

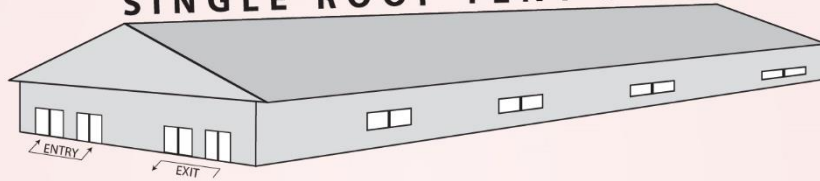


# CERAMIC EXPO BANGLADESH

27 NOV - 30 NOV 2025

@ ICCB, KURIL, DHAKA

SINGLE ROOF TENT HALL



## EXHIBITOR'S MANUAL (GUIDELINE, TERMS & CONDITIONS)

ORGANIZER



**BCMEA**

**BANGLADESH CERAMIC MANUFACTURERS & EXPORTERS ASSOCIATION**

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## TABLE OF CONTENTS

PARTICULARS	Serial #
GENERAL INFORMATION	1
EXHIBITING PROCEDURE	2
PAYMENT TERMS & CONDITIONS	3
CANCELATION AND REFUND POLICY	4
VENUE and HALL FACILITIES & SERVICES	5
BUILD-UP & KNOCK-DOWN SCHEDULE	6
BADGES	7
GENERAL RULES AND REGULATIONS	8
PROHIBITIONS	9
BRANDING AND DISPLAY	10
SAFETY & SECURITY MEASURE	11
DAMAGE OF VENUE OR OTHER'S PROPERTY	12
ELECTRICITY CONSUMPTION & SPECIAL FEATURES PLAN	13
SOUND & LIGHT EFFECT	14
ADDITIONAL ITEMS FOR RENTAL	15
AWARD WINNER'S BENEFITS	16
RISKS COVER & LOSSES	17
SEIZURE & DISCREPANCY	18
FORCE MAJEURE	19
ORGANIZER'S RIGHTS	20
ANNEX - PAGE 01 (Layout)	21

## 1. GENERAL INFORMATION

Event Title : **CERAMIC EXPO Bangladesh-2025**  
Event Category : International  
Edition : 4<sup>th</sup> Edition  
Date : 27<sup>th</sup> (Thursday) Nov – 30<sup>th</sup> (Sunday) Dec 2025 (4 Days exposition)  
Timing : Thursday - Saturday: 10.00 am to 6.00 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  
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Web: [www.bcmea.org.bd](http://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](mailto:bcmea.expo@gmail.com) or [bcmeabd@gmail.com](mailto:bcmeabd@gmail.com)

## 3. PAYMENT TERMS & CONDITIONS

- A. Participation fees/charges must be paid as per the sales invoice. All payments should be made through Bank. Cash Payment is not allowed.
- B. Advance Payment is a precondition for the next process of the booking for participation.
- C. Payment for Additional Branding/Promotion/Advertising/ or furniture rent should be made according to the invoice.
- D. 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. CANCELTION 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. Spot selling and on-site product delivery is strictly prohibited. Exhibitors can display and promote their products only and can make pre-order from the visitors.**

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

- Build-up day (Only empty stalls or raw stalls) will start from 25<sup>th</sup> Nov 2025 at 08.00 am up to 26<sup>th</sup> Nov 2025 till 11.30 PM
- Shell Booths will be handed over to exhibitors on 26<sup>th</sup> Nov 2025 at 2.00 PM
- Knock-down/dismantling of Booth/Pavilion is on 30<sup>th</sup> Dec 2025 from 06:00 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:** All construction and electrical drawings **must be** submitted to the organizer for prior approval **by 15th October 2025**. Approval is mandatory before proceeding with any further work.

### 8.2 **HEIGHT MAXIMUM ALLOWED FOR INTERIOR:**

- Row 1: All Pavilion, Mega Pavilion, Semi Pavilion, and Booth (Shell Booth, Prefabricated, or Decorated) must have a height within a maximum limit of **10 feet**.
- Row 2a & 2b: All Pavilion, Mega Pavilion, and Semi Pavilion must have a height within a maximum limit of **14 feet**, except the Principal Sponsor's Pavilion.
- Row 3: All Pavilion, Mega Pavilion, and Semi Pavilion must have a height within a maximum limit of **14 feet**.
- Row 4: All Pavilion, Mega Pavilion, and Semi Pavilion must have a height within a maximum limit of **14 feet**.
- All Booth (Shell Booth, Prefabricated, or Decorated) must have a height within a maximum limit of **10 feet**.
- Row 5: All Pavilion, Mega Pavilion, Semi Pavilion, and Booth (Shell Booth, Prefabricated, or Decorated) must have a height within a maximum limit of **10 feet**.

**\*\*For detail understanding go to annex-page 01 (Layout).**

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 violates this rule, a fine of 5% of the total payment will be charged as fine, and the exhibitor will be blacklisted from participating in the next expo.

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

During setup and dismantling/knock-down days, only contractors and exhibitors wearing proper badges and safety gear such as safety clothing and helmets will be allowed to enter the exhibition hall. Everyone must follow and comply with the security checks at the entrance of 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 Jury Board Choice Award winners of the CERAMIC EXPO Bangladesh 2025 will get additional discounts with regular discounts available on their participation in next event as per the following rates:

Category	Winners	Benefits
Pavilion & Booth	1 <sup>st</sup> winner	10% discount
	2 <sup>nd</sup> winner	7% discount
	3 <sup>rd</sup> 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**