

# Participation Contract for \_\_\_\_\_ 20... Order # \_\_\_\_\_

Company Name: \_\_\_\_\_

Fascia Name: \_\_\_\_\_  
(Maximum 20 characters including blank spaces)

Address: \_\_\_\_\_

Tel: (\_\_\_\_\_) \_\_\_\_\_ UAN: \_\_\_\_\_ Fax: \_\_\_\_\_  
Code: Country City

Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

Area of Business: \_\_\_\_\_

Contact Person: Mr/Mrs/Miss \_\_\_\_\_ Title: \_\_\_\_\_ Cell: \_\_\_\_\_

**BOOKING DETAILS:**

We request Exhibit Space as under: Stall no(s) as 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

S.No.	Description of Stall/Space	Rate (US\$)	Area (Sqm)	Amount (US\$)
1	Shell Scheme Stall in Hall (min 9 sqm)	300/sqm		
2	Bare Space Corner in Hall (min 36 sqm)	250/sqm		
3	Bare Space in Hall (min 18 sqm)	250/sqm		
4	Outdoor Exhibit Space (min 80 sqm)	75/sqm		
5				
6				
7				
<b>PAYMENT TERMS:</b> 100% Advance Prior to the Event.			<b>Total</b>	

**UNDERTAKING:** I/We the undersigned wish to participate in the above noted Event and declare to have read and accepted the Rules and Regulations given overleaf which form part of this Participation Contract. I/We understand that the finalization of Stalls/Bare Space requested will be done in Singapore.

Authorized Person: Mr/Mrs/Miss \_\_\_\_\_  
Title: \_\_\_\_\_ Cell: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature & Company Seal: \_\_\_\_\_

**NOTE** Please make Payment in equivalent Pak Rupee through Crossed Cheque / Pay Order / Demand Draft or T.T in favor of Ecommerce Gateway Pakistan (Pvt) Ltd. A/C No. 9950268028 The Royal Bank of Scotland, Tipu Sultan Road Adamjee Nagar Branch, Karachi-75530, Branch code 442, Swift Code ABNAPKKA

**For Office Use Only**

Path: \\Users\AQ\EC Gateway\Participation Contract Form\Participation Contract.cdr

Rev.20 Dt 24 Jun 09

Booking Executive's Name: Mr/Mrs/Miss \_\_\_\_\_ Title: \_\_\_\_\_

Received (in words) \_\_\_\_\_ (in figures) \_\_\_\_\_

Cheque/P.O/D.D. No. \_\_\_\_\_ Dated \_\_\_\_\_ Drawn on (Bank): \_\_\_\_\_

Balance Amount (in figures) \_\_\_\_\_ To be paid on \_\_\_\_\_

# RULES & REGULATIONS OF PARTICIPATION

THE EXHIBITOR IS DEEMED TO HAVE READ, UNDERSTOOD & UNDERTAKES TO ACCEPT & FOLLOW THESE RULES & REGULATIONS STRICTLY AS INTERPRETED BY THE ORGANIZER

## 1. PARTICIPATION-ORGANIZER'S PREROGATIVES

- The Organizer reserves the right to accept or refuse any application to take part in the Exhibition or regarding displaying any exhibit without assigning any reason whatsoever. All decisions of the Organizer to such effect shall be final. No reason for any such decision shall be given and no claim or objection from any Exhibitor in relation thereto shall be entertained.
- The Organizer reserves the right to cancel the Exhibition and in such case, shall refund all payments received (without interest) made by the Exhibitor to the Organizer in relation to the Exhibition and the Exhibitor hereby waives all rights, actions and claims whatsoever for compensation under this Contract.
- **ONLINE EXHIBITOR SERVICES SYSTEM "OLESS"**: To facilitate Exhibitors, a comprehensive Online Exhibitor Services System "OLESS" has been developed to ensure Exhibitors' Participation in a smooth way. A User-ID Password will be issued to each Exhibitor via e-mail. Exhibitors are requested to submit their requisite information & requirements through OLESS.

## 2. PAYMENT/CANCELLATION OF BOOKINGS

- In case of cancellation of the booking by the Exhibitor more than 60 days prior to the Event, 25% of the total rental payable shall be forfeited.
- An Exhibitor cancelling or reducing his reserved space less than 60 days prior to the Event shall not receive any refund.
- In case of non-receipt of full amount 60 days prior to the Event, the Organizer reserves the right to cancel the Exhibitor's booking, forfeiting 50% of the total rental payable by the Exhibitor and allocate the reserved space to any other Exhibitor; no claim whatsoever, of the Exhibitor shall be entertained in this respect.
- Any payment made does not necessarily guarantee allocation of the space until the Organizer has approved the booth location.
- **SETTLEMENT OF ACCOUNTS - All outstanding accounts must be settled before taking over possession of the Space for Stall Build-up. Possession Form/Gate Passes will be issued only after all accounts are settled and cleared.**

## 3. SPACE ALLOCATION & USE EXCLUSIVELY BY EXHIBITOR NO SUBLETTING

- The Organizer would do its utmost to allocate stalls/booths in the order of choices given on the Participation Contract Form. However, in case these choices are not available, alternative space will be allocated in a manner the Organizer deems fit and all decisions to such effect taken by the Organizer shall be final and binding upon the Exhibitor.
- The Organizer is entitled in its absolute discretion to change, withdraw or otherwise deal with Exhibition Space allocated to an Exhibitor or change the dates and/or venue of the Exhibition or alter the size and dimension of the Exhibition space or change/close entrances, exits and accesses to the Exhibition space, even if such matters have been confirmed, and in such circumstances, the Contract between the Organizer and the Exhibitor shall continue to bind the parties as appropriate. Any commitment in any correspondence, which does not conform to or is in addition to these Terms and Conditions, shall not bind the Organizer unless such variation is expressly agreed in writing between the Organizer and the Exhibitor.
- Exhibition space is let strictly to the Exhibitor and subject to the previous consent of the Organizers, sub-letting, assignment or parting with possession of any space in favor of other party is not allowed. The Organizer reserves the right to cancel the participation of the Exhibitor in case stall/booth sub-letting is noticed
- The Organizer reserves the right to close any machine or device of the Exhibitor and remove it at any time before or during the Exhibition, if in opinion of the Organizer, such machine or device is dangerous or causing inconvenience to other stall/booth holders or visitors. In case of resistance, the Organizer reserves the right to remove such Exhibitor or his representatives from the Exhibition Halls with reasonable force at the expense of the Exhibitor, without the Organizer being liable for any loss or damage which may be caused through such removal.

## 4. STALLS/BOOTH, EXHIBITS & EXHIBITION HALLS

- Exhibitors must strictly follow the Rules & Regulations of Participation and coordinate with the Organizer's Official Contractors before commencement of any work at their stalls.
- Only Official Stall Building Contractors shall construct Bare Scheme Stalls. However, if Bare Scheme Stall Exhibitor intends to deploy any other Non-Official Stall Building Contractor, he shall submit his Contractor's particulars on Form # 6 available on Event website through OLESS at least 30 days prior to the Event for approval by Organizer.
- The detailed design of the bare stall/booth shall be submitted to the Organizer for approval at least 15 days before opening of the Exhibition. The Exhibitor shall make no alteration without the consent of the Organizer after the approval of the design.
- Shell Scheme Stalls are all uniform in design including fascia with Exhibitors' names. No alteration or addition is allowed to be made to the standard fascia & lettering by Exhibitors.
- All standard shells are framed with high quality material and the Exhibitors are forbidden to apply any poster, wall paper, paint, drilling, nail or screw on the panels; the Exhibitors, may however apply single or double-sided tapes on the existing panels.
- If required, Exhibitor of Bare Space Scheme shall erect his own wall at edge and shall in no case use the partition wall of the adjacent exhibitor for any purpose.
- Height of the bare space stalls shall not exceed 2.4 meter at edge. In case it is higher, it may be taken upto a maximum of 4.5 m height beyond 1 m from the edge inside his booked space. In case of non-compliance with the Rules & Regulations, the Organizer reserves the right to modify the stall layout during or after erection at the cost of Exhibitor.
- No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin or paint shall be used on floors, walls, pillars or any part of the permanent Exhibition Hall Structure.
- No pressurized container shall be used in the Exhibition Hall without the prior written approval of the Organizer.
- **EXHIBITOR SHALL BE LIABLE FOR ALL LOSSES, DAMAGES & COSTS RESULTING FROM A BREACH.**

## 5. LOADING/UNLOADING EXHIBITS/OPERATION OF STALLS/BOOTH

- The Exhibitor shall submit all material particulars of the exhibits including weights and dimensions to the Organizer for its prior approval on Form # 7 available on event website through OLESS; unit weight of the exhibits shall not exceed 1785 Kg/m<sup>2</sup>.
- The Exhibitor shall be responsible for damage to the permanent structure or any part of it or other Exhibitor or Exhibits resulting from loading/unloading his Exhibits and bear the entire costs and consequences of the same.
- The Exhibitor shall be responsible for the good conduct of his stall attendants. The stall/booth shall not be left unattended at any time during the opening hours of the Exhibition. The Exhibitor's staff must be present at the relevant stall/booth at least 30 minutes before opening and leave the Exhibition Hall not later than 30 minutes after closing.
- All exhibits shall be confined to the area of the Exhibition space allocated to the Exhibitor; any exhibit placed outside shall be confiscated.
- The Exhibitor shall not conduct any sales activity outside its allocated stall/booth area.
- Direct advertising by Exhibitor is not allowed outside his allocated stall space in the entire Expo Center premises including Boundary Grills, unless contracted for in writing.
- Any activity, particularly loud noise which in the opinion of the Organizer, causes nuisance or annoyance to others, shall not be undertaken by the Exhibitor, in particular, by the audiovisual equipment. The Organizer reserves the right to confiscate any such equipment, which in its opinion, is creating loud noise and is offensive to others. The Organizer also reserves the right to disconnect power supply to such Exhibitors.
- If an exhibit is displayed in working, safety and precaution must be taken for protection of the visitors through legible signs of "DANGER - DO NOT TOUCH" in English, displayed on a prominent place to warn the public. Exhibitor intending to demonstrate working equipment in his stall/booth must provide the Organizer in writing with full details of the working machinery concerned, at least 15 days in advance and obtain the Organizer's written approval to this effect.

## 6. MOVING IN AND OUT OF THE EXHIBITION HALLS

- Rubber-tired trolleys must be deployed to move all goods over protective boarding, safeguarding the hall floors.
- The Exhibitor shall strictly follow the schedule for moving its exhibits and other articles into/out of its stall/booth, as per the **Exhibitor Manual**.
- No exhibit is allowed to be taken into the stall/booth once the Exhibition has been officially opened unless special permission is given by the Organizer.
- All containers, packing items and any items or articles not for display, must be removed by the Exhibitor from the Exhibition Hall before the day of opening.
- The Exhibitor shall be responsible for removal of all packaging waste and rubbish materials resulting from erection or dismantling from the Exhibition Hall. Storage facilities shall not be provided for packaging cases, surplus materials or other belongings of the Exhibitor.
- All exhibits/component materials shall be removed soon after closure of the Exhibition and accomplished within 24 hours; materials left behind shall be deemed forsaken. The costs incurred for removal of any such item shall be borne by the Exhibitor.

## 7. ELECTRICAL WORK FOR BARE SPACE STALLS / EXTRA ELECTRICAL LOAD & TELEPHONE LINES

- All electrical works for the Bare Space Stalls/Booths shall be carried out by the Official Contractor appointed by the Organizer and the charges thereof shall be borne by the Exhibitor. **No other contractor is allowed to carry out electrical, telephone, internet installations except the Official Contractor.**
- Details of electrical installation shall be submitted to the Organizer for approval at least 7 days before the commencement of on-site works. No electrical installation work shall be carried out without prior permission of the Organizer.
- One single phase, 220 volts (50 Hz), 10-amp connection will be provided to each Exhibitor. In addition, Shell Scheme Stall also includes 3 spotlights of 100 watts each. For details of charges for "Additional Utility & Electrical Items Requirement please refer to Forms # 8 & 9 available on Event website".
- A limited number of telephone lines and DSL connectivity for internet will be available on payment on first-come-first-served basis. For details of charges and ordering procedure through OLESS refer to Form # 10 available on Event website.

## 8. INSURANCE, INDEMNITY BY THE EXHIBITORS

- The Exhibitor must have valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and all other such risks in connection with its activities during the Exhibition (including the moving-in and moving-out periods).
- The Exhibitor's articles brought into the stall and taken out shall be entirely at the Exhibitor's own risk, who shall hold full responsibility for the safety of its belongings at all the times.
- The Exhibitor is deemed to indemnify the Organizer against all actions, claims, demands, losses (including consequential losses), proceedings, damages, liabilities, costs and expenses incurred by it or made against the Organizer in connection with (a) breach of any of these Rules and Regulations by the Exhibitor or (b) any act, omission, default or negligence, loss or damage caused by the Exhibitor in connection with any other person, property, the Exhibition and the Exhibition Halls.
- The Organizer shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by the Exhibitor in connection with the Exhibition including but not limited to any theft, fire etc howsoever caused for whatever reason. The Exhibitor must insure against any such event occurrence.
- The Organizer shall not be responsible for the loss or damage to any property of the Exhibitor or any other person caused by storm, tempest, lightning, national emergency, civil unrest, war, labor disputes, defect in the Exhibition Halls, lockouts, explosions, acts of God and general cases of force majeure whether or not ejusdem generis with the foregoing or any cause not within the Organizer's control or for any loss or damage sustained in case that the opening or holding of the Event is prevented, postponed or abandoned or if any Hall becomes totally or partially unavailable for the holding of the Event due to any of the foregoing causes.
- The Exhibitor shall indemnify and hold the Organizer safe and harmless from all losses and damages to person or property and all claims arising out of the Exhibitor's stand fittings on account of the causes stated above.
- The Exhibitor shall take out insurance policy cover at its own costs for indemnifying the Organizer, including itself, its employees & contractors and visitors against all risks in respect of participation in Exhibition.

## 9. GENERAL TERMS & CONDITIONS

- The Exhibitor hereby agrees to accomplish all the requisite formalities in the prescribed time limit as instructed by the Organizer. The information received within the prescribed time will be treated as final and authentic. Any information received after the deadline shall not be entertained.
- All works carried out by the Exhibitor in Pakistan must be in accordance with the current local Laws and Regulations in Pakistan. Any contravention of these Regulations will be entirely at Exhibitor's own risks, costs or consequences in respect of participation in the Exhibition.
- Failure of the Exhibitor at any time before or during the Exhibition to comply with any of the Exhibition Rules & Regulations shall automatically deprive the Exhibitor of his right to participate any further in the Exhibition and no claim whatsoever for refund of any rental paid shall be entertained by the Organizer.
- The Organizer reserves the right to alter and amend any of the Rules & Regulations and issue additional rules if deemed necessary for the orderly conduct of the Exhibition. Any dispute or difference arising out of the interpretation of these Rules & Regulations regarding the rights, duties and obligations of the Exhibitor, shall be decided by the Organizer whose decision shall be final and binding upon the Exhibitor.
- For the purpose of these Rules & Regulations, the expressions Organizer, Exhibitor, Exhibition & Exhibition Halls etc. mean the respective parties, event and the venue.
- **Exhibitor includes any of its employees, agents, contractors, sub-contractors, sub-licensees, assignees, who shall not deploy persons under the age of 18 years for any assignment.**
- **Organizer includes the Organizer's Directors, Officers, Employees, Official Contractors, Sub-Contractors and Authorized Agents/Assignees.**
- **For the purpose of these Rules & Regulations, the expressions Organizer, Exhibitor, Exhibition & Exhibition Halls etc. mean the respective parties, event and the venue.**
- **Exhibitor includes any of its employees, agents, contractors, sub-contractors, sub-licensees, assignees, who shall not deploy persons under the age of 18 years for any assignment.**
- **Organizer includes the Organizer's Directors, Officers, Employees, Official Contractors, Sub-Contractors and Authorized Agents/Assignees.**