TENTH ANNIVERSARY

SAIPEC

Celebrating a decade of energy, oil and gas innovation in Sub-Saharan Africa

10-12 FEBRUARY 2026

EXHIBITOR INFORMATION PACK



Eko Convention Center | Lagos, Nigeria

#SAIPEC2026

Contact Us
saipec@saipec-event.com

Visit Website
www.saipec-event.com

Hosted by

Strategic partners 2026

Organised by

Contents

Organiser's Details 3
Compulsory Actions 3
Venue Information 4
Exhibition Timetable Stand build 4
Exhibition opening times 4
Exhibition breakdown 4
Rules and Regulations 5
Shell Scheme Information 7
Electricity 8
Carpet 8
Furniture 8
Fascia Name Board 9
Space Only Stands 9
Height Restrictions 10
Walling 10
Electrics 10
Fire Safety 10
Power Supply and Lighting 10
Freight Forwarding Enquiries 11
Your Exhibitor Profile 12
Exhibitors Registration for SAIPEC 2026 12
FORM 3 – FASCIA NAME BOARD – SHELL SCHEME ONLY 14
FORM 4 – STAND DESIGN – SPACE ONLY 15

Organiser's Details

This manual is intended to make your participation at SAIPEC 2026 as smooth and productive as possible. All forms mentioned in this manual, are available to be downloaded and completed via the **SAIPEC Exhibitor Zone** accessible via the SAIPEC website. Full details of this are outlined on page 11.

If you have any questions or require further assistance, please do not hesitate to contact the operations team:

Haany Halim & Marwa Shawky
AfricaOps@gep-events.com

Our staff will be available at the registration area during the build-up and during the exhibition during the following hours:

Monday	9 February	09:00 – 19:00
Tuesday	10 February	07:00 – 19:00
Wednesday`	11 February	08:00 – 19:00
Thursday	12 February	08:00 – 19:00

Compulsory Actions	Deadline*
Exhibitor Profile - EZone	12th Jan 2026
Name Board/Fascia (Shell Scheme) (Form 3)	16th Jan 2026
Stand Design (Space Only) (Form 4)	3rd Jan 2026
Optional Actions	**Deadline**
Furniture Hire	16th Jan 2026
Delegate Booking Form	16th Jan 2026
Accommodation Booking Form	16th Jan 2026
Freight Forwarding	16th Jan 2026

**failure to provide information by the deadline indicated will result in your details being omitted from the conference materials*

Venue Information

The Eko Convention Center is the largest multipurpose conference, banquet and exhibition center in Nigeria. Located in the heart of Victoria Island, it is just a 10-minute drive to the city center and only 45 minutes away from the airport.

Contact
Plot 1415 Adetokunbo Ademola Street, PMB 12724, Victoria Island, Lagos Nigeria
+234 1 2772700-25 | +234 1 460610 (ext.6125, 6203, 6079, 6297, 6215, 6124)
sales@ekohotels.com | reservation@ekohotels.com

www.ekohotels.com

Exhibition Timetable

Stand build

Sunday 8th February	Space Only Exhibitors	08:00 – 19:00
Monday 9th February	Space Only Exhibitors	08:00 – 19:00
	Shell Scheme Exhibitors	12:00 – 19:00

All exhibitors onsite during build up must have collected their badge from the organisers' office

STAND BUILD MUST BE COMPLETE BY 19:00 on Monday 9th Feb 2026

Exhibition opening times

Tuesday	10th February	12:00 – 17:00 (all visitors)
Wednesday	11th February	10:00 – 17:00 (all visitors)
Thursday	12th February	10:00 – 16:00 (all visitors)

Exhibition breakdown

Thursday	12th February	17:30 - 00:00

PLEASE NOTE:

- **All stands MUST remain intact until the exhibition has closed at 17:00 on Thursday 12th February -** the exhibition is for the full days and breaking down early not only impinges on the venue's health and safety regulations, but is detrimental to the quality of the event for other exhibitors and delegates.

- **All exhibits stand fittings and waste material must be completely cleared from the hall by 00:00 on Thursday 12th February -** the organisers will not be responsible for any goods left on site after breakdown.

Rules and Regulations

1. Eko Convention Center (ECC) is run by Eko Hotels & Suites

If any damage is caused by exhibitors to the property of ECC, the exhibitor will be responsible for any repairs.

2. Sales

'Over the counter' cash sales are not permitted.

3. Promotions

Exhibitors are forbidden to place stickers, signs or posters anywhere in the hall other than within their own stands. Likewise, exhibitors' representatives cannot distribute brochures and invitations etc. along the aisles or near the entrances and exits. Exhibitors wishing to stage promotional activities involving the demonstration of games, organized competitions or quizzes must seek permission from the organisers.

4. Insurance

Although every reasonable security precaution is taken throughout the build-up, open period, and breakdown, the organisers will not themselves be held responsible for the safety of articles of any kind brought into the exhibition site by the exhibitors, their servants, agents or contractors, members of the public or any person whomsoever - or any loss, damage, or accident which may occur to any exhibitor's (or contractor's) property or personnel.

We strongly recommend that any small/attractive items be kept under constant supervision and removed each evening. Your stand should never be left unattended during the show hours. Exhibitors should ensure that they are fully covered by insurance and are responsible for their own individual public liability and comprehensive protection.

Exhibitors shall insure, indemnify and hold the organisers harmless in respect of all costs, claims, demands and expenses to which the organisers may in any way be subject as a result of any loss or injury arising to any person (including members of the public or the organisers' staff, agents or contractors) howsoever caused, as a result of any act or default of the exhibitor, his servants, agents, contractors or invitees.

If the organisers so demand, the exhibitor shall provide proof to the organisers that the exhibitor has adequate insurance cover. The organisers shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion, alteration or dismantling of stands, or the entry, placing or removal of exhibits, or for the failure of any services or amenities provided by the hall owner, for the cancellation or part-time opening of the amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control. Exhibitors must ensure that their temporary staffs - and the staff of their servants, agents or contractors - are insured against claims for workman's compensation.

5. Payment Terms

Exhibitors will not be allowed to occupy their space or stand if the payment has not been received by the organiser. Payment schedule for participation is as follows:

100% payment due prior to 1st January 2026

6. Security

The organisers in conjunction with ECC will control general security arrangements for the exhibition. Security cover commences at 08:00 hours on 8th February 2026 and will be provided round the clock. Exhibitors and their staff will not be allowed in the exhibition hall after official hours. All personnel in the exhibition halls must wear identification badges. Exhibitors and contractor badges are available from the organisers' office.

7. Removals of Exhibits

If for any reason the exhibitor wishes to remove an exhibit during the exhibition, an exit pass must be first obtained from the organisers' office. This will detail the goods to be removed and should be signed and stamped by the organisers. Exhibitors will not be allowed to remove exhibits from the hall at any time without the exit pass. At the end of the show an 'end-of-exhibition' exit pass is also required and these are available from the organisers' office on Thursday 12th February 2026.

8. Cancellation of Exhibition Space

In the event that the organisers agree to any request for release from the contract, the exhibitor shall be liable for all of the cost stated in that contract.

9. Failures to Exhibit

Any organisation which, having signed a contract for a stand, fails to exhibit and has not been released from the contract by the organisers, will be liable for the full cost stated in the contract, plus any additional cost incurred by the organisers as a result of the failure to exhibit.

10. Official Contractors

The organisers have appointed an official contractor for the construction of the stands. The services of the contractor are for the convenience of exhibitors, and the organisers will accept no liability in respect of any contract entered into between exhibitor and such contractor for the negligence or default of any such person, their suppliers and agents. In adherence to safety requirements, only the organisers' official contractor may carry out electrical installation. The responsibilities of the official contractor are as follows:

- To construct standard shell scheme stands
- To rent out furniture, optioned display items and additional electrical fittings
- To control the activities of outside contractors, under the organisers' supervision.
- To advise on construction design and stand decoration, and to build contracted stands as ordered by exhibitors and approved by the organisers.

11. Outside Stand Contractors (Space Only)

Exhibitors may appoint their own contractors for stand design and construction subject to approval in writing by the organisers. In such cases the exhibitor must forward **Order Form 4** to the organisers. Exhibitors are responsible and liable for their appointed contractors' observance of all rules and regulations. Entrance badges will be issued on site for official contractors and appointed outside contractors. No other person is permitted to enter the building during construction and clearance.

12. Official Electrical Contractors

The official electrical contractor must carry out all electrical installation work.

13. Unforeseen Occurrences

In the event of any occurrences not foreseen in these rules and regulations, the decision of the organisers shall be final.

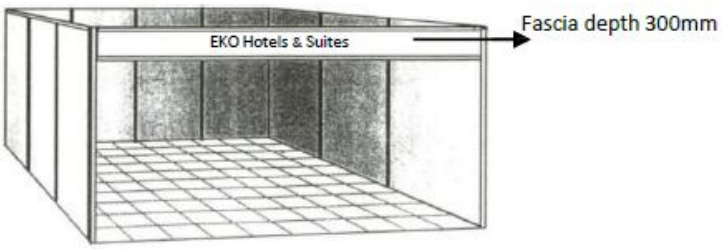
14. Force Majeure

The organisers shall not be liable to the exhibitor by reason of any cancellation or part-time opening of the exhibition, either in whole or in part, nor for any non-performance of their obligations under this contract, nor for any amendments or alterations to all or any of the rules and regulations of the exhibition, to the extent that such an occurrence is due to circumstances beyond their control.

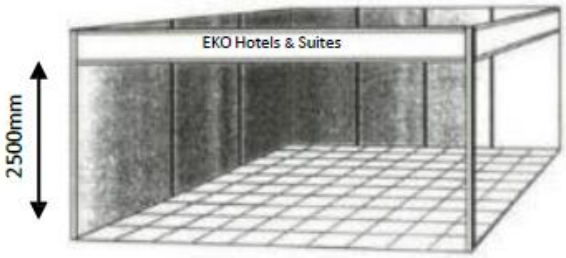
Shell Scheme Information

Exhibitors who have ordered shell scheme will receive a stand to the following specification erected by the official stand contractor. Each 9m2 shell scheme stand comes with the following:

Rear and Side walls
Fascia board with company name
Carpet
Electricity connection and consumption – with each 9sqm 2 x 100W spotlights and 1 x 240v electric socket is provided
lockable reception desk
1 x table
2 x chairs



Shell scheme: 2 side walls; 1 back wall



Shell scheme: corner stand; open two sides

The shell scheme is constructed of white plastic panels fixed in an aluminium frame. Fascia name boards with aluminium rails will be fitted to open sides.

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, or similar items to the shell scheme, floors, walls, ceiling or other parts of the premises, nor to paint or disfigure any parts of the stand or other parts of the premises.

Exhibitors occupying shell scheme stands must ensure that all internal stand fitting, exhibits and displays are contained within the shell scheme structure and do not exceed 2.4 meters in height. No suspensions are to be made from the ceiling of the exhibition hall without the written approval from the organisers.

Shell scheme panels should be carefully treated to avoid damage and care should be taken when mounting display panels. Light material may be attached with double sided adhesive pads or similar, provided such materials can be removed during breakdown without damage to the wall panels.

Should you require any additional stand accessories such as flooring, shelving, graphics etc please contact Atlantic Exhibitions directly**.**

Please return your additional furniture order directly to Atlantic Exhibitions:

Ayo Olugbade, Managing Director Email: ayo@atlanticexhibition.com Phone: +2348167181750 Lola: lola@atlanticexhibition.com	Enwenna Ifaenyi, Project Coordinator Email: Ifeanyi@atlanticexhibition.com Phone: +07066969987

Ajayi Olatunbosun, Account Manager Email: Assistfinance@atlanticexhibition.com Phone: +2349026749665	Olumide King, Business Developer Email: olumideking@atlanticexhibition.com Phone: +234 706 563 2017

Electricity

With each 9 sqm, two spotlights of 100w are fitted. One 240v electric socket is also provided. Extra electric socket etc. should be ordered directly with Atlantic Exhibitions. Costs of electricity consumed are included within the rental charge.

The official site contractor is responsible for the supervision and installation of the official shell scheme electrical services and provides a full on-site technical service and maintenance, in addition to having overall responsibility for all electrical work.

The official contractor will be solely responsible for the installation of electrical cables and necessary switchgear between the main source and exhibitors' stands. The provision of a single-phase mains supply terminated by suitable switchgear is included in the shell scheme contract.

General lighting is provided to the pavilions and outside areas of the exhibition and basic lighting is provided to individual shell scheme stands.

Electrical installations on shell scheme stands are fastened with special clips and brackets to fit aluminum extrusions, under no circumstances may exhibitors modify this work or carry out their own installation.

Standard sockets and plugs are made available as part of electrical provision.

Where pre-fabricated electrical units form part of any exhibitors' display arrangements, such installations must conform to IEE Regulations and be subject to inspection and approval by the contractor, before a connection to the main supply is made.

It is not possible for exhibitors to obtain local skilled labor on site for the installation of electrical equipment. Charges for fitting will cover the supply on hire, installation, maintenance and removal at the close of the exhibition.

We reserve the right to disconnect any installation which is regarded as dangerous or likely to cause annoyance to visitors or other exhibitors.

Carpet

Carpet is provided for all shell scheme stands within the price of your stand – if you would like to arrange a different carpet then please reach out to Atlantic Exhibition to order at additional cost.
Atlantic Exhibitions – Stand Additional requests:
Akerele Omolola: +2348068118074

Furniture

One table , two chairs and lockable reception desk will be provided for each stand, if you require additional furniture then please order by contacting the official providers Atlantic Exhibitions directly.
Atlantic Exhibitions – Stand Additional requests:
Akerele Omolola: +2348068118074

Fascia Name Board

Shell scheme exhibitors must confirm the exact wording for their stand name board. Please complete **Form 3**. **Failure to do so by 16th January 2026 may result in the name board and listing in the conference guide being incorrect.**

Space Only Stands

If you would like to contact a stand contractor, then we can recommend:

Atlantic Exhibitions

Enwenna Ifaenyi, Project Coordinator Email: Ifeanyi@atlanticexhibition.com Phone: +2347066969987	Olumide King, Business Developer Email: olumideking@atlanticexhibition.com Phone: +234 706 563 2017
Ajayi Olatunbosun, Account Manager Email: Assistfinance@atlanticexhibition.com Phone: +2349026749665	

Jezon Concepts Ltd
Praises Umoren
Email: praises.jezonng1@yahoo.co.uk
info@jezonconceptltd.com
Phone: +234 08034057664

PomatPeters Ltd
Moses Oyeladun
Email: omoses@pomatpetersng.com
info@pomatpetersng.com
Phone: +234 809 999 3111
+234 177 47604

Space only stands must fit entirely within the space purchased.

Exhibitors occupying space only stands are reminded that no stand fitting, electrics or flooring are provided by the Organisers. Floor coverings must be secured and maintained so that they do not cause a hazard.

Exhibitors providing their own displays must ensure that these are completely finished, including pre-mounting of samples, lettering, photographs etc on plywood or other suitable board before delivery to site.

SPACE ONLY EXHIBITORS ARE REQUIRED TO SUBMIT DESIGN PLANS TO pagilbert@gep-events.com **BY 3rd January 2026.** Organisers reserve the right to amend or reject a design likely to unreasonably affect nearby exhibitors.

Designs must be sent with full measurements and details of the stand contractor. The organisers reserve the right to amend or reject a design likely to unreasonably affect nearby exhibitors' sites in any way. Be sure to meet the deadline to allow enough time to make any amendments if necessary. Exhibitors are held responsible for any damages caused by their approved contractors.

Exhibitors occupying space only stands are reminded that no stand-fitting or electrics are provided by the organisers. The show stand contractor would be pleased to quote for stand-fitting and display work on receipt of your instructions.

It is the responsibility of exhibitors not taking shell stands to make their own arrangements for the provision of suitable floor covering for their stand area.

Exhibitors providing their own displays must ensure that these are completely finished, including pre-mounting of samples, exhibits lettering, photographs etc, on plywood or other suitable board before delivery to site.

Height Restrictions

Stand fitting and display work to space only sites should not exceed an overall height of 2.5 meters. Exceptions are only allowed with the organisers' written permission.

Applications should be made in writing to the organisers and must be accompanied by a scale drawing. Such application should be made at least four weeks prior to the show. Stands may exceed this height with the organisers written permission

The maximum allowed height is six meters and the exhibiting company should have organisers' written permission.

Walling

Exhibitors who have reserved a space only stand are reminded that, where their stand adjoins or abuts another exhibitor's area, the back of a dividing wall, panels or exhibits which can be seen, must be painted white or masked to present a clean appearance.

Electrics

No electrical equipment or furniture is supplied with the space. All main site electrical work must be carried out by the official electrical contractor.

All main site electrical work must be carried out by the official electrical contractor ECC. All internal stand electrical work must be inspected and/or tested by the organisers' official electrical contractor prior to turning on the electricity supply.

Fire Safety

All materials used in the construction of any item of stand-fitting or display work must be fireproofed or made of non-inflammable material and must conform, in all respects, with local regulations

Power Supply and Lighting

All site electrical work must be undertaken and approved by the official electrical contractor through the organisers. Exhibitors installing electrical accessories for their own displays must ensure such installations conform with **ECC's** regulations will be subject to inspection and approval before connection to the mains supply. Users should take care to fit voltage stabilisers to their installations for applications requiring high quality power supply such as computing.

The organisers reserve the right to disconnect any installation which in their opinion is dangerous or likely to cause annoyance to visitors or other exhibitors.

The switches and control boxes on stands must remain accessible at all times to the technical personnel of the electrical contractors.

In the case of space only stands where no stand lighting is provided, exhibitors are advised that specific illumination of their stand is considered essential to achieve an effective display. Mains supply to space only sites is not included within the space rental charges.

Costs of electricity consumed are included within the rental charges for both shell scheme and space only stands. Exhibitors should detail their requirements for mains supply and electrical fittings when submitting their stand design. Remember to include a sketch of the layout of the stand showing the location of required items. Exhibitors requiring special arrangements (e.g. 24 hour power, different voltage and frequency or special connections to equipment) must notify the organisers / official electrical contractor in writing seeking approval and a quotation before the deadline.

Prices for fittings will cover the supply on hire, its installation, maintenance and removal at the close of the exhibition.

All electrical equipment must be inspected and / or tested by the organisers' official electrical contractors prior to turning on the electricity supply.

Freight Forwarding Enquiries

For forwarding, logistics and custom clearance purposes, please contact:

Professional Shipping & Logistics LTD
Head Office: Adeola Ajayi Crescent, Aviation Estate off M.M. Int'l Airport Road, Lagos, Nigeria

Tel: +234 803 484 7141
Contact: Mr. John Okwitu

Email: john@professionalshippingng.com
Website: www.professionalshippingng.com

SAIPEC 2026's Delegate and Exhibitor registration: -

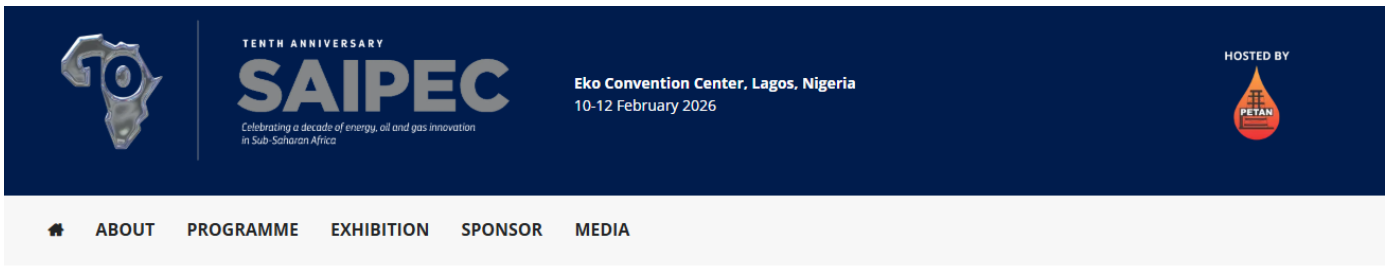
For SAIPEC 2026, Delegates -exhibitors will receive an email from the operations team with the registration link and code so you can register online

Your Exhibitor Profile

The SAIPEC Exhibitor Zone

For SAIPEC 2026, exhibitors can utilize the online SAIPEC Exhibitor Zone to complete your online and official event app profile, all required forms as outlined in this guide, submit your latest news and press releases and download promotional marketing materials to support your participation in the event.

The SAIPEC exhibitor zone will be accessible via this link: https://saipec-event.com/exhibitor-zone



E-ZONE LANDING PAGE

Welcome to the SAIPEC Exhibitor Zone

Here you will find links to various forms for completion, marketing and PR opportunities and information to maximise your experience as an exhibitor at SAIPEC 2026.

If you need any further information, please don't hesitate to contact the following departments:

Marketing: Aimee Thompsett, Marketing Director
E: athompsett@gep-events.com
T: +44 7904 060927

Operations: Marwa Shawky, Operations Manager
E: marwa@gep-events.com

Each exhibitor will receive an email containing a unique username and password to access the site. You will receive this within one week of receiving this manual. If you haven't received this email, please contact our team via the details below.

If you need any further information or support regarding the SAIPEC exhibitor zone please don't hesitate to contact the following departments:

Marketing: Aimee Thompsett, Marketing Director, e: athompsett@gep-events.com t: +44 7904 060927

Operations: Haany Halim & Marwa Shawky AfricaOps@gep-events.com

Exhibitors Registration for SAIPEC 2026

Once your exhibition contract has been processed, an email will be sent to the primary contact listed in your contract. This email will contain a unique link to the official SAIPEC 2026 registration page.

Through this link, you will be able to enter the details for your exhibitor passes. Your company is entitled to **1 exhibitor pass for every 3 sqm purchased**, and the email will confirm the total number of passes included in your contract.

If your contract includes executive delegate passes, or if you have purchased additional executive passes, a separate email with a unique link will be sent to the primary contact for redeeming those passes.

Should you experience any issues during registration, please contact our team for assistance.

FORM 3 – FASCIA NAME BOARD – SHELL SCHEME ONLY

PLEASE COMPLETE THESE DETAILS FIRST FOR ADMINISTRATION PURPOSES
(We need to be sure which company this form refers to and we may need to contact you)

Company Name:				
Stand Number:				
Your Name:	First name:		Last name:	
Job Title:				
Telephone Number:	+			
Email Address:				
Signature:			Date:	

Please complete your Company Name below to appear on the Fascia Board of your shell scheme stand:
MAXIMUM – 30 letters per Fascia
Company name in ENGLISH only

_ _ _ _

FORM 4 – STAND DESIGN – SPACE ONLY

EXHIBITORS DETAILS				
Company Name:				
Stand Number:				
Your Name:	First name:		Last name:	
Job Title:				
Telephone Number:	+			
Email Address:				
Signature:			Date:	

Please enclose detailed drawings with dimensions, illustrating the design of your stand and include relative locations of all equipment, power sockets, telephone and/or fax lines, machinery etc on display. Signing this form means *"We, as exhibitors and contractor, agree to abide by all rules and regulations of the exhibition as published in the contract and exhibitor's manual."*

APPOINTED STAND CONTRACTORS' DETAILS				
Company Name:				
Stand Number:				
Your Name:	First name:		Last name:	
Job Title:				
Telephone Number:	+			
Email Address:				
Signature:			Date:	

RULES AND REGULATIONS

STAND CONSTRUCTION: In the interest of speed, and to limit the possibility of damage to the hall, contractors are advised to use an established stand construction system. Where it is necessary to construct special designs please note that only assembly and touching up will be permitted in the exhibition halls. All stand designs must be shown to the organisers for approval at least one month before the start of the build-up. The organisers reserve the right to amend or reject a design likely to unreasonably affect nearby exhibitors' sites in any way. All materials used in construction of stand fitting and display must be fireproofed and must conform in all respects with local regulations.

All specially designed stands must be free standing. Before any construction begins, the contractor must provide suitable cover to the floor area of the stand and adjoining gangway. The contractor must build the stand on a platform or on plywood laid directly over the floor covering of the centre. No glue or fixing the base/platform of the stand to the hall floor is permitted. It is the responsibility of space-only exhibitors to make their own arrangements for: fascia names stand numbers floor covering for their area, main power supply, electrical and lighting requirements. The name and stand number may be clearly shown.

HEIGHT RESTRICTION: Stand fittings and display work to space only sites should not exceed an overall height of 2.5 meters. Exceptions are only allowed with the organisers' written permission. Such applications must be made at least four weeks prior to the show. **The maximum height is six meters.**

ELECTRICS and LIGHTING:

Without exceptions, all power supply must be ordered from the official electric contractor. Exhibitors installing electrics to their own displays must ensure such installation confirm with Regulations and will be subject to inspection and approval before connection to the mains supply. Organisers reserve the right to disconnect any installation which in their opinion is dangerous. The switches and control boxes on stands must remain accessible at all times to technical personnel of the electrical contractors. Exhibitors requiring special arrangements (e.g 24-hour power, different voltage and frequency or special connections to equipment must notify the organisers / Official Electrical Contractor in writing seeking approval. exhibitors, who require special light fittings not available from the official electrical contractor, must apply for prior approval from the organisers one month before the start of the build-up.

Applicants must submit the following requirements when applying, otherwise the application will not be considered:

- Light fitting specifications and its rating in watts/unit.
- Total units to be installed.
- Lay-out line drawings of the electrical installations.
- Company name of the contractor
- Third-party or public-liability insurance coverage for the electrical work from the date of moving into the exhibition premises until the time of move-out from the exhibition premises.

All contractors must register at the organisers' office before moving in the halls for build-up