

# EXHIBITOR APPLICATION FORM

## Contact Details of the Exhibitor

Company Name:

Address:

Telephone:

Fax:

Contact Person Mr./Ms.

Designation:

Mobile:

Email:

Website:

Sector:

Any other Sector

### Name as required in the Name Board/ Fascia Board (Max 30 Letters).

### Product/Services Displayed at the Exhibition.

**\*Please provide your Company Logo as an email attachment (Format: JPEG, PNG) Compulsory**

### Contact Person for Payment

Contact Person Mr./Ms.	<input type="text"/>
Direct Number:	<input type="text"/>
Email:	<input type="text"/>

We understand that the application fee is non-refundable except in the case (only) of our application being declined.

We hereby apply for joining the "Sri Lanka Export Brands" Expo 2020 Dubai, U.A.E . We agree to abide by the terms of application and exhibition rules and regulations set out by the organizer.

We understand that the above information will be included into the organizers' Data Bank and the organizer can make use of our information for trade promotion purposes or pass it on to third parties for promotion.

Official invoice will be sent to the Exhibitor within 3 working days of receipt the application.

Name:

Date:

Position:

Signature & Company Seal:



Dubai Exhibition Center  
Expo 2020 Dubai, U.A.E  
17<sup>th</sup> to 20<sup>th</sup> February 2022



BASIC SYMA MOLTO 30 (All in White)  
9sqm (3(L)x3(W)x2.5(H)) Schell Scheme  
Booth Package

Fascia name/Stand no. in Vinyl sticker

Electrical Fittings :1x Socket (3-pin UK), 3x  
Spot Lights

Furniture – 1xTable, 2x Chairs, 1x Waste  
Bin

### Investment:

#### NCE Members

3 m x 3m Regular – 9sqm Booth: US\$ 2500

3 m x 3m Corner – 9sqm Booth: US\$ 2750

#### Non Members

3 m x 3m Regular – 9sqm Booth: US\$ 2750

3 m x 3m Corner – 9sqm Booth: US\$ 3000



National Chamber of Exporters of Sri Lanka  
532/4K, Sirikotha Lane, Galle Road,  
Colombo -03, Sri Lanka  
Hot Line: 0114 651 765  
Fax : 0112372818  
nce@nce.lk | www.nce.lk

## **Application Procedure**

Please return application form, dully filled via Email to the organizer. All applications will be considered on a first-come-first served basis. National Chamber of Exporters of Sri Lanka reserves the right to decline acceptance of applications for exhibition space/booth without giving any reasons therefore not withstanding the prior acceptance of any international demand draft or remittance. In addition, any payment effected does not mean that the application is successful until participation has been confirmed in writing by the Organizers.

## **Terms of Application and Exhibition Rules & Regulations**

By signing this document, with appropriate payment, it shall become a legally binding contract. The individual signing this document confirm that he/she is duly authorized to execute this binding contract on behalf of the exhibitor. By entering in to this agreement, the Exhibitor agrees to abide by and be bound by conditions, NCE Event-related rules and regulation together with rules and regulations published by Expo 2020 Dubai Organizers.

### **Definition**

1. In These save as the context otherwise requires
  - a. Organizer means The National Chamber of Exporters of Sri Lanka (NCE), which as promoter and organizer is responsible for the regulation and control of all aspects of the Exhibition.
  - b. Exhibition means the event to be organized by the organizer as specified in this application form.
  - c. Conditions means these terms of application and Exhibition rules and regulations, as amended from time to time by the organizer.
  - d. Exhibitor means a sole proprietorship, partnership or limited company whose application to exhibit at the exhibition has been accepted by the organizer.
  - e. Exhibition Venue means Dubai Exhibition Center (DEC) – Expo Dubai Site, UAE,
  - f. Publicity Materials means the promotional gifts, Catalogues, pamphlets and all any advertising and publicity materials whatsoever that an exhibitor wishes to display distribute or use at the exhibition.

### **Eligibility for and conditions of Participation**

2. The Organizer will have absolute discretion in the admission of exhibitors. The exhibitors' acceptance to participate will be communicated by the Organizer in writing on receipt of duly completed application together with payment made in stipulated dates. However, the organizers reserve the right to decline any application without giving any reason.
3. Exhibition Space/Booth is licensed strictly to the exhibitor for trade promotion purposes only for the duration of the Exhibition. Exhibitor is required to use the Space/Booth allocated in a manner satisfactory to the organizers during assembling and installation of stands as well as at the exhibition. The Organizer reserve the right to clear all or part of the Space/Booth allocated to the exhibitor at the exhibitor's expense without notice should they not be satisfied with the way the Space/Booth is being used. Save as provided in these conditions, no Exhibitor shall have any claim for any refund in respect of the Space/Booth rental or any other monies paid.

### **Payment**

4. A Nonrefundable deposit equal to 75% of the Booth/Space rental fee as indicated in the NCE Official Invoice to be paid within 7 days of the date of the invoice. The balance 25% to be settled in full on or before 30<sup>th</sup> November 2021.
5. The organizers reserve the right to demand additional non-interest-bearing deposit(s) at any given time as a guarantee for the cost of actual or potential damage.
6. In the event that an application for Space/Booth is not accepted by the Organizer, the application fee paid shall be refunded without interest to the applicant within 30 days from the date of notice of rejection of the application.

7. If an Exhibitor withdraws, for whatever reason after the application has been accepted by the Organize and payment has been made, the payments made will be forfeited.

### **Cancellation of Expo**

8. It is mutually agreed that this agreement shall terminate and Exhibitor shall waive any claim for damages or compensation against the NCE, its officers, directors, agents or employees if—because of any cause(s) beyond the control of NCE, such as but not limited to; an act of God; war; riot; civil strife; civil or public disorder; protests; act of terrorism, domestic or foreign; governmental rule, regulation or decree; flood, fire, hurricane, tornado, or other casualty; earthquake; strike, lockout, or other labor disturbance; the unavailability of labor or materials to the extent beyond the control of the party affected; pandemics, epidemics, local disease, outbreaks, public health emergencies, government imposed quarantines, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases); low registration; curtailment of transportation facilities, or other similar occurrence beyond the control of the parties—the Event, or any part of the Event, is prevented from being held or is canceled by the NCE or the space becomes unavailable. There shall be no further liability on the part of either party. NCE, in its sole discretion, shall determine and refund to Exhibitor the proportionate share of the balance of the aggregate fees received that remains after deducting expenses incurred by NCE and reasonable compensation to NCE. In no case shall the amount of the refund to the Exhibitor exceed the amount of the fee paid. NCE reserves the right to cancel any portion of the exhibit/Event schedule as it deems necessary and appropriate. All changes and/or cancellations will be communicated in writing.

### **Space/Booth Allocation**

9. The Organizer have absolute discretion in allotting Space/Booth for Exhibitor Stand(s) or Shell Booth(s) and the location of such Stand(s) or Shell Booth(s). All decisions to such effect shall be final and no request for change shall be entertained.
10. The Exhibitor's license to exhibit and to use, on an exclusive basis, the space or Shell Booth(s) licensed to the Exhibitor is limited to the Exhibitor and shall not be transferred assigned sub-contracted or otherwise shared with any third party regardless of the relationship between the third party and the Exhibitor without prior permission from the Organizer.

### **Stand Construction**

11. The Organizer reserves the right to alter or remove without notice and at the exhibitor's expense, any stand which differs from the approved specification or any stand that does not conform to the Organizers' required standard or rules & regulations. The Exhibitor shall have no claim against the Organizer or their agents for any extra cost of replacing the stand to conform to the organizer's specifications for any other losses or damages.
12. Work of any kind carried out at the exhibition venue must conform to the current local regulation in force by the United Arab Emirates and those specified by the Organizer. This applies

to the Exhibitor, there agents, contractors, sub-contractors. The Organizer reserves the right to stop any work which contravenes with any of these regulations and the Exhibitor shall not claim against the Organizers or their agents for any other losses or damages.

13. Shell Booths are provided by the Organizer's official contractor and are of a standard design. No variations of the fascia board, lettering and the fittings of the shell booth shall be allowed unless prior written approval is given by the Organizer.

14. No decorations, booth fittings or exhibit shall exceed the height of the shell booth.

### **Expo Dates and Hours**

15. Live Event Dates and Timings

- Thursday 17<sup>th</sup> February 10:00 a.m. - 2:00 a.m.
- Friday 18<sup>th</sup> February 10.00 a.m. - 2.00 a.m.
- Saturday 19<sup>th</sup> February 10.00 a.m. – Mid Night
- Sunday 20<sup>th</sup> February 10.00 a.m. – Mid Night

### **Expo Floor Plan**

16. The NCE reserves the right to rearrange the Expo Floor at any time to relocate Exhibitors should it become necessary for causes beyond the NCE's control or advisable in the best judgment of the NCE.

### **Installation, Dismantling and other Activities**

17. Exhibitor's Space/Booth will be fully set up and prepared to exhibit during all hours of the exhibition set by NCE. Exhibitor may not dismantle their Space/Booth until the exhibition is closed to the public at the date and time so indicated by NCE. Exhibitor agrees explicitly that, in the event that Exhibitor fails to install products and booth properties on time and in their assigned spaces, the NCE has the right to take possession of the Exhibitor's space and lease it to another organization (including a competitive organization) without any financial commitments/compensation to the Exhibitor.

18. The choice as to whether the Exhibitor utilizes the services of a third party to help the Exhibitor with various activities in connection with their Space/Booth, including assistance with setting up and/or removing shall be the Exhibitor's own decision and at its own risk. In no event shall NCE be liable or responsible to the Exhibitor in any way related to the actions or inactions of such third parties in their assistance of Exhibitor, including any negligence or other injuries (up to and including death) caused directly or indirectly by such parties.

19. Installation of Exhibits/Move-In

Build/ booth setup 16th February 3.00 p.m. to Mid Night.

*\*Subject to change upon reasonable notification.*

20. Dismantling of Exhibits/Move-Out

Clearing of Exhibits on the 21st Monday 1.00 a.m. to 3.00 a.m.

*\*Subject to change upon reasonable notification.*

### **Electrical power and work level lighting will be on during setup hours.**

21. Air conditioning/heating will not be available during setup hours.

22. Labor can be ordered on-site, although it is strongly suggested that this, along with furniture, carpet, etc., be ordered in advance.

23. The Exhibitor may directly arrange for exhibition material pickup / delivery with its choice of carrier. The NCE may introduce an official Logistics partner.

24. Stand assembling, installation and decoration must be carried out by the Exhibitor within the time limits specified by the Organizer.

The Organizer reserve the right to assemble, install, and decorate any space, which is not completed by specified time at the Exhibitor's expense.

25. No stands or exhibits shall be dismantled or removed before the official closing time of the Exhibition on the last day of the Exhibition unless the Organizer have given special permission.

### **Rental, Sale, Subletting or Assignment of Exhibit**

26. The space applied for is to be used solely for the Exhibitor whose name appears on the Agreement. Only the Exhibitor name which appears upon the face of the Agreement may be used to identify the leased Space/Booth at the Expo and in all official Exhibitor listings. The Exhibitor will not assign, share, sublet or sublicense any part of the Space/Booth . In the case of exhibiting companies that are affiliates and wish to share leased Space/Booth, separate contracts must be submitted by each company, along with a letter explaining the relationship. Each request will be reviewed individually by the NCE. The NCE, its representatives, committees, agents and members shall not be liable for any damage arising in any manner, directly or indirectly, from such rejection.

27. Exhibitor will not rent, sell, assign, share, sublet or sublicense to a third party any of Exhibitor's Space/Booth without the prior written consent of NCE, who reserve rights grant or withhold at its sole discretion. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area in general and within the Exhibitor's booth in particular. Third-party personnel may not tarry in Exhibitor's booth as Exhibitor's invited guests without NCE's written consent, which NCE may grant or withhold at its sole discretion. Should NCE consent to third-party personnel, said personnel must wear the same logo-identified clothing as Exhibitor's personnel. Exhibitor is solely responsible for the actions of any third-party personnel brought into the Exhibitor's Space/Booth.

### **Use of Space**

28. Exhibitor will observe all laws, policies, rules, regulations and directives from NCE or DEC regarding noise levels, lights, entertainment, appropriate dress, and any other activities of personnel under Exhibitor. Exhibitor agree to comply with all fire regulations and to keep aisles clear at all times including during the exhibitor's set up period.

29. Music and other noises, lighting, and booth activities will not interfere with other exhibitors and may be prohibited, regulated or relocated. NCE reserves its rights to enforce (on behalf of itself or Venue) any violation of these provisions or applicable laws.

30. All audio-visual equipment must be sited and be of a noise level so as not to cause any inconvenience to other Exhibitors/Visitors. Under no circumstances will microphones or loudspeakers be allowed to be used at the Exhibitor's stand for a product demonstration or for any other purpose(s).

31. No exhibitor shall engage in or permit filming, sound or video recording, telecasting, broadcasting at the exhibition venue unless prior written approval is obtained from the Organizer.

32. Exhibitor and all personnel under Exhibitor's control will wear the official conference badge at all times.

33. The Exhibitor will not conduct any demonstrations, presentations, make solicitations, display materials, or conduct other activities outside the Exhibitor's exhibit space.

34. No stand decorations, stand fittings or exhibits shall exceed the height of the stand unless prior approval in writing has been given by the organizers.

35. No advertising or demonstration at the Exhibition, including the staging of any shows will be allowed at the exhibition venue unless the organizers advance approval is obtained in writing.

36. Publicity material may only be distributed from the Exhibitor's own stand or shell booth. No advertising,

demonstration or canvassing for business may be carried out anywhere else within the Exhibition venue including walkways. No exhibits or advertising signs shall be placed outside the confines of the Exhibitor stand.

37. No stickers, posters, hangers or other materials shall be allowed to hang on the fascia board.

38. Exhibitor shall not bring or distribute alcoholic beverages / prohibited drugs for display or personal consumption into the exhibit hall or Exhibitor's booth area.

39. The Exhibitors shall not display any offensive material such as Political, Religious, Pornography or similar.

40. Exhibitor's stand must be manned by an authorized and competent representative of the exhibitor at all times during the exhibition. Such representative must be fully conversant with the exhibitor's products and or services and shall be duly authorized to negotiate and conclude contracts for the sale of the Exhibitor products or services. The Exhibitor shall procure that the representative shall comply with these conditions and with any and all directions, which the organizers or its agent may give before or during the exhibition. The representatives of the Exhibitor who are manning the booth shall be dressed appropriately in keeping with the tradition and culture of UAE.

41. NCE may refuse permission to exhibit any products or services NCE deems objectionable, unsuitable or inconsistent with the goals of the event and this decision will be final.

42. Exhibitor assumes full and sole responsibility for property damage (including any loss of its equipment or proprietary information), personal injury or death to any party, by reason of occurrences at or related to any such functions conducted by it.

43. Persons visiting, viewing or otherwise participating in Exhibitor's Event space are deemed the invitees or licensees of Exhibitor and are not the invitees or licensees of NCE.

44. The choice as to whether the Exhibitor utilizes the services of a third party to help the Exhibitor with various activities in connection with their Space/Booth, including assistance with setting up and/or removing shall be the Exhibitor's own decision and at its own risk. In no event shall NCE be liable or responsible to the Exhibitor in any way related to the actions or inactions of such third parties in their assistance of Exhibitor, including any

negligence or other injuries (up to and including death) caused directly or indirectly by such parties.

45. Any dispute/clarifications that may need NCE intervention during the event, the decision that will be taken by the Stand Director, nominated by NCE, will be full and final.

#### **Exclusion of Liability**

46. The Organizer shall not be responsible in any manner whatsoever for the consequences of any introduction of commercial transaction made during or as a result of the exhibition.

47. The Exhibitor undertakes to indemnify and at all times thereafter to keep indemnified the Organizers' its employees and agents on demand from and against all liability, action proceedings, claims, damages costs and expenses whatsoever which it may suffer or incur by reason of or in relation to the agreement hereunder or by breach by the exhibitor of these conditions.

48. The Exhibitor shall be responsible for effecting insurance which should include (but not limited to) his display, exhibits and stands against the loss or damage by theft, fire public (including occupiers liability) and any other natural causes, and shall produce such policy of insurance to the Organizer upon request

The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on if in these conditions as well as possible legal liability for negligence and shall produce such policy of in insurance to the Organizer's upon request. The Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or his representative, employees or agents to any property of the exhibition venue, the other exhibitors or organizers.

49. The Organizer reserve the right to exercise a general lien over any property the exhibitor has in the exhibition venue in respect of all monies due to the organizers (including claims for damages) in connection with the exhibition.

#### **Waiver**

50. The waiver by the Organizer of any of these conditions shall not prevent the subsequent enforcement of these conditions and shall not be deemed to act as a waiver in respect of any subsequent breach.

**(Please save and click the send button. For any technical assistants please contact Indika 0114328046 between 9.00am to 5.00pm. for any other clarifications 011-4344931, 011-4344662)**

We agree to the Terms & Conditions.

Signature & Company Seal

**-END-**