in delivery or non-delivery altogether. It is exhibitors' responsibility to ensure that these matters are handled by your shipping agents.

- c. Be responsible for all transport charges relating to the transportation of their material **to and from Monaco**. As with any customs levies, IHO is not in a position to settle these accounts and therefore cannot be held responsible for consequent delays or non-delivery of items;
- d. Be responsible for insuring their equipment and personnel throughout the Hydrographic Industry Exhibition and during the movement to and from Monaco;
- e. Attend their stands throughout the open periods of the Exhibition (see section 12). Please note that there are no food outlets in the Auditorium and exhibitors will need to make their own arrangements for lunch; and
- f. Comply with any safety and security rules that might be required by the Auditorium authorities.

3. VENUE

The Exhibition will take place at:

Auditorium Rainier III,
Boulevard Louis II
MC 98000 Monaco
Principauté de Monaco

This is the same venue as was used for the 5th Extraordinary IHC in October 2014 and the IHO A-1 in April 2017. For details of the Exhibition area see sections 20 and 21.

4. ATTENDANCE

The number of delegates attending a Session of the Assembly is typically between 300 and 400 and includes the Heads and Senior Staff of most national Hydrographic Offices, as well as a number of observers from both Intergovernmental and Non-Governmental International Organizations.

Membership of the IHO extends worldwide, and embraces a large number of languages. However, it is anticipated that most delegates will have a knowledge of English, French or Spanish. Exhibitors may wish to take this into account when preparing publicity material for distribution.

5. DATES

Delegates participating in IHO A-2 will be able to register at the Auditorium Rainier III on 19 & 20 April. The Session will open on Tuesday 21 April 2020 and will close at 1200 on Friday 24 April 2020.

Design4Rent France will prepare the stands between 19 and 20 April. The stands will be available for exhibitors to install their displays from 1000 to 1600 on Monday 20 April. On request, stands can be made available for setting-up on 19 April, early notification is required.

HSH Prince Albert II of Monaco has been invited to open and tour the Exhibition at approximately 1030 on Tuesday 21 April following the opening ceremony.

Exhibitors should note that a new Director will be elected on Friday 24 April. This means that the Exhibition area will be particularly full during this period. **Therefore no dismantling of exhibitions should take place until after the forenoon coffee break, at the earliest.** The Exhibition will close at **1200 on Friday 24 April.**

6. STANDS

A basic stand module will comprise an area with solid white panels to 3 sides (Please note some stands have a reduced height or no panel on one side – see section 21 on page 14 for details), a name board with the exhibitor's name, a lighting bar, power box and 3 plug power bar (1kVA, monophasé 16A). Stands of 18 square metres and above will have 2 lighting and power bars.

IMPORTANT NOTE: power socket standard is CEE7 (continental European) and exhibitors should bring appropriate adaptors for their equipment if required.

Stand sizes are 4.5, 6, 7.5, 8, 9, 10, 12, and 20 square metres. Exhibitors may rent adjacent stands if available, in order to increase the size of their stand. See section 20, and annexes, for the layout of stands and section 21 for details of each stand. Exhibitors should note that, the layout and size of stands has been retained for that used at the 1st Assembly in 2017.

Exhibitors should note that, due to safety regulations, all exhibits and activities must be kept within the floor area of the rented stand space; to allow the free flow of delegates and to ensure clear access routes, no activities, including social events, should be conducted in the area outside rented stand spaces.

Design4Rent France will provide additional Stand furniture as required. The Design4Rent France on-line brochure is available via the company website (www.design4rent.com), they will provide additional details to exhibitors on request. The renting and supply of any such furniture or equipment will be a commercial transaction between Design4Rent France and the exhibitor.

The IHO will install a limited bandwidth Wi-Fi network throughout the exhibition area. This will be suitable for email, but not for continuous data streaming. **Companies requiring a high bandwidth connection should inform the IHO of their requirements as early as possible so that special arrangements can be investigated and the details of the provider passed to the requesting company.** Final arrangements, including contracts and payments, will be between the company and the service provider.

7. PRICE OF RENTING A STAND

To cover increasing costs and the provision of morning coffees and the reception in the Auditorium level area, it has been necessary to increase the price of renting a stand to 230 Euros per square metre. See section 21 for a list of deposits and balances payable on a stand-by-stand basis.

8. APPLICATION FOR A STAND

Completion of the “Stand Application” form implies that exhibitors agree to abide by the provisions of these regulations and any others established by the Auditorium Rainier III or the local authorities.

A deposit of approximately one third of the price of renting a stand must be paid at the time the stand application is forwarded to the IHO. Details of deposits and balances payable are given in section 21.

Stands will be allocated in strict order of receipt of the completed application form and payment of the appropriate deposit. Deposits not received with 7 days of the receipt of the application form will cause the booking to be cancelled and the stand re-available. Exhibitors are advised to provide a number of alternatives on their Application Form in case their first choices have been allocated.

9. PAYMENT

All payments must be sufficient to cover the rental costs **and** any bank fees charged. Payments can be made by bank transfer, see details below, by credit card (**VISA and MASTERCARD only**) or by cheque made out to the International Hydrographic Organization. Payments should be made in Euros.

In case of bank transfer the following bank account should be used:

Compagnie Monégasque de Banque
23, avenue de la Costa
Boîte postale 149
Monte Carlo
MC 98007 – Monaco (Principauté de Monaco)
Account N° 701251 – 00002 (Euros)
Swift code CMBMMCMX
IBAN code MC 581756 900001 701251 0000297

The IHO will issue separate invoices after receiving the deposit and the final payment. Exhibitors from **European Union (EU) countries must indicate their VAT N°** on the application form. French exhibitors will be charged the French rate of VAT.

10. BALANCE OF PAYMENT

The balance of the stand rental must be paid by **28 February 2020** at the latest. No exhibitor will be authorized to begin work or to exhibit material on a stand for which the full rent has not been paid.

11. CANCELLATIONS

Cancellation prior to 28 February 2020 will incur a cancellation fee of 30% and cancellation after 28 February 2020 will forfeit the total rental of the stand.

The IHO reserves the right, should insufficient exhibitors register to make the exhibition economically viable, to cancel the exhibition up to the 28 February 2020. In this case those exhibitors who have registered will be refunded the fees already received by the IHO.

12. ADMINISTRATION AND SECURITY

Access to the exhibition areas may be open to the public and exhibitors should therefore plan for sufficient personnel to man their stands during the hours of the Assembly. Details of the Assembly hours will be forwarded in due course. Exhibitors wishing to invite visitors to their stands other than those attending the Assembly should inform the IHO (david.wyatt@iho.int) as early as possible so that passes can be prepared.

13. ASSEMBLY ACCESS

The Assembly is open to the official delegates of Member States of the IHO, representatives of invited Observer organisations and registered Exhibitors.

Only Heads of Delegations will be permitted to enter the conference hall during the voting session on Friday 24 April; all other delegates and exhibitors will be required to remain outside the conference hall until indicated they may enter for the declaration of voting results.

Exhibitors are not permitted to put any material into the national pigeonholes, which will be installed in the entrance to the conference hall.

14. GENERAL SERVICES AVAILABLE IN THE AUDITORIUM RAINIER III

Limited fax and photocopying services can be made available. A bar serving hot and cold drinks is available but there are no lunch facilities within the Auditorium and exhibitors will need to make their own arrangements for lunch.

15. HOTELS

Exhibitors must make their own accommodation arrangements. Accommodation in Monaco is always in demand and exhibitors are urged to make early reservations. Please note that attendees making hotel reservations in the last month or two before the Assembly often have to stay as far away

as Nice. A list of hotels in Monaco and the surrounding area may be found at the following web addresses:

<http://www.monaco-hotel.com>

<http://www.ihp.int> Then from the Left hand Sub-Menu select “Visiting the IHO” and then “Hotels”.

16. RECEPTION

A reception associated with the Exhibition will be arranged by the IHO commencing at 1800 on one evening at no additional expense to the exhibitors. This is currently planned for Tuesday 21 April. All delegates attending the Assembly will be invited. Depending on the number of exhibitors some or all of the coffee breaks will be advertised as sponsored by the exhibitors.

17. NAME BADGES

Security rules require that exhibitors' personnel wear standardized badges. The IHO will prepare these badges. Exhibitors are to provide the IHO with the necessary information (title, first name, last name, Company) of their personnel not later than 27 March 2020.

18. EXHIBITORS' BROCHURE

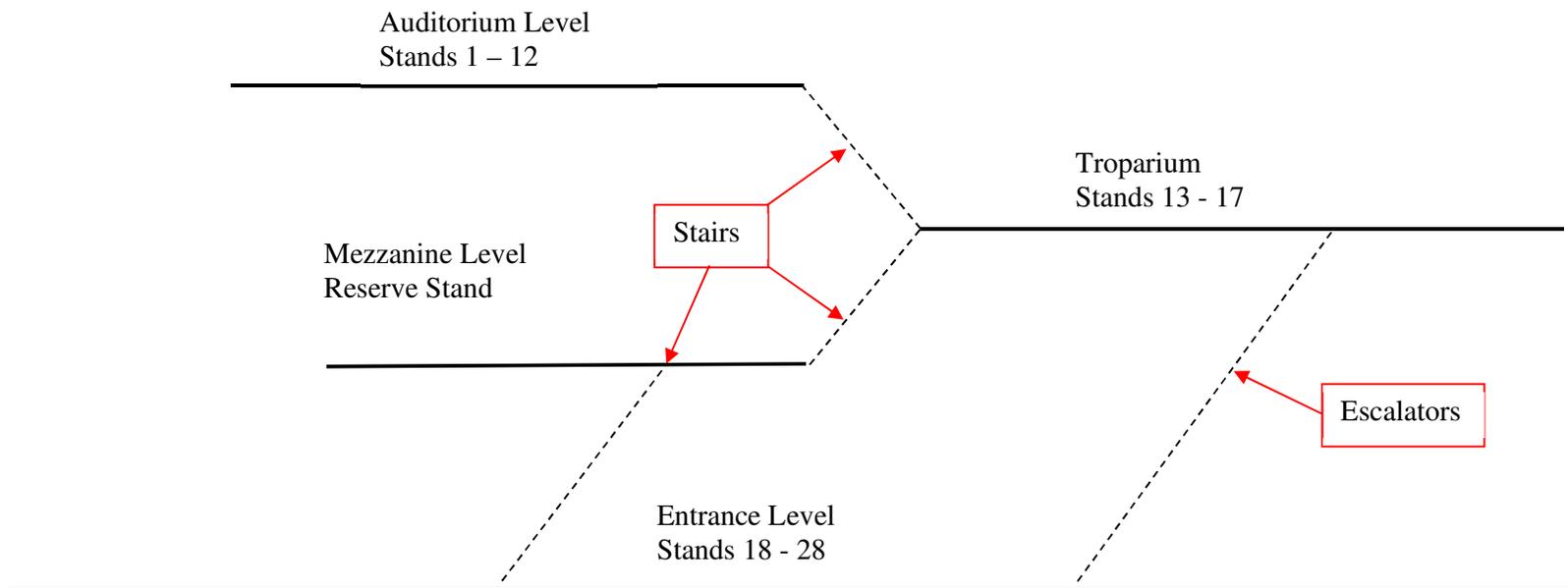
The IHO will prepare and issue an “Exhibitors’ Brochure” to all delegates. Each Exhibitor will be allocated one A-4 size page that can include graphics and text and be in colour. Exhibitors are requested to send their copy to the IHO, preferably as a Word or PDF file no later than 20 March 2020. Information received after this date may not be included in the catalogue. An electronic copy of the brochure will also be placed on the Conference section of the IHO website. A page on the IHO website will be created with all the logos of the exhibiting companies and links to individual company websites. Exhibitors are requested to provide a JPEG or TIFF file version of their logo with the associated website address by 28 February 2020.

19. KEY DATES

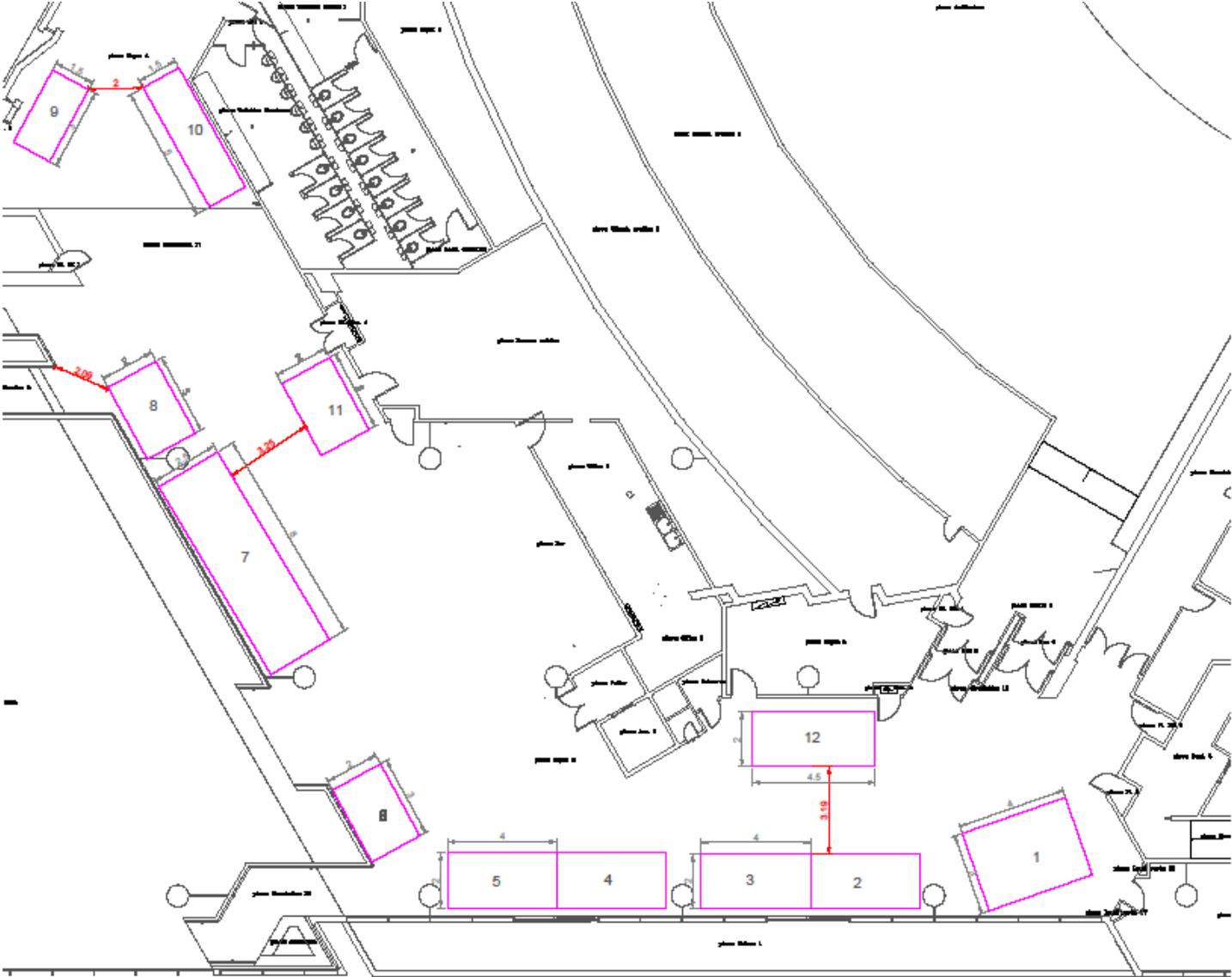
DATE	ACTION
NOW	Submission of Stand Application Form and payment of deposit.
28 February 2020	Payment of outstanding balance.
28 February 2020	Orders for Stand furniture and equipment to reach Design4Rent France. It may not be possible to satisfy orders received after this date.
28 February 2020	Final date for requests for additional internet connections to IHO.
28 February 2020	Provide company logo and website address for inclusion on IHO Assembly Exhibition website page
20 March 2020	Final date for submission of brochure information. See section 18.
20 March 2020	Final date for submission of delegates’ names. See section 17.
20 April 2020	Arrival of exhibitors, setting up of displays by exhibitors.
21 April 2020	1030 (approx) Opening of exhibition.
21 April 2020 (TBC)	1800 Exhibitors’ reception at Auditorium Rainier III.
24 April 2020	1200 Closure of exhibition.

20. STAND LAYOUT

Floor Levels at the Auditorium Rainier III

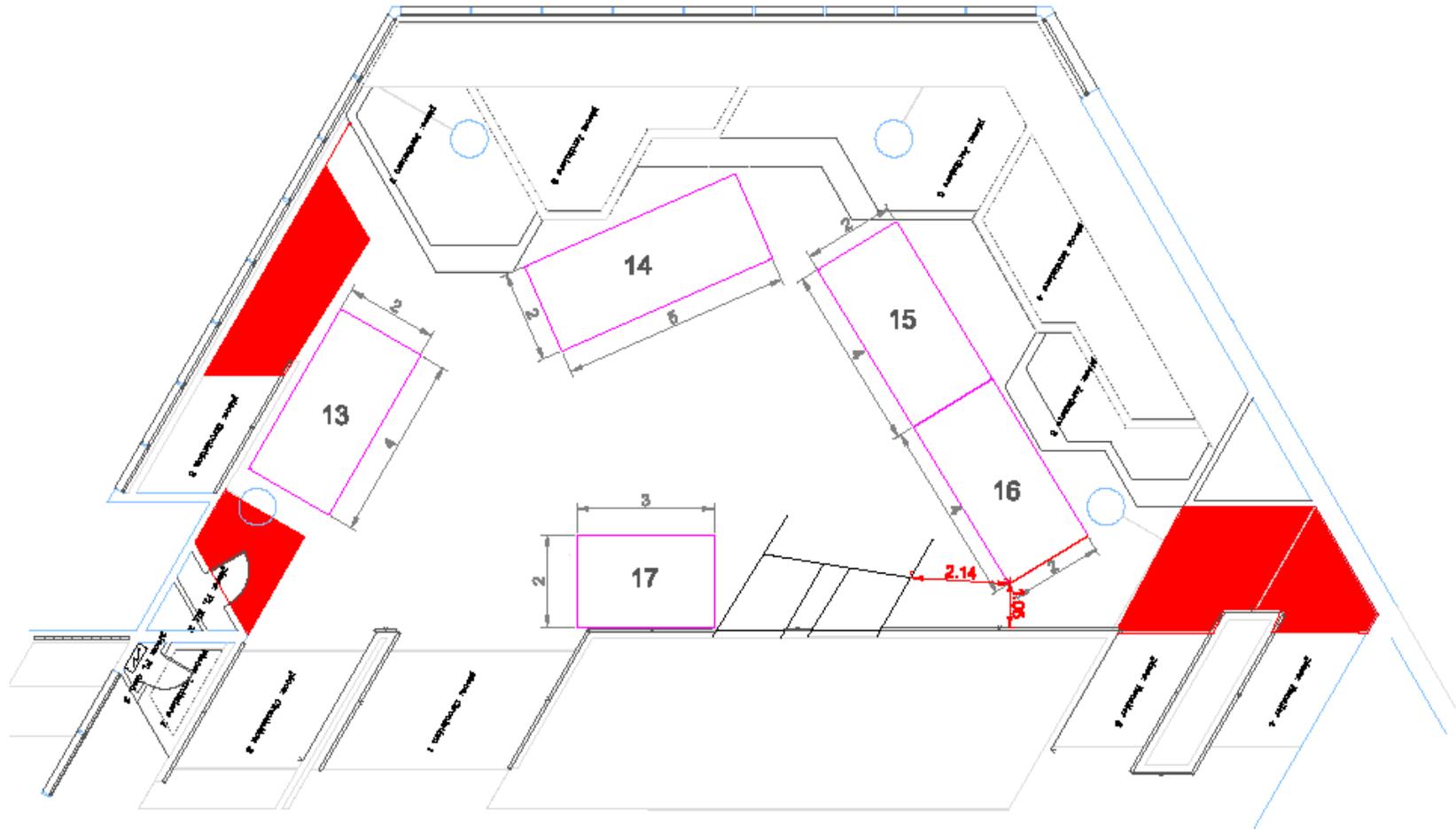


Floor Plan Auditorium Level – Stands 1-12



Note: Red figures are minimum safety clearances, which must be kept clear of all material and obstructions.

Floor Plan Troparium Level – Stands 13-17



Note: areas shaded in Red are safety access zones and Red figures are minimum safety clearances, which must be kept clear of all material and obstructions.

21. STAND DETAILS

Stand Number	Level	Size in Square Metres	Deposit payable when booking. (Euros)	Balance due by 28 February 2020 (Euros)	Total Cost in Euros
1	Auditorium	12	920	1840	2760
2	Auditorium	8	620	1220	1840
3	Auditorium	8	620	1220	1840
4	Auditorium	8	620	1220	1840
5	Auditorium	8	620	1220	1840
6	Auditorium	6	460	920	1380
7	Auditorium	20	1530	3070	4600
8	Auditorium	6	460	920	1380
9	Auditorium	4.5	350	685	1035
10	Auditorium	7.5	575	1150	1725
11	Auditorium	8	620	1220	1840
12	Auditorium	9	690	1380	2070
13	Troparium	8	620	1220	1840
14	Troparium	10	770	1530	2300
15	Troparium	8	620	1220	1840
16	Troparium	8	620	1220	1840
17	Troparium	6	460	920	1380
18	Entrance	8	620	1220	1840
19	Entrance	6	460	920	1380
20	Entrance	8	620	1220	1840
21	Entrance	8	620	1220	1840
22	Entrance	6	460	920	1380
23	Entrance	6	460	920	1380
24	Entrance	6	460	920	1380
25	Entrance	6	460	920	1380
26	Entrance	8	620	1220	1840
27	Entrance	6	460	920	1380
28	Entrance	6	460	920	1380

Further details on the Stands

Stand Number	Width x Depth (m)	Height to ceiling (m)	Existing Flooring	Comments (Left / right are from stand looking out.)
Stand Number	Width x Depth (m)	Height to ceiling (m)	Existing Flooring	Lighting & Power sockets ²
1	4 x 3	3	Beige carpet	lighting bar and 3 plug power bar
2	4 x 2	3	Beige carpet	lighting bar and 3 plug power bar
3	4 x 2	3	Beige carpet	lighting bar and 3 plug power bar
4	4 x 2	3	Beige carpet	lighting bar and 3 plug power bar
5	4 x 2	3	Beige carpet	2 lighting bars and 2 x 3 plug power bars
6	3 x 2	3	Beige carpet	lighting bar and 3 plug power bar
7	8 x 2.5	3	Beige carpet	2 lighting bars and 2 x 3 plug power bars
8	3 x 2	3	Beige carpet	lighting bar and 3 plug power bar
9	3 x 1.5	2.5	Beige carpet	lighting bar and 3 plug power bar
10	5 x 1.5	2.5	Beige carpet	lighting bar and 3 plug power bar
11	4 x 2	3	Beige carpet	lighting bar and 3 plug power bar
12	4.5 x 2	3 (2.5 at rear)	Beige carpet	lighting bar and 3 plug power bar
13	4 x 2	> 4	Beige carpet	lighting bar and 3 plug power bar
14	5 x 2	> 4	Beige carpet	lighting bar and 3 plug power bar
15	4 x 2	> 4	Beige carpet	lighting bar and 3 plug power bar
16	4 x 2	> 4	Beige carpet	lighting bar and 3 plug power bar, no left side panel
17	3 x 2	> 4	Beige carpet	lighting bar and 3 plug power bar
18	4 x 2	> 4	Cream tiles	lighting bar and 3 plug power bar
19	3 x 2	> 4	Cream tiles	lighting bar and 3 plug power bar
20	4 x 2	2.5	Cream tiles	lighting bar and 3 plug power bar
21	4 x 2	2.5	Cream tiles	lighting bar and 3 plug power bar
22	3 x 2	2.5	Cream tiles	lighting bar and 3 plug power bar
23	3 x 2	2.5	Cream tiles	lighting bar and 3 plug power bar
24	3 x 2	5	Cream tiles	lighting bar and 3 plug power bar
25	3 x 2	2.5	Cream tiles	lighting bar and 3 plug power bar
26	4 x 2	> 4	Cream tiles	lighting bar and 3 plug power bar
27	3 x 2	> 4	Cream tiles	lighting bar and 3 plug power bar
28	3 x 2	> 4	Cream tiles	lighting bar and 3 plug power bar

EXHIBITORS ARE INVITED TO RETURN THE FOLLOWING APPLICATION FORM TO THE IHO. STANDS WILL BE ALLOCATED IN STRICT ORDER OF RECEIPT OF APPLICATION FORM AND DEPOSIT PAYMENT. IT CAN BE SENT BY EMAIL, FAX OR POST AS SET OUT IN SECTION 1 ABOVE. SEE SECTION 9 FOR PAYMENT OPTIONS.

STAND APPLICATION FORM

HYDROGRAPHIC INDUSTRY EXHIBITION MONACO, 21 – 24 April 2020

(This form together with payment of the deposit should be sent to the IHO)

Company Name:	Tel:
Address:	Fax:
	Email:
	VAT N° (for EU Countries)

1. We would like to reserve a stand ofm² at the Hydrographic Industry Exhibition, being organized in conjunction with the 2nd International Hydrographic Organization Assembly. Please insert stand numbers in order of preference:

2. We accept that the price of renting a stand as indicated in section 7 of the IHO Information Document is 230 Euros per square metre. We note the penalty fees applicable in case of cancellation as set out in section 11.

3. We are paying the deposit for the reservation of our stand in accordance with section 8 of the IHO Information Document in the sum of

4. We understand that the outstanding rent for our stand must be paid by 28 February 2020 as set out in section 10 of the IHO Information Document.

5. We understand it is our responsibility to ensure all Import / Export fees are paid and complete comprehensive arrangements have been made for the removal of all items on completion of the Exhibition no later than 25 April 2020.

WE AGREE THAT THIS FORM, ONCE IT IS SIGNED, WILL BE CONSIDERED TO BE THE CONTRACT BETWEEN THE IHO AND US AND AGREE TO ABIDE BY THE PROVISIONS OF THE IHB INFORMATION DOCUMENT.

FURTHERMORE WE AGREE TO ABIDE BY ALL OTHER REGULATIONS, WHICH MAY HAVE TO BE LAID DOWN IN ACCORDANCE WITH LOCAL LEGISLATION AND REGULATIONS.

Date:..... Signature.....

Name printed

Position.....

If paying by Bank Transfer: Tick here:

If paying by Credit Card: Card No.:.....

Expiry Date:.....

Name on credit card:.....