



**CERAMIC**  
**EXPO** | 2019  
**BANGLADESH**

**05 - 07 DECEMBER**  
@ ICCB, DHAKA, BANGLADESH

# EXHIBITOR'S MANUAL



Dear Exhibitors,

**WELCOME** to the 2<sup>nd</sup> edition of **CERAMIC EXPO Bangladesh-2019!**

The purpose of this "**Exhibitor Manual**" is to simplify the administration of exhibitor's requirements in the preparation of their booths and exhibits, to advise them of available services and to remind them of certain important timings and dates.

Please do take your time to read and acquaint yourself with this exhibitor manual in order to make the show as trouble-free, effective and enjoyable as much as possible.

If you have any queries, please let us know through email @ [bcmeabd@gmail.com](mailto:bcmeabd@gmail.com) or [bcmea.expo@gmail.com](mailto:bcmea.expo@gmail.com) for an immediate response.

Thank you for your great support and co-operation and looking forward to provide our best service to all the Exhibitors.

Best Regards,

**Irfan Uddin**

General Secretary

Bangladesh Ceramic Manufacturers & Exporters Association (BCMEA)

And

Chairman of the Fair Committee

CERAMIC EXPO Bangladesh



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## 1. GENERAL INFORMATION

- Event Title : CERAMIC EXPO Bangladesh – 2019
- Event Date : 5 - 7 December, 2019 (Thursday to Saturday)
- Show Time : Thursday & Friday - 10.00am – 06.00pm & Saturday: 10:00am to – 05.00pm
- Venue : International Convention City, Bashundhara (ICCB)
- Venue Location : Next to 300 feet Purbachal Express Highway, Dhaka 1229

### ➤ ORGANIZER

Bangladesh Ceramic Manufacturers & Exporters Association (BCMEA),  
TMC Building (5th floor), 52, New Eskaton Road, Dhaka - 1000, Bangladesh  
Tel: +88 02 48316989, Mob: +88 01913535149

E-mail: [bcmeabd@gmail.com](mailto:bcmeabd@gmail.com), [bcmea.expo@gmail.com](mailto:bcmea.expo@gmail.com), Web: [www.bcmea.org.bd](http://www.bcmea.org.bd)

### ➤ EVENT MANAGER

WEM Bangladesh Limited,  
Miaji Bhaban (2<sup>nd</sup> Floor), 51, Nayapaltan, Dhaka - 1000, Bangladesh  
Tel: +88 02 8313458, Mob: +88 0171 8307764, +88 0171 8530661

E-mail: [wembdltd@gmail.com](mailto:wembdltd@gmail.com), Web: [www.wembdltd.com](http://www.wembdltd.com)

## 2. EXHIBITING PROCEDURE

The Participant has to collect the endorsed booking form that supplied by the organizer which is to be dully filled, sealed & signed and must be returned to “Bangladesh Ceramic Manufactures & Exporters Association (BCMEA) by Email at [bcmeabd@gmail.com](mailto:bcmeabd@gmail.com) or [bcmea.expo@gmail.com](mailto:bcmea.expo@gmail.com)

## 3. PAYMENT TERMS & CONDITIONS

- A. Participation fee/charges must be paid as per corresponding invoice.
- B. Advance Payment is a precondition for further process of the application for participation.
- C. Additional Branding/Advertising or furniture rent payment should be made according to the invoice.
- D. If any payment is not received in due date then default of payment shall take effect automatically and without notification.

## 4. CANCELATION AND REFUND POLICY

If any Exhibitor intends to withdraw their participation; the concern exhibitor may terminate the contract (Space booking form received/on email confirmation) by paying the penalty for breach of contract as follows. If the termination is before -

- 9 (nine) months of the show – penalty:10% of total contract value
- 6 (six) months of the show - penalty:40% of total contract value
- 3 (three) months of the show - penalty:75% of total contract value
- 2 (two) months of the show - penalty:100% of total contract value

## 5. FACILITIES & OTHERS SERVICES

- Food Zone : Food court will be located in every hall mezzanine floor serving by Bengali, Chinese, Thai, Indian as well as Continental Food.
- Car Parking : Indoor car parking will be available upon getting parking token from the entry get.
- Business Centre : Business Center is located inside the each hall.
- Prayer Room : Prayer room is located in the Middle of the venue.

## 6. BUILD-UP & KNOCK-DOWN SCHEDULE

- Build-up day will start from 3rd Dec, 2019 at 10.00 am up to 4th Dec, 2019 till 11.30 PM
- Shell Booths will be handed over to exhibitors on 4<sup>th</sup> Dec, 2019 at 2.00 PM
- Knock-down/dismantling of Booth/Pavilion is on 7th Dec, 2019 from 5:00 pm till 11.30 PM

#### Remarks:

- After build-up & knock down duration none will be allowed to do any type of construction/ dismantling works.
- Failure of works will cause financial charges by the venue authority which shall be borne by the concern exhibitor.

#### 7. BADGES

- **Exhibitor Badge** will be issued and collect from the organizer's site office in the venue.
- **Contractor/ Vendor Badge** will be issued for temporary at the entry point of the venue.

#### Note:

- All the badges are not interchangeable.
- Strict security will be followed and without the badges no one will be allowed to enter or work into the exhibition hall.
- If someone's badge is lost or misplaced, please report to the organizers site office at the venue immediately for reissue.

#### 8. GENERAL RULES AND REGULATIONS

- **CONSTRUCTION WORKS:** Construction and Electrical drawings should be submitted to the organizer by taking the prior approval before proceeding is must by 5<sup>th</sup> November, 2019.
- **HEIGHTS OF SHELL & INTERIOR PAVILION**  
Shell Booth Maximum height is 2.43 meter (8'-0"), provided by the organizer  
Interior Booth/Pavilion Maximum height allowed 4 meter (13'-6")  
Duplex Interior Pavilion Maximum height allowed 5 meter (16'-0")  
Under Mezzanine floor Booth/Pavilion Maximum height allowed 2.85 meter (9'-5")
- **Note:** No exhibitor will be allowed to make any kinds of blockage, bridge, pool connected from one booth to another.
- **Assemble & Decoration:** Exhibitors & their concern contractors are requested to observe the carpentry, painting and drilling works inside the hall which is strictly prohibited. Only assembly of the display, and minor finishing / touch up by covering floor matt/ carpet is allowed. Contractors violating this guideline will be removed from continuing their work.
- **Note:** Waste materials during the construction works such as scrap wood, thinner, oil, or other inflammable materials left after the construction activities shall be cleared by the authorized constructor.

#### 9. PROHIBITIONS

- **Smoking** will not be permitted inside the exhibition hall except smoking zone.
- **Alcoholic** beverages are strictly prohibited in the venue.
- **Illegal items** (as per Bangladesh govt. rules) are not allowed to enter and display into the venue or exhibition hall.
- **Counter/Spot sales** are strictly prohibited at the exhibition hall.

#### 10. BRANDING AND DISPLAY

Any kinds of branding are allowed within the exhibitor's own stall/booth for approved products/services. It is not allowed in common/general areas, except additional branding option which is permitted by the organizer.

#### 11. SAFETY & SECURITY MEASURE

Please note that only contractors and exhibitors wearing badges, with safety security materials like safety cloth, helmet etc. will allowed to enter into the exhibition hall during set up and dismantling day and everybody must follow & maintain the Security check during entrance into expo hall.

**12. DAMAGE OF VENUE OR OTHER'S PROPERTY**

The concern exhibitor is solely liable for any damage caused by them to the people or property at the venue during installation, event duration or dismantling period.

**13. ELECTRICITY CONSUMPTION & SPECIAL FEATURES PLAN**

- Exhibitors with Raw Space are to submit probable electricity consumption, electrical plan, special features & etc. to obtain a feasibility check and approval from the organizer.
- Common electricity will be supplied by the organizer @ 5 (five) Amp (220v).
- Heavy (single & three phase) electricity supply will be charged as per consumption plan.

**14. SOUNDS & LIGHT EFFECTS**

Excessive of sound and light which are not in line with the scope of this exhibition are prohibited.

**15. ADDITIONAL ITEMS FOR RENTAL**

Exhibitor can collect their necessary additional furniture on rental basis like – LED TV with stand, Mini refrigerator, SS Chair, Lockable table, Brochure stand, Sofa, Flower Tub, Electric & Electronics goods, volunteers (Male & Female) etc. by placing a prior order to the Organizer's authorized vendor "WEM Logistics".

**16. RISKS COVER & LOSSES**

The organizer shall not be responsible for any loss whatsoever incurred to the exhibitor. The exhibitor should obtain insurance coverage for their exhibits against all risks for the period covering preparation, event duration, dismantling and return transit.

**17. DISCREPANCY**

The organizer is empowered to order the permanent cessation of a working exhibit, display if two or more adjacent exhibitors make any objection to the noise, intrude gangway, hazard visitors, other exhibitors or any other disturbance resulting from such a working exhibit or display.

**18. FORCE MAJEURE**

Under the conditions of the force majeure which include strike, lock-out, closure, riots, political dispute, natural disaster, the organizer reserve the right to alter the opening dates and duration or even cancel the total exhibition. In case of change in dates and duration, the contractual obligation between the exhibitor and the organizer remain unaffected. In case of cancellation of the exhibition the stall/space rental will be refunded to the exhibitors after deducting the proportionate costs incurred by the organizer.

During the exhibition, the exhibitor undertakes to avoid all kinds of actions and measures that may represent a violation of good faith and due care and of the regulations of the law on unfair trade practices.

**19. ORGANIZER'S RIGHTS**

The Organizer reserve the rights to make the event postponed, shortened, extended or abandoned the exhibition if any dispute arises or unforeseen circumstances require so. The Organizer also reserves the rights to change the venue, the allotment of space/stall or close some or all sections of its temporarily or permanently. In these cases, the exhibitors shall not be entitled to cancel the contract or claim any compensation.