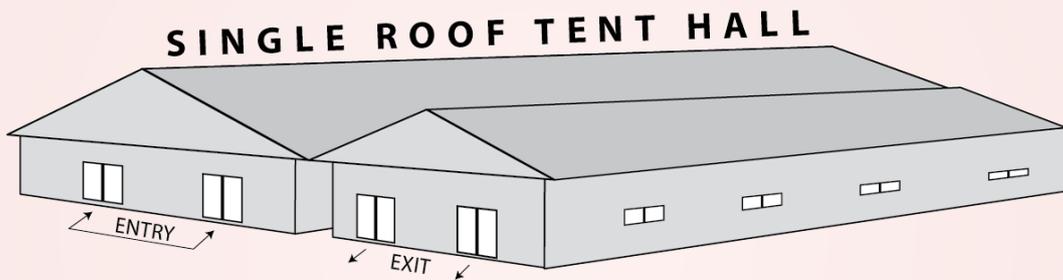




CERAMIC EXPO BANGLADESH

28 NOV - 01 DEC 2024

@ ICCB, KURIL, DHAKA, BANGLADESH



EXHIBITOR'S MANUAL (GUIDELINE, TERMS & CONDITIONS)

ORGANIZER



BCMEA

BANGLADESH CERAMIC MANUFACTURERS & EXPORTERS ASSOCIATION

TMC Building (5th Floor), 52 New Eskaton Road, Dhaka-1000, Bangladesh
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1. GENERAL INFORMATION

Event Title	: CERAMIC EXPO Bangladesh-2024
Event Category	: International
Edition	: 4 th Edition
Date	: 28 th (Thursday) Nov – 01 st (Sunday) Dec 2024 (4 Days exposition)
Timing	: Thursday - Saturday: 10.00 am to 07.00 pm & Sunday: 10:00 am to 05.00 pm
Venue	: EXPO ZONE (TENT HALL), International Convention City, Bashundhara (ICCB), Kuril, Dhaka, Bangladesh.

ORGANIZER

BCMEA (Bangladesh Ceramic Manufacturers & Exporters Association)
TMC Building (5th floor), 52 New Eskaton Road, Dhaka-1000, Bangladesh
Tel: +88 02 48316989, Mob: +88 01913535149
E-mail: bcmeabd@gmail.com, bcmea.expo@gmail.com,
Web: www.bcmea.org.bd

2. EXHIBITING PROCEDURE

The Participant has to collect the endorsed Contract Form supplied by the organizer which is to be duly filled, sealed & signed and must be returned to “BCMEA (Bangladesh Ceramic Manufactures & Exporters Association) by Email at bcmea.expo@gmail.com or bcmeabd@gmail.com

3. PAYMENT TERMS & CONDITIONS

- Participation fees/charges must be paid as per the sales invoice. All payments should be made through Bank. Cash Payment is not allowed.
- Advance Payment is a precondition for the next process of the booking for participation.
- Payment for Additional Branding/Promotion/Advertising/ or furniture rent should be made according to the invoice.
- If any payment is not received by the due date, then the booking will be canceled automatically and the previous payment by default will be the organizers' property.

4. CANCELATION AND REFUND POLICY

If any Exhibitor intends to withdraw their participation; the concerned exhibitor may terminate the contract (**Space contract form signed by both parties**) by paying the compensation applicable for breach of the contract If the termination is before as follows –

- **9 (nine) months** before the event : **15%** of the total contract value
- **6 (six) months** before the event : **30%** of the total contract value
- **3 (three) months** before the event : **50%** of the total contract value

5. VENUE and HALL FACILITIES & SERVICES

- Car Parking is available within the venue's indoor area.
- Prayer Room is located in the Middle of the venue.
- Food facilities & refreshments will be on payment.

- Interested exhibitors will be able to take spot orders.
N.B. Product selling, payment collection, and delivery can be arranged at a designated place upon pre-booking and payment to the organizer.

6. BUILD-UP & KNOCK-DOWN SCHEDULE

- Build-up day will start from 26th Nov 2024 at 10.00 am up to 27th Nov 2024 till 11.30 PM
- Shell Booths will be handed over to exhibitors on 27th Nov 2024 at 2.00 PM
- Knock-down/dismantling of Booth/Pavilion is on 01st Dec 2024 from 5:00 pm till 11.30 PM

Remarks:

- After build-up & before knock-down within this period i.e. during exhibition time none will be allowed to do any type of construction/ dismantling work.
- Failure of the time schedule will cause financial charges by the venue authority which shall be borne by the concerned exhibitor.

7. BADGES

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

Note:

- 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 organizer's site office at the venue immediately for reissue.

8. GENERAL RULES AND REGULATIONS

8.1 **CONSTRUCTION WORKS:** Construction and Electrical drawings should be submitted to the organizer for prior approval for the next proceeding is must by 15th October 2024.

8.2 HEIGHTS OF SHELL & INTERIOR PAVILION:

- Shell Booth Maximum height is 2.43 meters (8-0 feet), provided by the organizer;
- Middle area interiors Maximum height allowed 4.27 meters (14 feet);
- Pavilion area interiors Maximum height allowed 3.04 meters (10 feet).

8.3 No exhibitor will be allowed to make any kind of blockage, bridge, or pool connected from one booth to another or anything that will hamper other exhibitors.

N.B. If any exhibitor does that particular exhibitor will be penalized (5%on total payment will be charged as a fine and that exhibitor will be blacklisted for the next expo booking).

8.4 **Assemble & Decoration:** Any carpentry, painting, and drilling works by the Exhibitors & their concerned contractors inside the hall are 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 withdrawn from continuing their work.

8.5 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** is not allowed 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 in the venue or exhibition hall.

10. BRANDING AND DISPLAY

Any kind approved of branding is allowed within the exhibitor's own pavilion/semi-pavilion/booth. It is not allowed in common/general areas, except additional branding option which is permitted by the organizer.

11. SAFETY & SECURITY MEASURE

Safety measures like safety cloth, helmets, etc. the contractors and exhibitors wearing badges will be allowed to enter the exhibition hall during set up and dismantling day and everybody must follow & maintain the Security check during entrance into the expo hall.

12. DAMAGE OF VENUE OR OTHER'S PROPERTY

The concerned exhibitor is solely liable for any damage caused by them to the people or property at the venue during installation, exhibition, or dismantling/knock-down.

13. ELECTRICITY CONSUMPTION & SPECIAL FEATURES PLAN

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

14. SOUNDS & LIGHT EFFECTS

Excessive sound and light which will create disturbance to other exhibitors are extremely prohibited. If anyone does that, then that particular Exhibitor's sound system will be banned for the entire expo by the organizer.

15. ADDITIONAL ITEMS FOR RENTAL

Exhibitor can collect their necessary additional furniture or equipment on a 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.

16. AWARD WINNER'S BENEFITS

Pavilion and Booth interior design award winner of the immediate previous CERAMIC EXPO Bangladesh will get additional discounts with regular discounts available on their participation charges at the following rates:

Category	Winners	Benefits
Pavilion & Booth	1 st winner	10% discount
	2 nd winner	7% discount
	3 rd winner	5% discount

17. RISKS COVER & LOSSES

The organizer shall not be responsible for any loss whatsoever incurred by 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.

18. SEIZURE & DISCREPANCY

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

19. FORCE MAJEURE

Under the conditions of the force majeure which include any pandemic, strike, lock-out, closure, riots, political dispute, or natural disaster, the organizer reserves the right to alter the opening dates and duration or even cancel the total exhibition. In case of a change in dates and duration, the contractual obligation between the exhibitor and the organizer remains unaffected. In case of cancellation of the exhibition or the exhibitor withdrawing their participation, the stall/space rental will be refunded to the exhibitors after deducting costs (as per manual section: 4) of the received amount as a service charge incurred by the organizer. Also, the exhibitor can adjust the advance or full paid amount with the next edition of CERAMIC EXPO Bangladesh.

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.

20. ORGANIZER'S RIGHTS

The Organizer reserves the right 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 right to change the venue, the allotment of space/stall, or close some or all sections of it temporarily or permanently. In these cases, the exhibitors shall not be entitled to cancel the contract or claim any compensation. The rates, charges, exhibitor manual, contract form, branding, promotion, and advertising options are subject to change without prior notice depending on any haphazard situation & all rights reserved by the organizer.

I/we have read the Exhibitor Manual (guidelines and Terms & Conditions) carefully and agreed to abide the rules and regulations of this manual.

Company Seal & Authorized Signature of the Exhibitor