

SAIPEC 2027

EXHIBITOR MANUAL

DATES	VENUE
2–4 February 2027	Eko Convention Centre Victoria Island, Lagos, Nigeria

Key dates and access

Exhibition build

DAY	TIME	ACCESS
Sunday 31 January	08:00 – 19:00	Space-only contractors
Monday 1 February	08:00 – 19:00	Space-only contractors
Monday 1 February	12:00 – 19:00	Shell scheme exhibitors dress stands

All stands must be complete by the end of Monday 1 February.

Exhibition opening hours

DAY	HOURS	NOTES
Tuesday 2 February	12:00 – 17:00	Opens after the official opening tour
Wednesday 3 February	10:00 – 17:00	
Thursday 4 February	10:00 – 16:00	

All exhibitors should be ready at their stands before the official opening tour starts.

Exhibition breakdown

DAY	TIME	NOTES
Thursday 4 February	17:30 – 00:00	Hall cleared of all exhibits, fittings and waste by 00:00

Early breakdown before the official close on Thursday is not permitted. The organisers are not responsible for goods left on site after breakdown.

Badge collection

DAY	TIME	WHERE
Sunday 31 January	10:00 – 17:00	Registration desk, Eko Convention Centre
Monday 1 February	10:00 – 17:00	Registration desk, Eko Convention Centre
Tuesday 2 February	07:00 – 19:00	Registration desk, Eko Convention Centre
Wednesday 3 February	08:00 – 19:00	Registration desk, Eko Convention Centre
Thursday 4 February	08:00 – 19:00	Registration desk, Eko Convention Centre

We strongly encourage you to collect your badge on a build day to avoid queues. Each registered attendee receives a confirmation email with a QR code — bring it to collect your badge. A group badge collection service is available on request.

Please ensure you have cleared any outstanding balance before collecting your badge.

Registration and passes

Your company is entitled to 1 exhibitor pass for every 3 m² purchased and 1 delegate place per 9 m². Once your contract is processed, the primary contact receives an email with a unique registration link and code for exhibitor passes, and a separate email for any delegate passes.

Shell scheme stands

The official shell scheme contractor is **Atlantic Exhibitions** — Enwenna Ifeanyi, Project Coordinator, ifeanyi@atlanticexhibition.com, +234 706 696 9987.

Each shell scheme stand includes, per 9 m²:

- White panel walls in an aluminium frame, 2.4 m high
- Fascia name board with your company name (max 30 letters, English only — Form 3)
- 2 × spotlights and 1 × power socket; electricity consumption included
- Carpet
- 1 table and 2 chairs
- Lockable reception desk

Displays must stay inside the shell scheme and below 2.4 m. Nothing may be nailed, screwed, glued or painted onto the panels — use double-sided pads that come off cleanly.

Furniture and extras

Additional furniture, graphics, shelving and electrical fittings are ordered directly from Atlantic Exhibitions — Ajayi Olatunbosun, assistfinance@atlanticexhibition.com, +234 902 674 9665; Olumide King, olumideking@atlanticexhibition.com, +234 706 563 2017.

Fascia name

Shell scheme exhibitors must confirm the exact wording for their fascia name board on Form 3 and return it to AfricaOps@gep-events.com **ASAP**.

Power

Each shell scheme stand includes one socket and two spotlights per 9 m². Mains supply to space-only stands is not included in the space rental.

We need to know everything on your stand that requires power. Please either:

- Email a list of all electrical items, with quantities of each, to AfricaOps@gep-events.com; or
- Complete the **Stand Power Requirements** Form at the back of this manual and return it to the same address.

Additional power, 24-hour power, different voltage or frequency, and special connections must be ordered in advance through **Atlantic Exhibitions**. Submitting your requirements does not replace an order for additional electrical services.

Power for undeclared items cannot be guaranteed, and adding power on site may not be possible.

Freight forwarding and customs

For forwarding, logistics and customs clearance:

Cargo Freight Logistics Ltd — John Okwitu, john@cargofreight.ng, info@cargofreight.ng.



Space-only stands

A space-only stand is allocated floor space with no shell scheme structure, electrics or flooring. You are responsible for appointing a stand contractor and submitting your stand design for approval.

Recommended stand contractors — we work closely with the following local suppliers:

1. **Atlantic Exhibitions** — Enwenna Ifeanyi, +234 706 696 9987; Olumide King, +234 706 563 2017 — the official contractor, also available for custom build
2. **Jezon Concepts Ltd** — Praises Umoren, info@jezonconceptltd.com, +234 803 405 7664
3. **PomatPeters Ltd** — Moses Oyeladun, omoses@pomatpetersng.com, +234 809 999 3111

Space-only requirements

- Submit your stand design (scaled plans and elevations, full measurements, power layout, materials and contractor details) to africa-ops@gep-events.com **asap**. The organisers may reject a design likely to affect neighbouring stands.
- Default maximum height 2.5 m; up to 6 m only with prior written approval, applied for at least four weeks before the show.
- Use an established stand system where possible. Only assembly and touching up is permitted in the hall — no fabrication on site.
- Stands must be free standing. Protect the stand floor and adjoining aisle before building, and build on a platform or plywood over the venue floor. No glue or fixings to the hall floor, venue structure or neighbouring stands.
- Rear-facing walls visible to neighbours must be finished plain white. No branding on rear-facing surfaces.
- All materials must be fire-retardant or non-flammable and conform to local regulations.
- Space-only exhibitors arrange their own fascia name and stand number, floor covering, mains supply, electrics and lighting. All tapes must be fully removed at breakdown.
- All electrics must be installed by the official electrical contractor and pass on-site inspection before connection. Switches and control boxes must stay accessible to the contractor at all times. 24-hour power, different voltage or frequency, or special connections must be requested in writing in advance.
- Special light fittings not available from the official contractor need the organisers' approval one month before build, with the fitting spec and wattage, number of units, a wiring layout drawing, the contractor's name and their third-party insurance cover for the period on site.
- All contractors must register at the organisers' office before entering the hall for build.

Official vendors and contractors

SERVICE	VENDOR	CONTACT
Shell scheme structure, fascia, carpet, electrics, furniture (official)	Atlantic Exhibitions	Enwenna Ifeanyi — +234 706 696 9987 · Akerele Omolola — +234 806 811 8074
Stand build — space-only (official contractor)	Atlantic Exhibitions	Olumide King — +234 706 563 2017
Stand build — space-only (recommended)	Jezon Concepts Ltd	Praises Umoren — +234 803 405 7664
Stand build — space-only (recommended)	PomatPeters Ltd	Moses Oyeladun — +234 809 999 3111
Freight, logistics and customs clearance	Professional Shipping & Logistics Ltd	John Okwitu — +234 803 484 7141
Venue	Eko Hotels & Suites — Eko Convention Centre	sales@ekohotels.com / +234 1 2772700-25
Space-only stand design approval	GEP Events	pagilbert@gep-events.com
Marketing	GEP Events	Aimee Thompsett — athompsett@gep-events.com

Rules and regulations

- **Venue:** the Eko Convention Centre is run by Eko Hotels & Suites. Exhibitors are responsible for repairs to any damage they cause to the property.
- **Sales:** 'over the counter' cash sales are not permitted.
- **Promotions:** stickers, signs, posters, brochures and invitations must be confined to within your own stand. No distribution in aisles or near entrances and exits. Games, competitions or quizzes need the organisers' permission.
- **Insurance:** the organisers are not responsible for the safety of articles brought to site by exhibitors, their staff, agents or contractors, nor for any loss, damage or accident to their property or personnel. Exhibitors must hold their own public liability and comprehensive insurance, provide proof of cover on request, and indemnify the organisers against any loss or injury caused by their staff, agents, contractors or invitees. Keep small and attractive items supervised and remove them each evening; never leave your stand unattended during show hours.
- **Payment:** exhibitors will not be allowed to occupy their space or stand until full payment has been received by the organiser.
- **Security:** security cover runs round the clock from 08:00 on Sunday 31 January. Nobody is admitted to the hall outside official hours. All personnel must wear identification badges; exhibitor and contractor badges are issued from the organisers' office.
- **Removal of exhibits:** an exit pass from the organisers' office is required to remove any exhibit during the show. An end-of-exhibition exit pass is also required at the close and is issued from the organisers' office on Thursday 4 February.
- **Cancellation:** an exhibitor released from the contract remains liable for the full cost stated in it.
- **Failure to exhibit:** an exhibitor who signs a contract and does not exhibit without being released is liable for the full contract cost plus any additional costs incurred by the organisers.
- **Official contractors:** Atlantic Exhibitions is the official contractor for shell scheme, furniture, electrical fittings and contracted stand builds, and supervises outside contractors. The organisers accept no liability for any contract between an exhibitor and a contractor.
- **Outside contractors (space only):** must be approved in writing by the organisers via Form 4. Exhibitors are liable for their contractors' compliance with these rules. Contractor badges are issued on site; nobody else is admitted during build and breakdown.
- **Electrical work:** only the official electrical contractor may carry out electrical installations. All installations are inspected before connection; the organisers may disconnect any installation they consider dangerous.
- **Breakdown:** all stands must remain intact until the official close on Thursday. Early breakdown is not permitted. All exhibits, fittings and waste must be cleared by the end of breakdown; the organisers are not responsible for goods left on site.
- **Unforeseen occurrences:** in any matter not covered by these rules the organisers' decision is final.
- **Force majeure:** the organisers will not be liable for any cancellation, postponement, part-time opening or alteration due to circumstances beyond their control.

We look forward to welcoming you to Lagos in February. Please reach out at any stage — our team is here to help you make the most of SAIPEC 2027.

Warm regards,

The Organising Committee

Sub-Saharan Africa International Petroleum Exhibition and Conference 2027

AfricaOps@gep-events.com

Stand power requirements form

Declare everything on your stand that needs power. Return this form to AfricaOps@gep-events.com

Company Name:

Stand Number:

Stand type: Shell or Space?

Equipment requiring power

Shell scheme stands include one socket and two spotlights per 9 m², and are charged at any power more than this.

Space only stands do not come with power and are charged based on their needs.

Tick applicable items and enter quantities.

Tick	Equipment	Qty	Any other info eg. Watts / make and model / note
☐	TV or monitor — specify size		
☐	LED / video wall — specify panel count		
☐	Touchscreen or interactive kiosk		
☐	Projector		
☐	Media player / digital signage box		
☐	Laptop		
☐	Desktop computer and monitor		
☐	Phone or tablet chargers		
☐	Printer or scanner		
☐	Wi-Fi router or network switch		
☐	Additional spotlights		
☐	LED strip lighting — specify length		
☐	Backlit panel, lightbox or illuminated sign		
☐	Speaker, soundbar or PA system		
☐	Microphone receiver		
☐	Kettle or water boiler		
☐	Coffee machine — specify type		
☐	Fridge or display chiller		
☐	Water cooler or dispenser		
☐	Microwave, hot plate or food warmer		
☐	Fan		

☐	Vacuum cleaner — build / cleaning use		
☐	Demonstration equipment or working rig		
☐	VR headset or simulator		
☐	Compressor or pump		
☐	Equipment battery chargers		
☐	Other — describe		
☐	Other — describe		
☐	Other — describe		
☐	Other — describe		
Total sockets and positions			
Extension leads / multi-plugs required			
Electrical accessories you will bring			

Your supply requirements

Do any items need 24-hour or overnight power? Specify each item.

Does anything require three-phase power? Give the item and electrical rating.

Is any single item above 3 kW? Give the item and its rating.

Any particular voltage, frequency, plug or special connection? Give details.

Will any equipment run only during demonstrations or at specific times?

Anything else the electrical contractor should know?

Return to AfricaOps@gep-events.com