

Exhibitor Space Application & Contract Form

Company Information & Space

General Information

Company Name

Address

Zip/Postal Code

Telephone

Fax

E-mail

Website

Contact Person

Position

Type of Space Required

Indoor

Shell Scheme

Space Only

Outdoor

Type of Space	Space Cost	Minimum Space	Space Required	Amount
Shell Scheme	€ 340 / Sq.m	12 Sq.m		
Space Only	€ 300 / Sq.m	18 Sq.m		
Outdoor	€ 100 / Sq.m	50 Sq.m		
Total (€)				

For Catalogue

Product Category

Air Conditioning & Refrigeration

Building & Construction

Doors & Windows

Flooring & Wall Claddings

Lifts & Mechanical Systems

Paints & Pastes

Water Systems & Sanitation

Other

Bathroom & Sanitary Wares

Construction Tools & Applications

Engineering Consulting

Insulation Materials

Machinery & Heavy Equipment

Power & Electrical Systems

EXHIBITOR SIGNATURE

Brand Names (If Any)

AD If you would like to have an advertisement in Libya Build 2012 official catalogue, kindly check the box

For Fascia

Company Name (English)

OPTIONAL Company Name (Arabic)

Participation Terms & Conditions

General Information

- The organizer shall provide guarding service all round 24 hours, during the exhibition period except the periods of visits, in exclusion of the external exhibition where the responsibility of guarding falls upon the participants.
- The organizer shall provide normal daily cleaning services for the shell scheme stands and corridors leading to them.
- The exhibitor company shall not be considered as approved in the exhibition except after payment of participation fees in full upon signing contract by a certified bank transfer or in cash.
- In case the organizer cancelled the exhibition for any reason, the amount paid shall be fully refunded.
- In case the exhibitor cancelled the participation before (30) days from inauguration of the exhibition, he shall recover (50%) of the participation value and shall not be entitled to refund any amount paid within the (30) days prior to inauguration.
- All The exhibitors shall tolerate by respecting the times fixed for receiving visitors in such a manner as to ward off responsibility on the organizer in any problems or disputes that may arise in case of the exhibitor default to abide any by the dates and times announced.
- Exhibitors desirous to distribute advertising materials shall obtain a prior permission from the bodies concerned.
- Exhibitors do not have the right to advertise outside their own stands except after due coordination and approval of the organizer and adherence to the applicable regulations inside the General Fairs Authority.

About the Exhibited goods

- Goods and samples shipped or forwarded from abroad for the purpose of exhibiting them in the fair should be subject to customs procedures regarding temporary exportation where they should be re-exported to the country of origin or to complete the procedures of final importation within (30) days from their arrival.
- A certificate of participation will be given and addressed to the customs authorities, with the name of the participating company only.
- The organizer advises to deal with the customs clearance agencies approved by the organizer for facilitating procedures to the exposures.
- Exhibited goods that are not shipped from abroad are subject to the regulations of the General Fairs Authority by inserting them in special forms for

entry and exit.

- Exhibitors shall enter and exit the exhibited goods during official working hours and in isolation they should accept the responsibility of any delay in their entry and exit in undefined times.
- The regulations of General Fair Authority and Customs Authority do not allow taking out any of the goods except after elapse of the exhibition period on consideration that it is a customs warehouse.
- The exhibitor may seek assistance of services from companies contracted by the organizer regarding handling of the exhibited goods after direct agreement with them on the financial fees.
- The exhibitors should tolerate by bringing the goods and needs required for their exhibits only, due to non-availability of large areas for storage.
- Exhibitors should complete taking out all their exhibited goods and materials used by them in preparing their stand from the exhibition ground within (4) days from the end of the exhibition, while the exhibited goods should be subject to storage fees equal to (10 LD) per square meter for each day after this relapse to be collected by the General Fairs Authority.

Decoration and Technical Aspects

- The organizer shall contract with companies preparing standard decoration for these interior design and there should be an interested list showing the names of companies in the exhibition website, in addition to their addresses. Companies are accredited by the organizer for satisfying the needs of exhibition and provide services of excellent quality.
- Exhibitors should have the right to prepare the decoration of their own stand after paying an amount of (100 Euro) per each square meter.
- The exhibitors should be exempted from payment of any fees against execution of decoration if they are carried out by itself or through the companies appointed by the organizer.
- The exhibitors carrying out their own decoration should present their engineering drawings (Horizontal projection – Elevation opened for exhibition) showing all dimensions, one month prior to the opening of the exhibition for approval by the organizer.
- The organizer has the right to hold a meeting with the companies executing the special decoration in coordination with the exhibitors in order to discuss the engineering drawings and their approval.

EXHIBITOR SIGNATURE

- Special decorations which are not approved by the organizer are not allowed to be recommencement and accordingly the organizer should entrust a decoration company for executing a shell scheme stand and invoice must be referred to the exhibitor for payment.
- The normal height of stands should be (2.5m). Exhibitors using special decoration may increase the height in such a manner as to fit the interior height of the pavilion, after approval of the organizer.
- In open areas, it's not allowed to erect partitions where the height exceed (1M) except for spaces made for the purpose of using them as offices, rest rooms or storage within a limit of 10% from the area and with a height not exceeding (3M).
- As for internal halls, the exhibitor is not allowed to close any of the sides in the middle areas (of open sides) for the only purpose of establishing a meeting room or a store.
- The exhibitor executing special decoration is not permitted to set up a temporary workshop for carrying out decoration of its own stand inside the fair and should have the right only to assemble the stand units, finishing and electrical works.
- The working hours inside the exhibitions during preparation period should be from (8:30 am) to (10:00 pm).
- Upon execution of special decorations, the following should be observed:
It is not allowed to establish concrete constructional works.
The exhibitor should take out all materials used in the stand within only (4 days) from the end of the exhibition.
It should be observed not to close the inlet and outlet of air conditioning systems.
Not to hang on roofs or fix on walls and floors.

Exhibitor must prevent the binding of the sources and power grid connections except by the knowledge of the organizer and to pay fees in case of need for an electric sources exceeding (380 V).
To tolerate by carrying out daily cleaning of the waste from preparations and to keep regular supervision on technicians and workers.
To cover the working area by a soft cover including the surrounding corridors in order to protect the work environment from the waste and debris execution.
The exhibitor is prohibited from using corridors or adjacent spaces in the operation of temporary storage or finishing.

- In case of causing any damages in the site by the exhibitor, he/she should undertake to correct and redress the damage or to pay the cost of the maintenance.
- The organizer should hand over the spaces to the exhibitor seven days before the opening. The exhibitors should finalize preparation of their stand (48 hours) prior to inauguration.

Safety Conditions

- The exhibitor is always advised to use recycling and recycled materials.
- It is prohibited to use any inflammable materials or equipment without prior treatment with the necessary materials; in addition it is also forbidden to use fire in execution.
- The use of loudspeakers is prohibited inside or outside the halls or any other means that may cause noise or annoyance.
It is utterly prohibited to exhibit or keep hazardous chemical agents or flammable materials that may result fire or originating risks along with the necessity of abiding by the safety conditions upon dealing with such materials.

Exhibitor Confirmation

We hereby accept all terms & conditions of contract herein without any reservation or restriction and that we relinquish any claims whatsoever against the organizer.

Name:

Position:

Date:

Authorized Signature:

Company Stamp:

NOTE: PLEASE MAKE SURE THAT YOU HAVE TO SIGNED EVERY SINGLE PAGE.

Booking Confirmation (FILLED BY ORGANIZER ONLY)

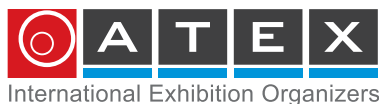
Name:

Position:

Date:

Authorized Signature:

Company Stamp:



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