



## DELEGATION LEADER PROTOCOL AGREEMENT

### **PREAMBLE**

**AFRICALLIA 2020**, the 7th International Business Development Forum will be held at OUAGADOUGOU, BURKINA FASO, on the **27, 28 & 29th of May 2020**

**AFRICALLIA 2020** is an International Business match-making forum dedicated to small and medium size companies who are looking for business, financial and technological alliances, to develop their business internationally.

It is organized by the Chamber of Commerce and Industry of Burkina Faso (**CCI-BF**) in order to promote companies with the help of local and foreign international partners wishing to take part in the event.

This protocol sets out CCI-BF's commitments to these partners and vice versa.

**Between the undersigned:**

AFRICALLIA 2020 organizer :

**Chamber of Commerce and Industry of Burkina Faso**

1, avenue de Lyon,  
01 BP 502 Ouagadougou 01  
Tél. : +226 25 30 61 14 / +226 25 30 61 15  
Fax : +226 25 30 61 16  
Email : [info@africallia.com](mailto:info@africallia.com)

Represented by: **Mr. Issaka KARGOUGOU**, General Manager  
& **Mr. Félix SANON**, Permanent Secretary for AFRICALLIA

**And**

The principal partner organization, hitherto referred as Delegation Leader

Name of the Organization.....

Name and function of the responsible: .....

Address: .....

Country..... Tel.....

Email: .....Website.....

Website:  
.....

Represented by .....

## ARTICLE 1 : SUBJECT

This agreement describes the relationship between CCI-BF and the Delegation Leader, in charge of the promotion of **AFRICALLIA 2020** on the following geographical territory: *(to be completed by the Delegation Leader in agreement with CCI-BF)*

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## ARTICLE 2: COMMON UNDERTAKINGS OF THE PARTIES

CCI-BF and the Delegation Leader undertake to actively collaborate to ensure the success of the forum. This collaboration is based on trust and requires transparency in the exchange of information and in the event's promotion.

Both parties undertake to provide the best effort (both in terms of time and skills) to ensure a successful end to the service-provision.

Both parties undertake to optimize the quality of service, on the basis of the information required and delivered within the agreed time limits.

## ARTICLE 3: DELEGATION LEADER UNDERTAKINGS

3-1 The Delegation Leader commits to:

- Promoting, using all necessary tools (time, human resources, logistics ...), **AFRICALLIA 2020** event to the companies of his zone of activity, according to the packages that are mentioned in Appendix 1.
- Following the companies during the redaction of their technical files and ensuring that they are duly completed by **April 21<sup>th</sup>, 2020 at the latest**, i.e. before the opening of the on-line catalog which is scheduled for **April 27<sup>th</sup> 2020**.
- Validate the registration of a company only if it has paid its registration fees for **AFRICALLIA 2020**
- Making sure that the organizer receives, by **Mai 15<sup>th</sup> 2020**, the final list of participants' meeting choices from all companies of his delegation.
- Informing the companies of his delegation about the conditions involved in their participation in **AFRICALLIA 2020**, as defined by CCI-BF.
- Inform the companies no reimbursement of registration fees is possible after April 27,2020.
- Appointing a contact person, who will be the coordinator of the delegation and also the operational contact of the **AFRICALLIA 2020** team and communicating his contact details.

Contact person: .....	
Function: .....	
Address: .....	
City: .....	Country: .....
Direct .....	email: .....
Direct .....	tel: .....
Mobile: .....	

### 3-2 Associated Organization(s)

It is possible that the signatory organization creates partnerships with local, regional or national bodies for the promotion of the event. This partner will be qualified as an “associated partner”. CCI-BF will consider the principal partner institution as their only interlocutor in all matters (administrative or financial).

The Delegation Leader will communicate to CCI-BF the name of his associated partner and the contact in his organization. This information will have to be mentioned in the Appendix 2 of this agreement.

## ARTICLE 4 : UNDERTAKINGS OF CCI-BF

The CCI-BF commits to:

1. Providing the partner with promotion tools for **AFRICALLIA 2020** (flyers, sales pitch, newsletters, power point presentation ...).
2. Dealing with the registrations and invoicing to the participating companies.
3. Publishing, in both French and English, in the **AFRICALLIA 2020** catalog or any other tool developed in this sense, an information space describing the activities and objectives of the companies listed on **AFRICALLIA 2020**.

4. Establishing, for each company, a business schedule. With a software specifically developed, each company will receive a formal meetings program (maximum 16 meetings) on the day it arrives. Each participating company will meet most of the companies it has selected in the catalog. In return, it will agree to meet companies who wanted to meet it.
5. Ensuring the presence, and throughout the duration of the event, of interpreters in the following languages: French and English.
6. Paying the Delegation Leader

For the registered companies of his territory, the CCI-BF will pay a commission of **100 €** par company to the Delegation Leader on condition that:

- The CCI-BF has collected the full payment for the participation before the forum.
- The company has actually participated in the event

Commissions will be paid to the Delegation Leader by transfer, on this account:

7. Providing the following benefits to the Delegation Leader:
  - **For 5 participating companies:** (benefit provided only once, whatever the total number of registered companies)
    - Free access to the forum for one person, excluding transport costs and including catering costs (included in the package) and shuttles.
  - **For 8 participating companies:** (benefit provided only once, whatever the total number of registered companies)
    - Free access to the forum for one person, excluding transport costs and including catering costs (included in the package), shuttles and **three nights (May 27, 28 & 29, 2020)** in a partner hotel designated by the CCI-BF
  - **For 10 participating companies:** (benefit provided only once, whatever the total number of registered companies)
    - Free access to the forum for one person, excluding transport costs and including catering costs (included in the package), shuttles and **three nights (May 27, 28 & 29, 2020)** in a partner hotel designated by the CCI-BF.
    - Provide the Delegation leader a 6m<sup>2</sup> booth inside the event, free of charge. The location choice will be made by the organizer; a table and two chairs will be provided but any other layout of the space will be fully paid by the Delegation Leader and shall be made in accordance with the organizer.

## ARTICLE 5: VALIDITY OF THE PROTOCOL

The protocol set out in this document comes into effect from on the date of signing by both parties. **Until April 27<sup>th</sup> 2020** (included), the present protocol can be canceled by one of the parties without financial compensation.

The cancellation of the present protocol must be made by registered letter sent to:

**CCI-BF/AFRICALLIA 2020**

1, avenue de Lyon,  
01 BP 502 Ouagadougou 01  
Tél. : +226 25 30 61 14 / +226 25 30 61 15  
Fax : +226 25 30 61 16  
Email : [info@africallia.com](mailto:info@africallia.com)

**ARTICLE 6 : LAW AND JURISDICTION**

This protocol agreement is governed by the law of Burkina Faso. Any dispute rising from its implementation shall be settled by amicable agreement according to the arbitration, mediation and conciliation rule of Ouagadougou.

In the absence of a solution, it will be settled by the Commercial Court of Ouagadougou.

Place ....., Date.....

Place ....., Date.....

For CCI-BF  
Authorized signature

For the delegation Leader  
Authorized signature

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## APPENDIX - PRICES

### Packages include:

#### 1st participant 800 €

- Registration at AFRICALLIA 2020 – Listing in the on-line catalogue
- Schedule of customized business meetings
- Interpreters on hand when needed for business meetings
- Access to partners, experts and international villages
- A paper catalog with the list of participants
- Cocktail to welcome participants (on Wednesday)
- Lunches on Thursday and Friday midday
- Official dinner on Thursday
- Shuttle bus services between the train station / hotels / congress centre

#### 2nd participant without schedule 500 €

- Registration at AFRICALLIA 2020 – Listing in the on-line catalogue
- Participation in the meeting with the first participant
- Access to partners, experts and international villages
- A paper catalog with the list of participants
- Cocktail to welcome participants (on Wednesday)
- Lunch on Thursday and Friday midday
- Official dinner on Thursday
- Shuttle bus services between the train station / hotels / congress centre

#### VIP participant 450 €

- Access to partners, experts and international villages
- A paper catalog with the list of participants
- Cocktail to welcome participants (on Wednesday)
- Lunch on Thursday and Friday midday
- Official dinner on Thursday
- Shuttle bus services between the train station / hotels / congress centre



## APPENDIX 2- Associated Partners

### Associated Partners:

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Name of the organization and legal status: .....

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Contact person: .....

Address: .....

City: ..... Country: .....

Direct tel: .....

Direct email: .....

### Associated Partners:

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Contact person: .....

Address: .....

City: .....Country:.....

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