

## 1. COMPANY INFORMATION

Company Name: .....

Address: .....

Zip Code: ..... City: ..... Country: .....

Telephone: ..... Fax: .....

Website URL: .....

Contact Person: .....

Job Title: .....

Email: ..... Direct Telephone: .....

## 2. PRODUCTS/ SERVICE TO BE EXHIBITED

1- ..... 2- ..... 3- .....

4- ..... 5- ..... 6- .....

## 3- BOOTH & ALLOCATION:

Booth No.: .....

Option 1: Shell Scheme Stand      \$ 380 /sqm x ..... = \$ .....

Option 2: Space Only                \$ 350 /sqm x ..... = \$ .....

Total cost for booth: ..... = \$ .....

## 4- EXHIBITION PAYMENT SCHEDULE:

- 50% will be settled upon signing the contract.
- Remaining 50% no later than 30 days before the start date of the exhibition.
- Reservations after 30 days before the start date of the exhibition require full payment.

Payment should be remitted either by bank draft or via bank transfer to the following bank account:

Company Name: : **BUSINESS PLUS FOR ORGANIZING AND MANAGING EXHIBITIONS LLC**  
 Bank Name : **Mashreq bank - Dubai**  
 Bank Account No. : **019100079457 \$**  
 Swift Code : **BOMLAHAD** (copy of bank transfer details should be sent via email or fax)

- Logos, Posters, Brand names, & Photos other than the exhibitor brand name & logo are strictly prohibited unless a written approval is given by the organizer.
- Back walls must not exceed the standard height of 4 meters. If a side wall is required for an open side, these dimensions are specified to avoid obstructing the view to your neighbouring stands. As for the Island stands, side and back walls must be completely absent.
- Exhibitors shall follow all the rules and regulations stated in this agreement, and any amendments must be in writing and signed by an authorized executive of the organizers. The organizers shall have full authority to interpret or amend these rules without any prior notice. Provided that such amendments and additions do not operate to harm the rights reserved for the exhibitor according to this contract, and shall not operate to increase liabilities on the exhibitor.

Please fill/print and return this form along with the payment to:

**BUSINESS PLUS.:**  
 ABDULRAZEK ALI HASSAN ALZARAO BLDG. OFFICE NO  
 204 AREA AL GHUSAIS, STREET INDUSTRIAL AREA NO 2  
 PO BOX 39417 CITY DUBAI  
 Tel. : +971 4 325 2874  
 Email: [info@BusinessPlusFairs.com](mailto:info@BusinessPlusFairs.com)  
 Web: [www.BusinessPlusFairs.com](http://www.BusinessPlusFairs.com)

Signature: .....

Date: .....

# Rules and Regulations:



- 1- The Exhibitor has to abide to all dates and timings set by the Organizer in the schedule provided.
- 2- The Exhibitor must deliver and occupy the space allotted to him on the date and timings provided by the Organizer as schedule, In the event any fault of the Exhibitor for any cause to the entrance schedule, the Organizer shall have all rights to retain the sum paid and shall deal with the space in his sole opinion in the general interest of the Exhibition. Likewise, the Exhibitor must clear and exit according to the schedule date and timings. In the event any default of the Exhibitor for any cause to the exiting schedule the Organizer will take upon himself the right to remove the exhibited products from the Venue and will not be responsible for any damages that may be caused to the Exhibitor products.
- 3- For the Exhibition's best interest. The Organizer has the right to change the layout (keeping the same stand dimensions) of any exhibitor, and the Exhibitor will have to accept that space Instead of the previous one.
- 4- The Exhibitor will be totally responsible for all costs of restoring to its original condition any part of the space or structure occupied by him that has altered or damaged in any way. Drilling and nails are totally forbidden to be used for fixing stand decoration on the floor surface, sidewalls or columns.
- 5- Any damage in any way caused to the Venue's decoration, the Exhibitor must pay it directly to the Venue in accordance to decision of the Organizer and the Venue.
- 6- Any damage in a way caused by the Exhibitor to the property of the Organizer to alter its original condition must be paid directly to the organizer, according to the Organizers decisions, without any delay or postponement.
- 7- Exhibition time shall be controlled only by the organizers, who will specify the time schedule without any interference from the exhibitors under any circumstances.
- 8- The Organizer will not any way responsible for the safety of the exhibited products of any Exhibitor, for: the loss of, damage or distraction to same; by theft, fire, or any other cause what so over. Therefore the Exhibitor is advised to cover himself by insurance in respect thereof to any extent available, insurance for fire, other damage and theft must be taken out by each Exhibitor at his own expense.
- 9- Given commotion, strikes, layouts government or regulations, military activity, or any other circumstances. The Organizer is entitled to postpone the Exhibition, curtail it close it temporarily in whole or in part or cancel it. In the event in case of complete or part postponement or curtailment, the contract is regarded as valid for the new date and the new duration. Unless the Exhibitor objects in writing within a period of one week after notification of the alteration, in the event of such circumstances the Exhibitor acknowledges that the Organizer has sustained damaged and losses as a result of the foregoing and does hereby waives any claims for the damages or compensation The sum paid as registration fees, publicity and advertisements shall remain the property of the Organizer.
- 10- Breach of the contract and withdrawal by the Exhibitor without prejudice to the rights and remedies of the Organizer in respect of any breach of the contract on part of the Exhibition the Organizer may allow the Exhibitor to withdraw from the Exhibition subject to the following conditions.
  - 10-1- The Exhibitor must give a written notice to the Organizer stating its wish of withdrawal from the Exhibition and in case of acceptance by the Organizer; the letter shall give a written notice to the Exhibitor including its consent.
  - 10-2- Acceptance by the Organizer to the Exhibitor, which comprises its consent to cancel the contract, entails the Exhibitor, to be bounds to pay compensation to the Organizer because of such cancellation.
  - 10-3- The amount of such payment will be specified in the organizer's to the Exhibitor, and will be that proportion of the space rental payable under the contract specified and as mentioned hereafter;
    - \* If notified 90 days prior to the Exhibitor date, 50% of the total amount are retained by the Organizer .
    - \* If notified between 60 days prior to the Exhibition date, 75% of the total amounts are retained by the Organizer.
    - \* If notified in less than 30 days prior to the Exhibition date, full amount is retained by the Organizer.
- 11- No exhibitor shall be permitted to exhibit unless full payment is settled prior to the exhibition starting date as per the terms of payment, in addition to any extra fees (i.e. sponsorships, extra stand fittings, catalogue advertisements, etc...)
- 12- 30 days before the start date of the exhibition is the due date to the exhibitor to submit the full fee amount.
- 13- The Exhibitor is not permitted to use sound or musicals devices outside the confines of the allotted area, the Organizer has complete rights to control such acoustic nuisance if in his sole opinion is in the best interest of the Exhibition.
- 14- Exhibits shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors, all lighting warm the exhibits must be arranged and operated so as not to be dispersing from exhibits. The Exhibitor has to obtain the Organizer's approval and signature for the decoration drawings beforehand. The Organizer is entitled to have exhibits removed from the stands if their display runs counter to the principle of the Exhibition.
- 15- It is prohibited to exceed heights of partitions except if they are adjoined to walls; otherwise additions (In the middle of the booth) should not exceed the allowed height and width.
- 16- The Exhibitor shall not permit raffles, donations or other forms at lottery that require payment, or which require members or guests to be present at a specified location and time and all unusual promotional plans must be approval by the Organizer.
- 17- Attendance hours shall be controlled solely by the Organizer who will specify the hours. Stands must be occupied by staff throughout opening hours.
- 18- No Exhibitor, will be allowed to remove or enter any of his exhibits from or to the exhibition hall prior to the official termination of the Exhibition. And the Exhibitor shall have an authorized representative at the Exhibition throughout all Exhibition periods. And during the installation and dismantling of his exhibits.
- 19- The organizers are not held responsible for any errors in the exhibition catalogue/and or advertisement complies with the artwork delivered by the exhibitor.
- 20- The Exhibitor shall comply with all government rules, regulations and ordinances inferred in Egypt, including those relating to residences and carrying on of business In Egypt, Any complains or claims against the Organizer shall not be effective unless it is submitted in writing to the address mentioned in the contract within one week of the closing date of the Exhibition. All claims and disputes shall be settled in Egypt in accordance to Egypt's laws and regulations.

**We acknowledge that we know, understand completely and accept all contents or rules and instructions or this annex.**

Signature: .....



Date: Date: .....