

MESSAGE FROM THE EXHIBITION COMMITTEE

Dear Esteemed Exhibitor,


Welcome to the 3rd Power to Power (P2P) Summit 2019 holding on 6th & 7th December 2019 at the Atlantic Hall of the Hotel Presidential, Port Harcourt, Rivers State, Nigeria. This year's conference is themed: The Future of Energy Transformation and Utilization: Status, Prospects & Challenges. We are excited to see our traditional as well as new exhibitors showcase the prospects of their businesses.

This event is co-hosted by Society of Petroleum Engineers (SPE) Section 103 Port Harcourt and Dorisdesmond Nigeria Limited. Our aim is to make your participation in Power To Power Summit 2019 and your stay at the summit as effective and worthwhile as possible. Towards achieving this, we have prepared the P2P Summit 2019 Online Exhibitor's Manual.

Please read this manual carefully as it contains all relevant information such as important dates, times and contacts. Kindly also pay special attention to the Exhibition safety and security rules that are mandatory for all exhibitors. For additional information or any other requests, please contact the Power To Power Summit 2019 Exhibition Subcommittee (exhibitions@power2powersummit.com).

Thank you once more for choosing to exhibit at Nigeria's Largest Power & Alternate Energy Technical and Technology Focused Summit.

We wish you a very amazing outing at the P2P SUMMIT 2019!



Emeka Duruzor

Chairperson

Exhibition Sub-Committee

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1.0: EXHIBITION INFO

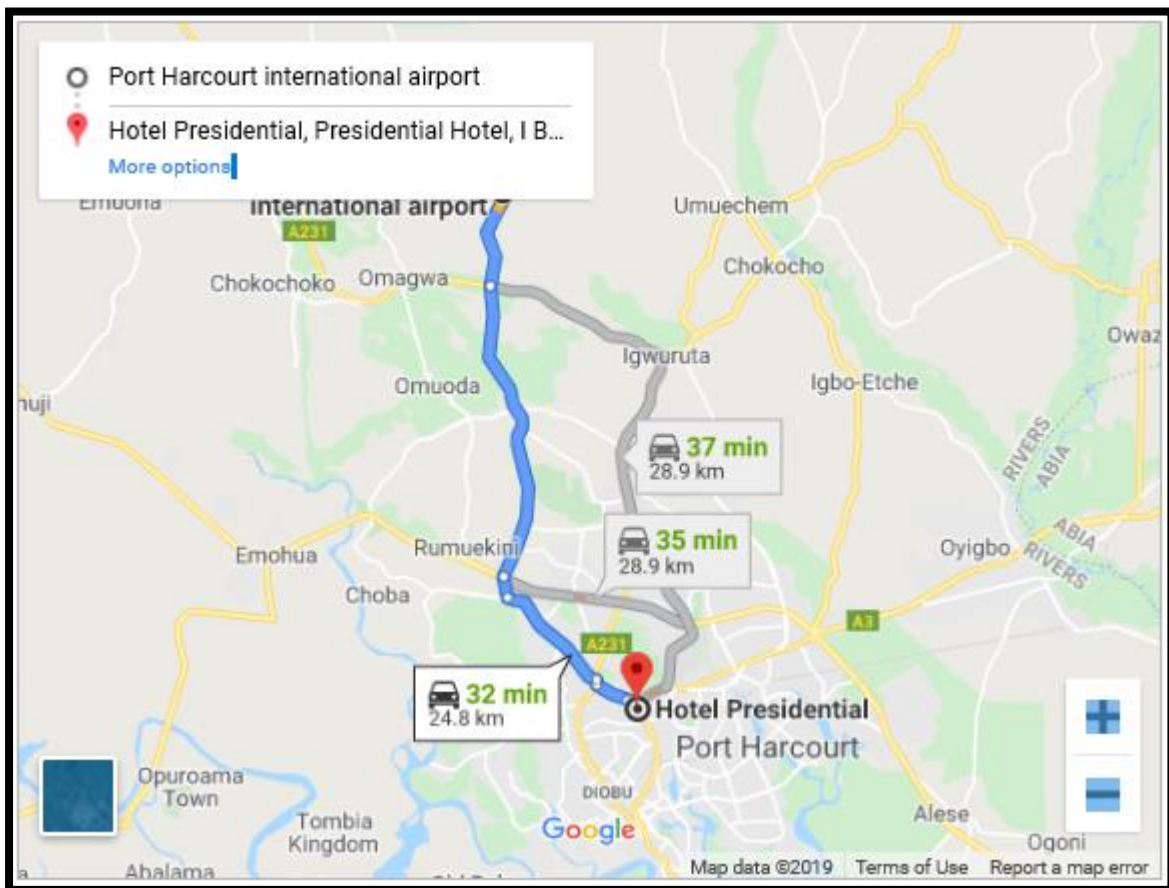
Exhibition Venue:

Address: 5141 Aba - Port Harcourt Express Road, Port Harcourt, Rivers State, Nigeria

Phone: +234 906 0601655

Email: exhibitions@power2powersummit.com

Overview of Location:



Directions from Port Harcourt International Airport to Hotel Presidential: Image courtesy of Google maps

1.1: Exhibitor Booth Construction:

To guarantee orderliness, booth construction will be allowed within the following times

Start: 12:00 hours Thursday, December 5th, 2019.

Ends: 07:00 hours Friday, December 6th, 2019.

All exhibitors are advised to arrive at the venue latest before 07:00 hours on Friday, December 6th, 2019 to guarantee timely set up of their booths.

All booths must be fully installed by 06:00 hours on Friday 6th December, 2019. Construction of booths will not be permitted beyond 06:00 hours on Friday 6th December 2019. Any defaulting company will be prevented from exhibiting.

NOTE: Forklifts will not be allowed into the exhibition hall.

1.2: Daily Exhibition Schedule:

Exhibition Opening/Closing Times: 08:00 / 17:00 hours daily December 6th to December 7th, 2019.

End of Exhibition/Dismantling of Exhibits: From 17:00 hours Saturday 7th December 2019.

1.3: VIP Tour of Exhibition Booths

Friday, 6th December 2019

The VIP tour by dignitaries, top government representatives, heads of parastatals, IOC leaders etc., will take place at the exhibition hall after the Opening ceremony scheduled to commence at 09:00hrs.

1.4: Exhibitors Move Out/ Booth Dismantling

Exhibition ends officially by 17:00 hours on Saturday 7th December 2019. Dismantling of all booths and equipment will commence from 17:00 hours on Saturday 7th December 2019. All dismantled equipment and exhibits are expected to be removed from the hall by 20:00 hours on same day.

2.0: RULES AND REGULATIONS

1. Access for vehicles carrying goods or merchandise to leave or pick up from the loading area of the Exhibition Arena will be in order of arrival during the setup and dismantling hours.
2. All exhibitors moving goods and various items for their booth set up must enter through the loading area of the Exhibition Arena only.
3. The movement of goods or merchandise and the use of hand trucks or loading carts are prohibited in the lobby area of the Exhibition Arena.
4. All exhibiting personnel must register by themselves or get registered by their company's focal point for group registrations at the P2P 2019 registration site as exhibitors. They will be provided exhibitor tags for access into the exhibition hall.
5. Exhibition personnel can access the exhibition hall one hour earlier (from 07:00 hours) to prepare for the day's activities.

6. All booths must be manned by at least one company representative during official exhibition hours. Exhibition space must be maintained in a neat, orderly manner throughout the exhibition, and no dismantling may begin before the official closing hour on the final day of the exhibition. Exhibitors must wait until 17:00 hours Saturday 7th December, 2019 to dismantle their booth. Failure to comply will lead to penalization.
7. Summit policy on the consumption of alcohol shall apply. Consumers are to act responsibly and should not drink and drive nor operate machinery while under the influence of alcohol.
8. Exhibitors are to ensure that booth construction is carried out in a safe manner and ensure that contractors use proper personal protective equipment and safety procedures are adhered to, to prevent accidents and injuries.
9. Equipment and displays must be arranged within the booth so that visitors do not block the aisle while examining equipment or watching demonstrations. Normal aisle traffic cannot be blocked at any time. Should TV/Plasma/LCD screens placed on the outside walls or outer edge of a booth result in blockage of traffic, the exhibition committee reserves the right to ask the screen in question be turned off.

2.1: SECURITY:

Power Summit Planning Committee in partnership with the venue management will provide appropriate security to ensure the safety of attendees and exhibitors. SPE assumes no responsibility for loss, damage or theft incurred to any exhibit or property of the exhibitor. Power Summit Planning Committee advises that exhibitors are extra vigilant and take extra care not to leave valuables or other sensitive materials exposed to theft or damage.

INSURANCE: Should it be required, insurance covers against fire, public liability, theft and third parties must be taken out by each exhibitor at its own expense. The insurance is to cover the full period of occupancy of the exhibition hall by the exhibitor, its agents and employees.

CLEANING AND DISPOSAL OF USED/EXCESS MATERIALS: Each exhibitor must keep their booths clean and properly dispose of all refuse. Every used or leftover materials resulting from delivery, installation and removal activities of the exhibitor shall be disposed of at the exhibitor's expense.

AUDIO VISUALS: Each exhibiting company is to provide its audio-visual aids for its presentations. Sound systems are allowed in exhibition area with volumes set to reasonable levels. The system must be maintained at a moderate level not to disturb the neighbours or any presentation or negotiation around. Organisers will constantly monitor all sound systems. Any violation to this sound regulation will be notified verbally at first, the second time will be a written notice and the third time, the sound system will be shut down for the rest of the day.

PUBLIC ADDRESS SYSTEM: Please see the exhibition team members at the SPE/DDN booth with your announcement as unauthorized access to the Presidential Hotel PA system is discouraged.

IMPORTANT NOTE ON POWER SUPPLY: All exhibitors are required to come along with their own Uninterruptible Power Supply (UPS) systems to help keep their audio visuals on display (where applicable) running. Power supply at Presidential Hotel has been known not to be steady and it is important for us to maintain a continuous flow of displays.

Note: that the UPS would only be used to power computer and audio systems set up and NOT lighting. Specification of power to be provided is 220-240V, 50-60 Hz and there will be no charges for power consumption. However, power will be provided to the booth by the organisers but distribution within the booth shall be by the Exhibitors.

FOOD AND BEVERAGE: Power To Power Summit 2019 organizers may at its discretion make complimentary or ticketed arrangements for lunch packages for interested attendees and exhibitors inclusive.

- The sale of food and beverage is an exclusive service that can be provided only by the venue/hotel management.
- If the exhibitor's booth is one which provides any kind of food or beverage at a fee or for free, it must be prior approved by the P2P 2019 conference managers.
- No beverage can be distributed in containers of over 3 oz. and food must be distributed in sample sizes.
- Distribution of alcoholic beverages is not permitted at the exhibition area.

3.0: BOOTH DESIGN AND DECORATIONS

Exhibitors are free to build structures within their allocated booth space but must comply with the minimum standards listed below. Exhibitors can use their customized designs, but the minimum standard is the 'shell' scheme.

3.1: Booth size restrictions:

The booths come in multiples of 3m x 3m.

Recommended height of display must not exceed 4 meters. Booths that exceed 4m in height will be penalized. Please note that:

Head Room main level = 7.96 – 10.17m



9sqm Schell Scheme Booth:

- 1 table
- 2 spotlights
- 1 waste bin
- 1 socket
- Fascia name

Sample Booth at P2P 2019

3.2: Guideline on Roofed Booths

1. Smoke detectors must be installed in booths that have a roof over them.
2. The use of confetti or frost is not allowed at P2P 2019. Any charges related to the cleaning or removal of any of these materials will be borne by the exhibitor.
3. Candles and devices with an open flame are not allowed
4. The exhibitor cannot alter any part of the booth, the floor or the facilities. Any damage caused by the exhibitor to the structure or facilities will be billed directly to the exhibitor.
5. Helium balloons are not allowed. There will be a penalty of ₦25,000 per balloon in case of escape within the facilities.
6. Although we do not require decoration, we recommend it because it works for your own benefit and for the progress of your business. Organisers only provides the space; the exhibitor is responsible for bringing any decorations or equipment needed.

4.0: FIRE REGULATIONS

The organisers (SPE & DDN) mandates a strict adherence to HSSE Safety Code. The decision of the

Fire Marshal is final.

1. Exhibitors and all other parties must comply with all Federal and State mandated fire codes which apply to public assembly facilities.

2. The following materials are prohibited without written consent of Exhibition Committee: electrical cooking equipment, open flames devices, welding, cutting or brazing equipment, ammunition, radioactive devices, pressure vessels, exhibits involving hazardous processing and materials, fireworks or pyrotechnics, blasting agents/explosives, flammable cryogenic gases, aerosol cans with flammable propellants, gas operated cooking equipment and portable heating equipment.

5.0: BOOTH FURNISHING

Each booth will be provided with the following:

- Power source
- 1 table
- Air-conditioning (facility has central air-condition)
- Fascia name
- Space
- Security (will be central)
- Waste bin
- Two spotlights

Each Exhibitor is to provide

- Wall posters/designs
- Banners
- Additional lighting

6.0: EXHIBITOR REGISTRATION

Personnel working as your exhibitor must have the access badge visible always. Booth subscription comes with complimentary EXHIBITORS' PASS slots for registration based on the number of paid booths as indicated below

No. of Booths	Exhibitor Only Registration
1 booth	2
2 booths	4
3 booths	6
4 booths	6
5 booths	6
6 booths	8

Any additional exhibitor registration must be registered for as Exhibitor Extra Pass using the "Attendee Register Now" link on <https://bit.ly/power2powersummit>. Exhibitors' registration (both complimentary and extra pass) MUST be completed on or before November 22, 2019. No Exhibitor **MUST** be registered onsite. This means complimentary offer ends November 22, 2019. Registration must be done via the link: <https://bit.ly/power2powersummit>.

7.0: BOOTH CONSTRUCTION, INTERNATIONAL AND LOCAL SHIPPING

Exhibitors shall be responsible for the following:

- Construction of their booth within the space paid for
- Shipping arrangements from home country to Nigeria.
- Clearing within Nigerian Ports.
- Transportation from port to and from summit venue.

Organisers shall be responsible for constructing exhibitor “shell” scheme booths only

8.0: TELEPHONE AND INTERNET

Organizations and individuals may wish to provide own Internet network. Provision of telephone services shall be the sole responsibility of all attendees and exhibitors.

9.0: CLEAN UP

- The venue managers shall provide cleaning services during the conference and the days of exhibition in the common area. Supervision of the cleaning is at the discretion of the exhibitor.
- Exhibitors must make sure that there is no trash or any objects that may be an obstacle on the floor around the booth area. This will help prevent accidents.

10.0: PARKING

- The parking available is the one designated by Hotel Management
- There is ample parking space for every vehicle type. However, request should be made for long vehicles with wide load so that access could be arranged. Security personnel at the entrance may not allow access into event premises without prior information.

11.0: FIRST AID

- Arrangement is ongoing to provide a stand-by ambulance at the premises for medical cases needing hospitalization. Further update will be provided.
- Minor first aid and medical screening is also provided at the organiser’s booth as well as other exhibitor medical areas

12.0: EXHIBITOR CHECKLIST AND DEADLINES

To Do	Deadline	To Do	Deadline
Book Exhibition Space	November 15th 2019	Booth Construction Commences	00:00Hrs December 5th 2019
Early Bird Booth Payment	November 15th 2019	Booth Construction Completion	05:30Hrs December 6th 2019
Last Booth Payment Date	November 29th 2019	Exhibition Closure	17:00Hrs December 7th 2019
Company Profile Submission	November 15th 2019	Booth Dismantling & Departure	18:00Hrs December 7th 2019

13.0: FURTHER INFORMATION ABOUT P2P SUMMIT 2019

Exhibition Committee: exhibitions@power2powersummit.com

Registrations: <https://bit.ly//power2powersummit>.

Sponsorships: info@power2powersummit.com

Accommodation: info@power2powersummit.com

Website: www.power2powersummit.com

APPENDIX 1: 2019 Exhibition Floor Map

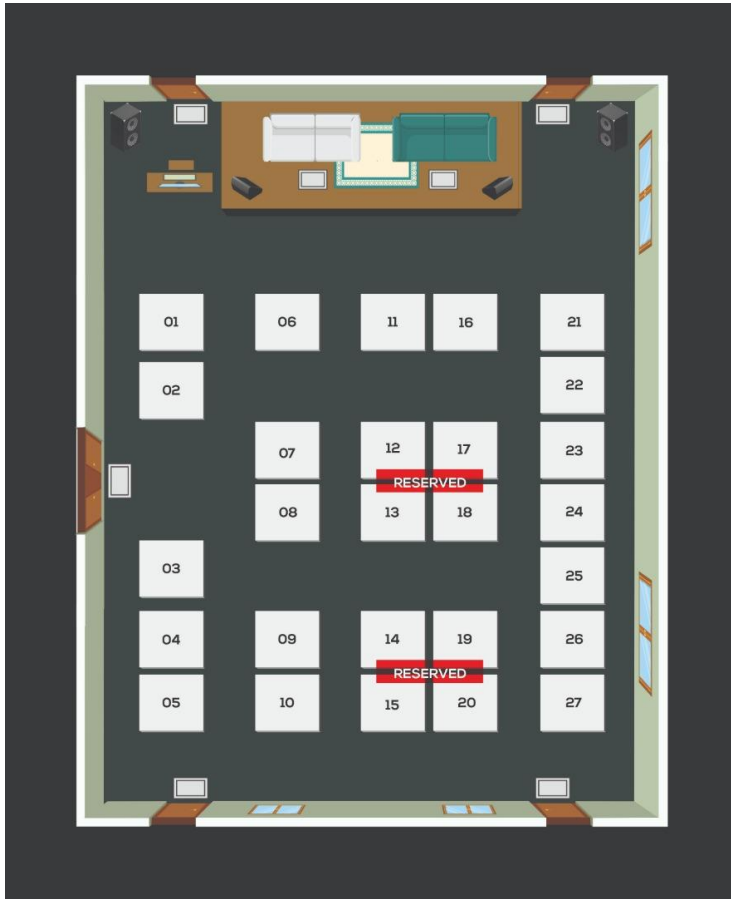


Table Top Exhibition Stand		
1	Early Bird before 22nd Nov. 2019	N60,000
2	After 22nd Nov. 2019	N100,000
Standard Booth Exhibition Hall		
1	Early Bird before 22nd Nov. 2019	N500,000 per 9sqm
2	After 22nd Nov. 2019	N650,000 per 9sqm