

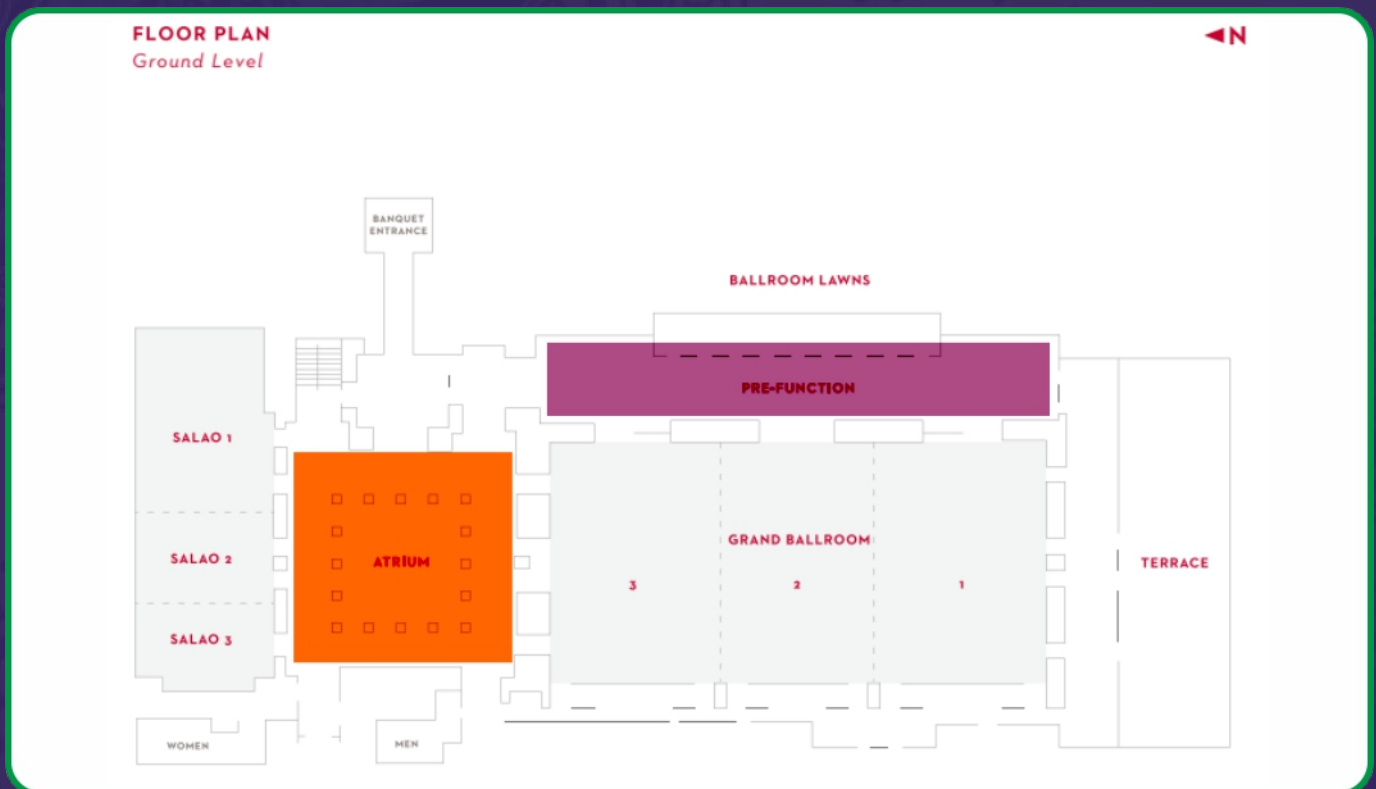
CLC23 Exhibition Space



CLC23 offers selected partners an opportunity to showcase an organisation or products to the 23rd Commonwealth Law Conference delegates which include practicing lawyers, senior justice leaders and members of the judiciary from the 56 countries of the Commonwealth.

Exhibition Area

The exhibition area is located on the ground floor of the pre- function and atrium area of the Grand Hyatt Goa.



Exhibition Space

Exhibition bookings are for reservation of a space only, with a table and 2 chairs supplied as standard. Stand building/booths are not included. Exhibitors receive 2 exhibitor badges per 6 sqm although additional badges can be purchased.

Please enquire directly with the Conference Team who can provide additional information leah.almeida@commonwealthlawconference.com or secretariat@commonwealthlawconference.com

Booths are not mandatory, and exhibitors are welcome to use the table supplied, as well as any branding materials owned / supplied by the exhibitor, to create an exhibition within the allocated space, as long as the setup is neat and looks professional.

The allocation of exhibition space is the responsibility of the conference organisers. Space allocation will be issued on a first come first served basis with priority given to Conference sponsors.

Exhibition Times

Sunday 5th March	
16.30 pm	Exhibition Area opens for set up
Monday 6th March	
7.45 am	Exhibition Area opens
8.30 am	Conference opens
10.30 – 11.00 am	Refreshment break
12.15 pm	Delegate lunch commences
13.15 pm	Afternoon session commences
14.45 – 15.15 pm	Refreshment break
16.45 pm	Afternoon session closes
Tuesday 7th March	
8.00 am	Exhibition Area opens
8.45 am	Conference opens
10.15 – 10.45 am	Refreshment break
12.15 pm	Delegate lunch commences
13.15 pm	Afternoon session commences
14.45 – 15.15 pm	Refreshment break
16.45 pm	Afternoon session closes
Wednesday 8th March	
8.00 am	Exhibition Area opens
8.45 am	Conference opens
10.15 – 10.45 am	Refreshment break
12.15 pm	Delegate lunch commences
13.15 pm	Afternoon session commences
14.45 – 15.15 pm	Refreshment break
16.45 pm	Afternoon session closes
Thursday 9th March	
8.00 am	Exhibition Area opens
8.45 am	Conference opens
10.15 – 10.45 am	Refreshment break
13.15 pm	Conference closes
14.00 pm	Exhibition area to be cleared and area handed back to the Grand Hyatt

The exhibition area is open throughout conference sessions. Delegates often visit the exhibition area to browse the stands or purchase refreshments during these times.

BOOKING FORM: STAND SPACE ONLY (NOT STAND)

Please complete this booking form

and return to secretariat@commonwealthlawconference.com

Contact name				
Name of Organisation				
Address				
Email				
Website				
Size of space required (please tick)	6sqm	9sqm	12sqm	18sqm
Signature				
Date				

By signing the form, I understand the following:

1. The booking is for a space only and does not include any stand construction.
2. The allocation of exhibition space is the responsibility of the conference organisers. Space will be allocated on a first come first served basis with priority given to Conference sponsors.
3. The booking will not be considered confirmed until payment has been received.
4. No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings, or pillars of the building. This includes any equipment or device whatsoever which would be affixed to or suspended from any structure of the building, and attachments that would damage any surface or structure in any part of the building.
5. The exhibition area is not guarded overnight. As the exhibition space is open, we strongly recommend that all valuable items are removed from your exhibition space outside of Conference hours.
6. Exhibitors are responsible for their own insurance.
7. Cancellation after 4th January 2023 incurs the full retention of monies paid. Cancellation before this date will have a return of all monies paid with a 20% deduction for administrative charges.
8. All Exhibitors are required to be registered before set up. Each exhibitor will receive a badge displaying their name and company details. Two exhibitor badges per 6 sqm are issued and these entitle exhibitors to coffee break refreshments but no access to lunch or the conference session themselves. Additional exhibitor passes can be purchased for USD 250 per person, with a limit of 2 additional passes permitted.

Exhibitors who wish to build a stand/booth should note the additional points:

1. Exhibitors may not under any circumstances extend their booths into the thoroughfare, or into areas that do not form part of the allocated exhibition space.
2. Ensure all stand setup and dismantling is done within the allotted time slots as per the Conference timetable. It is imperative that deadlines are met, and that all construction is complete and excess materials removed before delegates and members of the public arrive on site.
3. Packages of any kind may not be left outside the booth area. Any packages, materials or objects that may cause obstruction outside of booths will be removed from the Exhibition area.
4. Please ensure your stand is open and staffed during the exhibition opening hours. Booths may not be closed or dismantled before the designated times in the Exhibition Timetable.