

<b>FOR OFFICIAL USE:</b>	
FORM No	: _____
DATE	: _____
TYPE	: _____
BOOKED BY	: _____



**7<sup>th</sup> - 9<sup>th</sup> SEPTEMBER 2018**  
**B.M.I.C.H, COLOMBO,**  
**SRI LANKA**

# REQUEST FORM FOR SPACE ALLOCATION

## CONTACT INFORMATION

(Please fill in BLOCK letters)

(Tax Invoice will be raised on the company name mentioned here and will be sent to the given address)

**COMPANY NAME (FASCIA NAME)**

---

**ADDRESS**

---

<b>CITY</b>	<b>PIN CODE</b>	<b>COUNTRY</b>
-------------	-----------------	----------------

---

<b>TEL</b>	<b>MOBILE</b>	<b>FAX</b>
------------	---------------	------------

---

**EMAIL**

---

<b>I.E.C Number</b>	<b>GST Number (For Indian Companies)</b>
---------------------	--

---

**WEBSITE**

---

**Contact Person to whom correspondence should be addressed**

<b>NAME</b>	<b>DESIGNATION</b>
-------------	--------------------

---

**Mobile Number**

---

## RATES PER SQMT

	Shell	Raw
Participation Charges	\$ 350 Per Square meter	\$ 325 Per Square meter

## SPACE DETAIL

STALL NO.	HALL NO.	AREA	DIMENSION	RATE PER SQMT
<b>GROSS AMOUNT</b>	<b>SERVICE TAX / NBT / VAT</b>		<b>NET AMOUNT</b>	

(In Shell Scheme Each 9 sqm will include 2.5m ht shell scheme with side and back wall panels, fascia, 1 information counter, 2 spotlights, 2 chairs, 1500w/220 v Socket and 1 waste paper bin.)

PAYMENT PLAN	DOWN PAYMENT	FIRST INSTALLMENT	SECOND INSTALLMENT
REGULAR	50% ALONG WITH CONTRACT	30% BEFORE 15 <sup>th</sup> JULY 2018	20% BEFORE 15 <sup>th</sup> AUGUST 2018

## HOW TO PAY

- Cheque/DD (INR only) in favor of "FUTUREX TRADE FAIR AND EVENTS PVT. LTD " (For INDIA)
  - Bank transfer to the bank details mentioned below : (For OVERSEAS PARTICIPANTS)
- Bank Name: Axis Bank Ltd. A/C No.:- 911020049540908, A/C Name: FUTUREX TRADE FAIR AND EVENTS PVT. LTD  
 Bank Branch: Anna Salai Branch, Bank Address :- No.-225, Anna Salai ,Opp. To Spencers Plaza Chennai-600002, India,  
 RTGS/NEFT IFSC: UTIB0000168 ECS : 600211008 Swift Code :-AXISINBB168

**Signature & stamp of Exhibiting Company (compulsory)**

**Signature Of Organizer**

**NAME:** .....

**NAME:** .....

**DATE:** .....

**DATE:** .....



**IMPORTANT DATES**

Particulars	Last Date of Submission
Exhibitor's product profile for participant directory	15 <sup>th</sup> AUGUST 2018
For final payment	15 <sup>th</sup> AUGUST 2018
To submit additional service requirement form	15 <sup>th</sup> AUGUST 2018
Final Date For Submitting Advertisement	15 <sup>th</sup> AUGUST 2018
Last Date For Placing Extra Service Requirements	

\*(Any orders placed for extra services after the deadline will be charged 30% extra. orders valid only when accompanied with full payment)

**FOR STALL POSSESSION**

(Transfer of materials/goods will not be allowed during exhibition)

Particulars	
Bare Space	4 <sup>th</sup> SEPTEMBER 2018
Shell Scheme	6 <sup>th</sup> SEPTEMBER 2018
Exhibit removal	9 <sup>th</sup> SEPTEMBER 2018

\*(Deadline to complete exhibit transfer and stall decoration before 8.00 am on inauguration day)

EXHIBITOR INFORMATION - for participant directory (300 Characters only) List of Products Manufactured / Services Provided

**ADVERTISEMENT TARIFF**

S.No.	Advertising Opportunities	Tick Any One	Amount (in USD)
1.	Double Spread (Color)		1500.00
2.	Full Page (color)		1000.00
3.	Back Outer Page (Color)		700.00
4.	Front Inner / Back Inner (color)		500.00

**Mechanical Details of the Directory:**  
Finished Size: 13.5 cm (w) \* 21.5 cm (h)  
Advertisement Size: 12.5 c (w) \* 20.5 cm (h)

**Materials required for Advertisement:**  
Advertisement to be submitted in EPS,  
CorelDRAW or High Resolution PDF

**GENERAL CONDITIONS**

- Order will be accepted by the Organiser provided it is received along with Demand Draft for the full amount in advance payable to the Futorex Trade Fair & Events Pvt. Ltd. Advertisement in the Directory is not guaranteed unless this condition is fulfilled.
- The Catalogue will be in offset printing.
- Rates shown are payable strictly net, without deductions, discount or agency commission.
- All the advertisement material should be submitted either in PDF (300 dpi resolution) / JPEG (300 dpi resolution) / Adobe Illustrator with fonts curved and Coreldraw 15.
- Force Majeure: If the exhibition is abandoned, canceled or suspended in whole or in part by reason of War, Fire, Natural Calamity, National Emergency, Labor dispute the non-availability of exhibition premises of any other cause not within the control of the Organizers, the organizers reserves right to postpone publishing the directory or not to publish the directory and shall be under no liability in respect of any actions, claims or losses.

Signature & stamp of Exhibiting Company (compulsory)

Signature Of Organiser

NAME: .....

NAME: .....

DATE: .....

DATE: .....

**RULES & REGULATIONS**

**1.Compliance with Terms and conditions**

1.1 Futurex Trade Fair and Events pvt. Ltd. ("Company") and its designated servants or agents reserve the right to alter or add to these terms and conditions as may be necessary for compliance with any laws with any directions given by the Owner/ Lessor of the Conference Site, and generally for the efficient running of the Exhibition. The "Exhibitor" includes all employees and/ or agents of any company, partnership or individual exhibiting term "Exhibition"

1.2 The Exhibitor agrees to comply with all directions and legal requirements of all Government bodies and with these terms and conditions during the currency of the Conference.

**2.Licence to Exhibit**

2.1 Allotment of space to an exhibitor, which will then constitute a licence to exhibit and not a tenancy, will follow acceptance of an Exhibitor's application for Exhibition Space. The company reserves the right at any time to alter the size, shape or position of the floor plan as may be necessary for the best interests of the Exhibition.  
 2.2 Exhibits must fall within the scope of the Exhibition. No other exhibit or products (including demonstration machinery) are to be displays without prior written consent of the Company.

**3.Risk**

3.1 The Exhibitor uses the premises and its facilities at its own risk.  
 3.2 All property brought on the premises by the Exhibitor shall be at the Exhibitor's risk.

**4.Service**

4.1 The contractual price(unless otherwise stated by the Company) does not include the following:

- a) Connections for electricity, water, gas, waste, compressed air etc;
- b) Loading and handling equipment and staff;
- c) Advertising catalogue or handbill ;
- d) Telephones;
- e) Insurance;
- f) Dressing of stand;

4.2 The design of all stands and exhibits and their weight or character is subject to the prior approval of the Company. Their construction, erection and dismantling shall be carried out under the supervision of and subject to conditions laid down by the Company. Any stand considered not to be in the best interests of the Conference may be removed or altered by the company at the expense of the Exhibitor.

5. CANCELLATION: If the Exhibitor withdraws from this contract after having concluded the said contract, the Exhibitor hereby agrees to indemnify the exhibition management/organiser for the losses by paying 100% of the stand rent.

**6. Exhibitor's Obligations**

- 6.1 The Exhibitors is at all times during the Exhibition:
- a) Required to keep their stand open to view and properly staffed by competent representatives;
  - b) Responsible for the maintenance of their stand and display space in a clean and ?dy condition;
  - c) Required to display any business only from their display space and to keep passageways in front of their display space free from obstruction;
  - d) Prohibited from disposing of or parting with stock on display for cash payment (including food, drink, tobacco or promotion aids), unless prior written consent is obtained from the Company .
  - e) Prohibited from holding or allowing to be held at auction, lottery, game of chance or sideshow;
  - f) Prohibited from sub-licensing, sharing or parting with possession of their display space;
  - g) Prohibited from operating any type of machinery or equipment at a sound level which because of its loudness, is likely to cause nuisance or annoyance to neighboring Exhibitors or visitors;
  - h) Prohibited from doing anything which, in the opinion of the company may bring discredit upon the Conference.

6.2 The Exhibitor undertakes to have their display space ready, with all exhibits available for display and completed by the time specified by the Company preceding the opening of the Exhibition. Should the balance of costs due to the Company not have been paid , the Exhibitor will not be permitted to occupy their stand, and will forfeit to the Company all their rights under this agreement and the company shall be entitled to take possession and use the space for their own purposes and may allot the space to another Exhibitor.

**7. Signs, Posters and Attachments**

- 7.1 The Exhibitor shall not permit any of the following without the prior written consent of the Company:
- a) Fastening of nails, hooks, adhesive fastenings, tacks or screws
  - b) Attachment of signs, posters or any Advertising / promotional materials out side the premises utilized by the event;
  - c) Any other fastening or attachment tending to injure or deface the premises;;

**8.Broadcast, Recording and Advertising Rights**

- 8.1 No recording or broad cast of the Exhibition shall take place without the prior approval of the Company and shall take place on such terms and conditions as the company may specify.
- 8.2 All advertising, publicity and promotional material whether printed, manufactured or broadcast must be approved by the Company prior to its release.
- 8.3 All commercial photography and video must be approved by the company.

**9. Objectionable Uses or Persons**

- 9.1 Any use of the premises which is in violation of any laws shall be a violation of this Agreement and Shall be grounds for immediate termination.
- 9.2 Any persons, whose conduct is objectionable, disorderly or disruptive to the premises, or in violation of any law, shall be refused entrance or shall be immediately ejected from the premises.
- 9.3 The Company reserves the right to refuse any person admission to the Exhibition without assigning any reason. It is the Responsibility of the Exhibitors to see that passes which, on request will be supplied to their staff, are not misused or lent to other persons.

**10. Copyrights and proprietary material**

- 10.1 The Exhibitor shall obtain all necessary licences and shall pay all costs and fees arising from the use of copyrighted materials, or any other property subject to any trademarks, patent or other proprietary right, which is used or incorporated in the Conference.
- 10.2 The Exhibitor Shall indemnify the Company for any loss Whatsoever from the use of any such material.

**11. Breach of Exhibitor's Covenants**

11.1 Following acceptance by the Company of the Exhibitor's application for display space, should the Exhibitor be then unable or unwilling to perform their part of the Agreement, or fail to comply with these Term and Conditions, or otherwise breach the Agreement, the Company may retain the deposits paid as liquidated damages in reimbursement of management costs and other fees and expenses incurred by the Company. The Exhibitor shall thereafter be prohibited from occupying their display space and stand and shall immediately remove the exhibits from the Conference site in accordance with the Company's directions.

**12. Indemnity and Insurance**

- 12.1 The Exhibitor shall indemnify and keep indemnified the Company against all actions, liabilities, proceeding's, claims, costs and expenses which the Company may suffer, incur or sustain in connection with or arising in any way whatsoever out of the use premises by the exhibitor.
- 12.2 All goods held on site remains the responsibility of the exhibitor. The Company is not responsible for loss or theft from the exhibition.

**13. Force Majeure**

13.1 If the holding of the Exhibition or the Company's Obligations to the Exhibitor are delayed, prevented, postponed or rendered impractical or abandoned by reasons of fire, storm, lighting, national emergency, labour dispute, strike, lockout, civil disturbances, explosion, inevitable accident or any cause not with in the control of the Company whether of the same sort or not, or the Conference site becomes whole or partially unavailable for the holding of the Exhibition, the Company may effect to terminate immediately without liability whatsoever for any expenditure or liability or loss, including Consequential loss incurred by the Exhibitor.  
 13.2 If this Agreement is terminated pursuant to clause 12.1. the Company shall be entitled to retain any money paid to it to the date of termination by the Exhibitor.

**14. P.A. System**

14.1 The company will manage the official P.A. Systems-no other P.A. Systems are to be used.

**15. Deliveries to Exhibition**

15.1 The Company will not take delivery of any goods, packages or other material on behalf of an Exhibitor nor will the company accept responsibility for any items of delivery or items that have been delivered to the site in the absence of the Exhibitor, His agent or his contractor.

**16. Storage**

16.1 Limited Storage Will be available at the premises. Exhibitors will be Responsible for the removal of packing cases from the Exhibition site. Cartons Should not remain on the Stand during the Exhibition And Should nor Hinder Access in aisle ways or doorways during move-in, move-out or during the Exhibition.

**17. Failure by Exhibitors to Appear**

17.1 Failure to appear at the conference will be considered a breach of contract and there will be no refund of fees.

**Signature & stamp of Exhibiting Company (compulsory)**

**NAME:** .....

**DATE:** .....

**Signature Of Organiser**

**NAME:** .....

**DATE:** .....